

Request for Proposal (RFP)  
For  
Selection of Agency For

Hiring of Vehicles on monthly rental basis.



**Indian Highways Management Company Ltd (IHMCL)**

RFP Reference: IHMCL/Admin./Vehicle/001(2<sup>nd</sup> Call)

Published Date: 16<sup>th</sup> November 2023

## **PART-I: NOTICE INVITING TENDER**

- 1.1 Sealed bids are invited from Registered, established, experienced and reputed firms / agencies / individuals having adequate experience having more than five years' experience in providing vehicles on monthly rental basis for office use/project inspection work.
- 1.2 The complete Bidding Documents can be viewed / downloaded from e-procurement portal <http://etenders.gov.in>. IHMCL shall not be responsible for any postal delay, or network/system failure at bidder's end, as applicable. Bids submitted after the closing date/time shall be summarily rejected
- 1.3 Bids are invited for the below mentioned work by Indian Highways Management Company Limited (IHMCL): -

<b>Name of Work</b>	<b>Closing date and time for Online bid Submission</b>
RFP for Hiring of Vehicles (Innova or equivalent, Scorpio or equivalent and Sedan) on monthly rental	See Key Dates

- 1.4 The complete Bidding documents can be viewed / downloaded from e-tender portal i.e., <https://etenders.gov.in>. The Bids shall be liable for summarily rejection unless accompanied by the requisite documents as specified in this RFP. No Bids submitted after the closing date/time shall be considered.
- 1.5 All clarifications/ corrigendum will be published only on the e-procurement portal <https://etenders.gov.in> and IHMCL website [www.ihmcl.co.in](http://www.ihmcl.co.in).
- 1.6 IHMCL reserves the right to accept or reject any or all bids received before signing of Contract Agreement without thereby incurring any financial or other liability to the affected Bidders.

**Address for communication:**

Indian Highways Management Co. Ltd. (IHMCL)  
1st Floor, NHAI Head Quarter (Old Building), G-5 & 6  
Sector 10, Dwarka  
New Delhi 110 075  
Phone: +91-11- 28042710;  
Email: [tenders@ihmcl.com](mailto:tenders@ihmcl.com); Website: [www.ihmcl.co.in](http://www.ihmcl.co.in)

## **PART II: DEFINITIONS**

In this document, the following terms shall have respective meanings as indicated:

- i. **“Applicable Law”** means the laws, rules or regulations and any other instruments, having the force of law in Republic of India, as in force from time to time.
- ii. **“Authorized Representative”** means any person/agency authorized by IHMCL.
- iii. **“Bidder”** means, a company which participates in the Bid process and submits its proposal pursuant to this RFP.
- iv. **“Contract”** shall mean & include RFP, Notice for Inviting Tender (NIT), the tender documents, Letter of award and Letter of acceptance thereof and the formal agreement, to be executed between IHMCL and the Service Provider together with the complete documents referred to therein including the conditions with appendices and any special conditions. All these documents taken together shall be deemed to form one Contract and shall be complementary to each other
- v. **“IHMCL”** means Indian Highways Management Company Ltd.
- vi. **“Law” or “Legislation”** - shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Government of India or State Government or regulatory authority.
- vii. **“Letter of Award (LOA)”** means the issue of a signed letter by IHMCL to Successful Bidder conveying its intention to accept the offer of Successful Bidder and awarding the work mentioning the total Contract Value.
- viii. **“Local Currency”** means the Indian Rupees
- ix. **“MoRTH”** means Ministry of Road Transport and Highways
- x. **“NHAI”** means National Highways Authority of India.
- xi. **“Party”** shall mean IHMCL or Bidder individually and **“Parties”** shall mean IHMCL and Bidder collectively.
- xii. **“Personnel”** means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof.
- xiii. **“RFP”** shall mean this Request for Proposal dated 13-12-2023, including the written clarifications & Corrigendum/Addendum issued by IHMCL in respect of the RFP from time to time.
- xiv. **“Services”** means requirements defined in this RFP including all additional services associated thereto to be delivered by the Successful Bidder.

