

Notice Inviting Tender (NIT) for Selection of Bidder for providing transport rental services at NFAI.

Important Dates:

S. No	Information	Details
1.	Tender Release Date	30 July 2019
2.	Pre- Bid meeting	8 August 2019, at 11 am
3.	Last date for submission of bids	14 August 2019, upto 3 pm
4.	Opening of Tender	14 August 2019 at 4 pm
5.	Opening of Financial Bids	To be intimated later

1 Instructions to Bidder

1.1 Bidder Inquiries

Bidder shall send in their written queries to the designated officer as per the details below:

Officer on Special Duty, NFHM

National Film Archive of India,

Law College Road,

Pune – 411 004

osdnfhn@gmail.com

1.2 Submission of Bids

The bids shall be submitted in Two bid system

- First cover shall contain the original pre-qualification documents. The cover should be clearly marked as the "Pre-qualification documents"
- Second cover shall contain original commercial proposal document and cover should be clearly marked as the "Commercial Proposal".

1.3 Signing of Contract

- c. Once NFAI notifies the successful Bidder that its proposal has been accepted, NFAI shall enter into a separate agreement which will be valid for ONE year and can be extended on mutual terms and agreement as per approval of the Competent Authority.

1.4 Vehicle requirement

- The Bidder, on receiving Purchase Order / Work Order from NFAI, will be required to provide three vehicles (two on monthly basis and one on daily basis for a month) (Top end vehicle models) with kilometres not more than 10000 kms run
- On need basis, vehicles would be required for local and outstation travel.

1.4.1 Pre-Qualification Criteria

The Bidder is required to fulfill all of the following eligibility criteria on date of submission of bid as mentioned in below table 1:

S.N	Eligibility Criteria	Document Proof
1	The bidder should be a Proprietorship, OR a Company Registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932.	Copy of the Memorandum and article of association or Copy of the Certificate of Incorporation
2	The bidder should have a GST and PAN registration	Copies of the valid GST and PAN registration
3	The Bidder should have experience of providing vehicles (cars) on rentals for atleast 1 year from the date of release of this NIT.	a. Copy of work orders duly signed and stamped <i>Note: The dates on the Project completion certificate / work order of the four preceding financial years only will be considered</i>
4	The bidder should not be blacklisted as on date by PSU /Government of India /State Government Departments	Self-Certified Undertaking from Authorized Signatory of the Bidder on company letterhead to be provided.

1.4.2 Financial Score:

The financial offers shall be evaluated on the basis of total cost offered by the Bidder for the NIT. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected.

Based on the Financial Quote given by the Bidder, the Bidder with the lowest quote (L1) shall be selected as a successful Bidder

2 Payment of services

The payment shall be done on a monthly basis and as per the actual usage of the vehicles.

2.1 Annexure A: Commercial Bid Format

Vehicle Type:

NFAI will require one Toyota Etios and one Maruti Ertiga on monthly basis.

Requirement	Rate	Rate for Extra hours/ Extra km
Monthly basis (1600 kms / 250 hrs)		

Note: NFAI requires two vehicles of above category on Monthly basis.

1. Daily basis:

Requirement	Type of Vehicle	Rate	Rate for Extra hours/ Extra km
Daily basis (80kms / 8 hrs)	Toyota Etios/Swift Dzire/Hyundai Excent or similar or better vehicle.		
	Toyota Innova Crysta/Honda City or similar or better vehicle		

2. Outstation vehicles:

Requirement	Type of Vehicle	Rate	Rate for Extra hours/ Extra km/ halting charges
Visit to Mumbai / other city within Maharashtra (min 250 kms/day)	Toyota Etios/Swift Dzire/Hyundai Excent or similar or better vehicle.		
	Toyota Innova Crysta/Honda City or similar or better vehicle		
Outside Maharashtra (min 250 kms/day)	Toyota Etios/Swift Dzire/Hyundai Excent or similar or better vehicle.		
	Toyota Innova Crysta/Honda City or similar or better vehicle		

Note: For arriving at L1:

1. For evaluation purpose, the bidder shall be selected on the Rate mentioned in the Monthly basis:
2. The rates should be exclusive of GST.
3. The type of vehicle to be provided for monthly basis, is as per requirement of NFAI officials only.
4. The selected bidder has to match L1 rates for all other categories in case of empanelment.
5. The rates provided shall be inclusive of driver charges (local and outstation travel) and other licences.
6. For outstation travel, toll shall be reimbursed on a monthly basis on producing the valid toll receipts
7. The rates shall be inclusive of all taxes (vehicles/third party insurance etc) and vehicle rentals, driver salary, periodic maintenance, cleaning, accessories etc.

Instructions for Drivers:

1. The Bidder shall ensure that the antecedents of the drivers are verified by the police and they are in possession of the same while on duty
2. The driver should be of good moral character and in age group of 30 to 50 years only with atleast 3 years of experience in driving the cars.
3. The Bidder shall be responsible for discipline and behaviours of drivers deployed by them.
4. Consumption of alcohol by drivers during duty is strictly prohibited.
5. Bidder shall ensure that drivers reporting for duty is not under the influence of alcohol.
6. It is to be brought to the notice of all drivers that they are not authorized to make any entry or permitted to carry out any amendment on the duty work sheet.
7. The drivers may carry their packed meals.
8. The drivers are not to leave their place of duty unless permitted to do so by a bonafide user.
9. No mileage will be allowed for any lunch/tea break.
10. Driver should be conversant with Pune roads localities and should be consistent and punctual in their duties.
11. The Driver should always carry a working mobile at all the times in the day.
12. The driver should be able navigate the maps in case of any outstation or city travel and should be well conversant with the technology and Hindi, English and Marathi languages.
13. If the driver provided by the Bidder is not found to be suitable, the Bidder should change the same on immediate basis.
Replace vehicle within one hour in case of breakdown.