- xv. "Successful Bidder" means the Bidder, who, after the complete evaluation process, has been issued the Letter of Award by IHMCL
- xvi. "Service Provider" means the Successful Bidder who has executed the contract with IHMCL and has complied with other requirements as specified in this RFP to the satisfaction of IHMCL
- xvii. Any other term(s), not defined herein above but defined elsewhere in this RFP shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this RFP.

**PART-III: SCHEDULE OF THE TENDER (KEY DATES)**

<b>S.No</b>	<b>Event Description</b>	<b>Date</b>
1	Invitation of RFP	13-12-2023
2	Bid Due Date (Online Submission and Physical submission)	21-12-2023 (Up to 15:00 Hrs IST)
3	Opening of requisite documents submitted (like Bid form, PoA, Undertaking & Bid Security)	22-12-2023; at 16:00 Hrs IST
4	Opening of Financial Bids of Responsive Bids	To be intimated separately to responsive bidders
5	Issuance of Letter of Award (LoA)	Within 15 working days of financial opening
6	Submission of Performance Security	Within 07 working days of LoA issuance
7	Validity of Bid	90 days from Bid Due Date
8	Signing of Contract Agreement	Within 10 calendar days of LoA Issuance

## **PART-IV: INSTRUCTIONS TO BIDDER**

### **4.1 Eligibility/Pre-Qualification criteria**

The bidder qualifying the following criteria shall be considered eligible to bid for this RFQ. The Proposals of the Bidders shall be evaluated for meeting the eligibility/prequalification criteria based on the parameters listed below:

<b>Sr No,</b>	<b>Requirement Parameter</b>	<b>Eligibility Conditions/ Conditions/</b>	<b>Supporting Document to be provided</b>
1	Legal entity	<ul style="list-style-type: none"><li>• The Bidder should be registered with GST in India.</li><li>• Power of Attorney</li></ul>	<ul style="list-style-type: none"><li>• GST Registration Certificate</li><li>• Power of Attorney as per Annexure 2</li></ul>
2	Ownership/Lease Proof	The Bidder shall submit proof of ownership/lease of at least 4 similar vehicles	The Bidder shall submit proof of ownership/lease of at least 4 similar vehicles
3	Experience	The bidder should have experience more than five years in providing vehicles to Govt/PSU/Autonomous Bodies.	Bidder shall submit Work Orders obtained from Govt/PSU/Autonomous Bodies in support.
3	Undertaking of No blacklisting/ debarment	The Bidder should not have been blacklisted by any State / Central Government Department or Central /State PSUs as on Bid Due Date.	Undertaking on certifying non-blacklisting as per format given in Annexure 1

### **4.2 Examination and Evaluation of Bids**

- a) Opening of Bids will be done through online process only.
- b) IHMCL shall open Technical Bids as per the schedule specified in Key Dates, in the presence of the authorized representatives of the Bidders, who choose to attend. IHMCL will examine and evaluate the Bids in accordance with the provisions of this RFP.
- c) During evaluation and comparison of bids, IHMCL may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given in writing via email, asking the Bidder to respond by a specified date, and also mentioning therein that, if the Bidder does not comply or respond by the date, his tender will be liable to be rejected. No post bid clarification at the initiative of the bidder shall be entertained. The shortfall information/ documents shall be sought only in the case of historical documents which pre-existed at the time of the bid opening and which have not undergone change since then.

d) Evaluation Process:

- i. The Technical Bids will be evaluated by an Evaluation Committee. The Bidder shall have to fulfil all the Eligibility Criteria as specified in the RFP. The following documents shall be evaluated as per part of Pre-Qualification stage: - Bid Security Declaration Form, PoA and other Eligibility Documents and Annexures.
  - ii. The Bidder shall have to submit all the required documents as per various formats provided in Annexures. These documents will be scrutinized in this phase of evaluation. Those Bidders who do not fulfil the terms and conditions of Eligibility Criteria as specified in this tender will not be eligible for further evaluation.
  - iii. The Bidder shall have to submit all the required documents as per various formats provided in Annexures. These documents will be scrutinized in first phase of evaluation. Those Bidders who do not fulfil the terms and conditions of eligibility criteria will not be considered eligible for further evaluation and shall be declared as non-responsive
- e) Financial bid of only responsive bidders shall be evaluated.
- f) If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- g) The bidder with lowest Total Cost (L1) as mentioned in the Financial Proposal Annexure-VI will be treated as the preferred bidder
- h) The bid price will include all taxes and levies except GST and shall be in Indian Rupees.

#### **4.3 Miscellaneous**

- a) The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- b) IHMCL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- i. suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - ii. consult with any Bidder in order to receive clarification or further information;
  - iii. retain any information and/ or evidence submitted to IHMCL by, on behalf of, and/ or in relation to any Bidder; and/ or iv. independently verify, disqualify, reject and/ or accept any or all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- c) It shall be deemed that by submitting the Bid, the Bidder agrees and releases IHMCL, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding Process and waives, to

the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

#### **4.4 Earnest Money Deposit(EMD)/BID Security & Cost of Bid/Bid:-**

4.1 The bidder shall furnish, as part of the bid, Earnest money/ BID security of an amount of Rs. 20,000/- in form of Demand Draft. The Earnest Money shall be in form of Demand Draft in favor of Indian Highways Management Company Limited “payable at New Delhi. Any bid not accompanied by an acceptable Earnest Money shall be rejected by the IHMCL as non-responsive.

4.2 Demand draft amounting to Rs.1000/- in favor of Indian Highways Management Company Limited “payable at New Delhi, should be furnished as cost of bid along with Technical Bid in separate envelop.

4.3 EMD of unsuccessful bidder will be refunded within 30 days after issue of LOA to successful bidder and EMD amount of successful bidder would be refunded after submission of performance security.

4.4 The Earnest Money / Bid Security will be forfeited.

- (i) If the bidder withdraws the bid after its submission;
- (ii) If the bidder does not accept the correction of the bid required by Authority;
- or
- (iii) In case of a successful bidder, if the bidder fails to produce the requisite document, sign the Contract Agreement and supply the vehicle, within time specified in the ‘Letter of Acceptance (LOA).

#### **4.4 Performance Security: -**

The successful bidder will be required to submit the performance security for an amount of 10 % of awarded cost for 24 months in the form of DD payable to Indian Highways Management Company Limited “payable at New Delhi within 7 days of issue of letter of acceptance (LOA). The performance security shall be refunded after successful completion of contract.

#### **6. Bid Validity: -**

The bid shall be valid for 90 days from the date of opening as prescribed in 3.6 above.

#### **7. Award and signing of Contract: -**

IHMCL will award the work by issuance of LOA to the successful bidder whose proposal has been determined to be substantially responsive and has quoted the Lowest Cost as per the process outlined above. The bidder shall then within 7 days submit performance security and non-judicial stamp paper of Rs.100/- for signing of contract agreement with IHMCL.

#### **8. Right to vary quantities: -**



IHMCL reserves the right at the time of award of contract to increase or decrease the number of vehicles as per required quantity of services specified in the schedule of requirements without any change in hiring of the offered rates and other terms and conditions.

**09. Right to reject any or all the bids:-**

IHMCL reserves right to reject any or all the bids without assigning any reason and no claim of whatsoever nature will be entertained for such act.

## **Part- V (TERMS & CONDITIONS)**

1. The bidder should have valid registration in RTO/GST on the date of submission of Bid.
2. The work includes provision of 05 (Five) number of vehicles (1 no. Innova or equivalent Min 2400cc) & 2 nos. Scorpio or equivalent Min 1900cc-2100cc & 2 no. Sedan Min 1400cc-1600cc) conforming to RTA/RTO regulation along with fuel, driver, and maintenance etc. for office use and site visit for the purpose of monitoring the projects and related works.
3. The Bidder shall submit proof of ownership/lease of at least 4 similar vehicles.
4. The vehicle to be supplied shall be in good condition & should be not older than 2021 model.
5. Copy of lease agreement between bidder & owner of vehicle with proper proof of identity of owner (on Rs.100/- stamp paper), in case any vehicle not owned by the bidder, must be attached, otherwise bid shall be treated as non- responsive and shall be rejected.
6. The Vehicle shall be insured from any valid Insurance Company. The insurance shall be kept valid by the bidder (at his own cost) during entire contract period.
7. IHMCL will not be responsible to compensate for any damages occurred (if any) due to accident to the vehicle or any person/ property / driver during duty hours. The entire liability of accident shall be borne by the bidder.
8. The bidder are advised to quote the vehicle rate including all necessary cost towards maintenance of vehicles, salary of driver, fuel & lubricant for vehicles, interior decoration of the vehicle, RTO / State Govt. Taxes and other taxes, if any, weekly holidays to driver etc. excluding GST & Toll Tax. TDS (Income Tax) & GST TDS will be deducted from the payment of bill as per applicable rules. GST shall be paid as per IHMCL policy guidelines no. 3.3.18/2017 dated 17.11.2017.
9. Monthly Payment terms and condition: -

<b>Deliverable</b>	<b>Payment</b>
The vehicle to be supplied shall be in good condition & should be not older than 2021 model. The vehicle shall be provided round the clock for 7 day's basis depending upon requirement of IHMCL.	The firm / agency / individual should submit their bills along with logbook within 1st week of every month for payment. It is the responsibility of the firm / agency / individual to maintain the log book of every vehicle and get it certified from the concerned officer/official using the vehicle, failing which, payment shall not be released. 100% payment shall be released within 15 days from the date of submission of valid invoice and all supporting documents along with proof of GST deposit.

10. The vehicle shall be provided round the clock for 7 day's basis depending upon requirement of IHMCL.
11. The number of vehicles to be engaged by IHMCL may be increased or decreased on the discretion of IHMCL. No compensation and rate revision shall be applicable for entire contract period due to increase or decrease in fuel rate(s) by Govt. /increase or decrease in no. of vehicles deployed.

12. Drivers must have valid driving license, mobile phone, neatly dressed in a defined dress code approved by IHMCL, well trained, well behaved, physically / medically fit and with experience of more than 05 years running on Highways. Any cost whatsoever incurred on account of this is deemed to be included in the quoted rates. If necessary, successful bidder shall also provide additional / replacement driver, as and when called by IHMCL, failing which IHMCL shall levy penalty of Rs. 1,000/- per day.
13. In case of maintenance / off road / breakdown of vehicles, a suitable replacement of the vehicles shall be provided immediately. If firm / agency/ individual fails to provide replacement of vehicles a penalty of Rs. 2000/- per day plus actual hiring charges of vehicle shall be recovered from the bills/performance security of firm / agency/ individual.
14. The vehicles are to be used for travelling under jurisdiction of IHMCL and to other places, as required.
15. The bidder must quote the rates both in words and figures for all category of vehicle. In case there is a difference between the quoted rate in words and figures, rates quoted in words shall prevail. If no rate is quoted for a particular type of vehicle's then the bid shall be considered as non-responsive bid.
16. The firm / agency / individual should submit their bills along with logbook within 1<sup>st</sup> week of every month for payment. It is the responsibility of the firm / agency / individual to maintain the log book of every vehicle and get it certified from the concerned officer/official using the vehicle, failing which, payment shall not be released.
17. Successful firm / agency / individual shall have to supply the required vehicle within 15 days from the date of issue of Letter of Acceptance by IHMCL.
18. Evaluation of bid shall be done for award of work on the lowest cost basis.
19. The successful bidder/bidder shall submit all the required documents of vehicle, Insurance, GST Registration Certificate etc. to execute agreement with IHMCL as per terms & conditions mentioned in the bid document, on non-judicial stamp paper of Rs. 100/ which will be made available by the successful bidder, failing which 2<sup>nd</sup> lowest bidder will be given offer.
20. The agreement will be made with the selected bidder for a period of 12 months as per terms & conditions mentioned in the bid document and rates accepted by IHMCL. The agreement may be extended beyond said period on mutual consent of both the parties depending upon performance of selected bidder and on recommendation of the concerned official.
21. If successful bidder fails to provide specified vehicle(s), Authority shall have the right to forfeit the Earnest Money / BID Security submitted by the successful bidder.
22. IHMCL reserves all the rights to reject any or all the bids without assigning any reason thereof.
23. The contract agreement may be terminated either IHMCL or successful bidder at any time serving one month's advance notice in writing, against which no compensation shall be paid to bidder.
24. The bids received after due date / time shall summarily rejected.
25. Amendments, corrigendum, if any, would be hosted on IHMCL website only.

26. IHMCL reserves full rights to curtail / modify, halt / cancel, reject any or all offer/s, at any stage without assigning any reasons and no claim of whatsoever nature will be entertained on this account.
27. The successful bidder should ensure that sufficient fuel is always available for travel.
28. The successful bidder should quote their rates on monthly basis i.e. per vehicle per month.
29. Rates for extra running per km is 20Rs, 15Rs and 13 Rs respectively with the monthly limit of 3500 km, 3000 km and 3000km.
30. Extra fare charge will calculate by the travelling officer with logs proofs which should be duly signed.
31. The initial period of engagement shall be 01 year from date of signing of Contract Agreement. The period of engagement may be further extendable by additional 1 year at the sole discretion of NHAI/IHMCL.
32. IHMCL will not have obligation: -
  - (a) IHMCL shall not be liable for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any act or order of the Government. In this regard, and the service provider shall indemnify IHMCL against any / all claims which may arise under the provisions of various acts, government orders etc. And any breach of such laws or regulations shall be deemed to be breach of this contract.
  - (b) No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC shall be borne by IHMCL, and any loss caused to IHMCL have to be suitably compensated by successful bidder.
  - (c) Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.
  - (d) The successful bidder shall be the employer of his workers and IHMCL will not be held responsible fully or partially for any dispute that may arise between the successful bidder and his workers.

**Annexure 01 UNDERTAKING**

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I M/s \_\_\_\_\_ having office address  
\_\_\_\_\_ submit this bid for  
providing vehicles for the use by IHMCL New Delhi. I undertake to accept and abide myself on behalf of the  
firm / agency / individual by the terms & conditions mentioned bid document.

Signature of the Applicant/ Authorised representative

Date:

Place:

(Seal of Firm / Agency)

**Annexure 2: Power of Attorney/Letter of Authorization**

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Know all men by these presents, we, M/s..... (name of Firm/ Company and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./ Ms..... son/daughter/wife of..... and presently residing at ....., who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the “**Authorized Signatory or Attorney**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our quotation for empanelment as the agency for -----, proposed by Indian Highways Management Co. Ltd., including but not limited to signing and submission of all applications, proposals and other documents and writings, and providing information/ responses to IHMCL, representing us in all matters before IHMCL, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with IHMCL in all matters in connection with or relating to or arising out of our proposal for the said assignment and/or upon award thereof to us.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory or Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....THE ABOVE-NAMED PRINCIPAL HAVE PURSUANT TO THE RESOLUTION DATED OF THE BOARD OF DIRECTORS IN THAT BEHALF CAUSED ITS COMMON SEAL, EXECUTED THIS

POWER OF ATTORNEY ON THIS ..... DAY OF ....., 2023

For .....  
(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized

Accepted

.....  
(Signature, name, designation and address of the Attorney)

**Notes:**

*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(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. **The Power of Attorney should be executed on a non-judicial stamp paper of appropriate denomination and should be registered or duly notarized by a notary public.***

*Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

*For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed The Hague Legislation Convention 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Apostles certificate.*

### Annexure 3: Bid covering letter

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(In the letterhead of the Bidder)

To  
Chief Operating Officer  
Indian Highways Management Co. Ltd. (IHMCL)  
G-5&6, Sector 10 Dwarka  
New Delhi 110 075

Subject: \_\_\_\_\_

Ref. No. RFP. No. \_\_\_\_\_ dated \_\_\_\_\_ -

Dear Sir,

1. I/We, the undersigned, have carefully examined the contents of the document including amendments/addendums (if any) thereof and undertake to fully comply and abide by the terms and conditions specified therein and hereby submit our application. Our application is unconditional and unqualified.

2. I/We undertake that, in competing for (and, if the award is made to us), for executing the above work, we will strictly observe the laws against fraud and corruption in force in India.

3. I/We understand that:

- a. this Bid/Proposal, if found incomplete in any respect and/ or if found with conditional compliance and/ or prescribed supporting document shall be summarily rejected.
- b. if at any time, any averments made or information furnished as part of this application is found incorrect, then the application will be rejected
- c. IHMCL is not bound to accept any/ all Bid (s) it will receive.

4. I/We declare that:

- a) I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to submit Proposals for RFP Name \_\_\_\_\_, without incurring any liability to the Bidders, in accordance with relevant clause of the RFP Document
- b) We undertake that in case, due to any change in facts or circumstances during the Bidding Process, we become liable to be disqualified in terms of the provisions of disqualification, we shall intimate IHMCL of the same immediately.
- c) We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, we shall have any claim or right of whatsoever nature if the LOA is not awarded to us or our Proposal is not opened.
- d) We undertake that none of the place of business/ office of the firm is in Delhi & NCR.
- e) **I/We have not been declared ineligible** by IHMCL, NHAI or NHIDCL, Government of India or any other agency for indulging in corrupt or fraudulent practices. I/We also confirm that I/We have not been *declared as non-performing or debarred* by NHAI or Ministry of Road Transport & Highways, Government of India.



f) **I/We haven't been blacklisted by a Central/ State Government institution/ Public Sector Undertaking/ Autonomous body** and there has been *no litigation* with any Government Department/ PSU/ Autonomous body on account of similar services.

5. I/We declare that our bid is valid for 180 days.

Name .....

Email Id .....

Mobile No. ....

Designation/ Title of the Authorized Signatory.....

## TECHNICAL BID

The Technical bid shall consider following documents: -

1. Bid documents signed by the bidder on each page.
2. Cost of bid documents- if the Bid document downloaded from the website.
3. Earnest Money Deposit
4. Information of bidder in Annexure-IV
5. Eligibility criteria in Annexure-V
6. Details of vehicle to be provided as per Bid Condition in Annexure-VI

## TECHNICAL BID

### ANNEXURE-4 Information of Bidder

Sr. No.	Particulars	Details
1	Name of Firm / Agency / Individual	
2	Detail address with Phone No.	
3	Name, Address & Phone No. of the Proprietor	
4	Permanent Account Number (PAN) Firm /Agency / Individual: - Proprietor: -	
5	Authorized representative for Bid opening	
6	Payment details for cost of Bid	(i) DD No. (ii) Date (iii) Name of issuing Bank (iv) Amount of DD
7	Details of Earnest Money Deposit BID Security	(i) DD No. (ii) Date (iii) Name of issuing Bank (iv) Amount of DD

Signature of the Applicant/ Authorised representative

Date:

Place:

(Seal of Firm / Agency)

TECHNICAL BID

**ANNEXURE-V Ownership/Lease Proof**

Documents satisfying eligibility criteria: -

1. Original/certified copies of experience certificates from Government/PSU/Autonomous Bodies.
2. Proof of vehicles owned /leased by the Firm / Agency / Individual.

Sr. No.	Vehicle Registration No.	Certified copy of documents of ownership	Certified copy of RTO Registration Certificate	Remarks
1				
2				
3				
4				
5				
6				

Note : Copy of lease Agreement between bidder and owner of vehicle with proper proof of Identity of Owner (on Rs.100/- stamp paper), in case of any vehicle not owned by the bidder, must be attached, otherwise bid shall be treated as nonresponsive and shall be rejected.

Signature of the Applicant/ Authorised representative

Date:

Place:

(Seal of Firm / Agency)

Indian Highways Management Company Limited (IHMCL)

New Delhi

**Annexure -VI (FINANCIAL BID)**

Name of Work: Hiring of Vehicles (Innova or equivalent, Scorpio or equivalent and Sedan) on monthly rental basis for IHMCL

Bidder Need to fill ONLY the yellow cells.

<b>Parameter</b>	<b>Quoted Price per month per vehicle (In Rs.)</b>
	<b>(Excluding GST)</b>
Providing, running & maintenance of AC vehicle (1 no. Innova crysta or Equivalent Min 2400cc) Travel up to 3500 km per month. (As per terms & condition of bid form)	
Providing, running & maintenance of AC vehicle (2 nos. Scorpio or equivalent Min 1900cc-2100cc) Travel up to 3000 km per month. (As per terms & condition of bid form)	
Providing, running & maintenance of AC vehicle (2 no. Sedan (AC Min 1400cc-1600cc) Travel up to 3000 km per month. (As per terms & condition of bid form)	
Total Cost	

\* The demand of vehicles may be increased/ decreased on requirements basis.

Signature of the Applicant/ Authorised representative

Date:

Place:

(Seal of Firm / Agency)