

**PUBLIC TENDER**

for

**Hiring of Commercial Electric Car on Monthly Basis**

Tender Number: FWC/GIZ/01/2020

Date: 07.02.2020

|  |  |
| --- | --- |
| **Particulars** | **Description** |
| Purpose of Tender | To select an experienced and professional Taxi company to provide electric car on monthly basis |
| Tender reference number | FWC/GIZ/01/2020 |
| Date of tender announcement | 07.02.2020 |
| Last date to submit pre-bid queries by the interested bidders | 10.02.2020 |
| Last date to provide clarification to the queries. All the queries will be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website [www.tendernews.com](http://www.tendernews.com) | 12.02.2020 |
| Last Date and time for submission of bids | 21.02.2020 |
| Mode of Submission | Technical and Financial bids to be submitted in sealed envelope as per the given instructions. |
| Validity of Bids/ Offered Price | 60 days from the last date of submission of bids  The selected supplier shall not be able to vary from their financial bid until the completion of the Order, if awarded by GIZ. |
| Address for Bid Submission | Head of Contracts and Procurement  GIZ Office, 46, Paschimi Marg  Vasant Vihar, New Delhi-110057 |
| Location of services | New Delhi |

**BACKGROUND:**

Deutsche Gessellschaft fur Inetrnationale Zusammenarbeit (GIZ) GmbH is owned by the German Government and works in the field of international cooperation for sustainable development. GIZ is also engaged in international education work around the globe and currently operates in more than 130 countries worldwide.

Germany has been cooperating with India by providing expertise through the organizations now forming GIZ for more than 50 years. To address India’s priority of sustainable and inclusive growth. GIZ’s joint efforts with the partners in India currently focus on the following areas:

* Energy – Renewable energy and energy efficiency
* Sustainable Urban and Industrial Development
* Natural Resource Management
* Private Sector Development
* Social Protection
* Financial Systems Development
* Human Capacity Development
* Environment

The GIZ office in New Delhi, India is responsible for Financial, Administrative and Human Resource management functions covering the GIZ activities in India and the region. The website of GIZ is [www.giz.de](http://www.giz.de)

**GIZ now wishes to hire the services of an experienced and professional commercial taxi service provider (company), who can provide electric car to GIZ India at New Delhi on monthly basis (full time) as per the scope of services.**

We have an estimated requirement of 04 to 05 more electric cars during next 12 to18 month, therefore GIZ would like to enter into a long term agreement with the supplier, preferably two year to start with and further extension of two year based on the mutual terms and conditions. However this data is purely for general information, and likely to remain same/increase during the next year, GIZ does not guarantee any minimum number of committement (ie- electric cars) during the contract period in case of any deviation due to internal or external reasons. However with the conclusion of said tender an initial order of **01 commerical electric car** will be provided to the winning company.

**SCOPE OF WORK**

1. To provide **commercial electric car** (**SUV**, minimum 5-seater with ample boot space, eg- Hyundai Kona, MG ZS EV etc) along with a driver on a regular basis to GIZ India office, New Delhi.
2. It is recommended to provide brand new electric car to GIZ India offices as per the requirements.
3. GIZ India will ensure to facilitate the installation of charging station at office premises for charging of electric cars.
4. Services for electric car to be provided on monthly basis within the contract duration.
5. The electric cars should have both AC and Heating facilities with advance safety features such as minimum 4 airbags, ABS, GPS etc.
6. Duty hours will be **8.30 hrs till 18.00 hrs** (including 30-minute lunch break for driver) from **Monday to Saturday**. (Monthly rate to be provided for **minimum 234 hours and 3000 kilometre approx)**. Additional hour can be claimed if duties are assigned beyond normal hours or on Sunday and Public Holidays.
7. Requirement of electric car on Sunday or any public Holiday, shall be informed by the respective offices in advance. The additional working hours for working on Sunday or public holidays will be counted separately and shall not be part of 234 hrs as per our monthly package. However, the calculation of KM shall be within the package of 3000 KM in month. Additional KM beyond 3000 will be paid separately.
8. The taxi agency should provide same vehicle and driver till the contract duration. Any change in person or vehicle to be informed and approved with prior notification. The driver will report every day at duty site, Monday to Saturday from 8.30 hr to 18.00 hr.
9. All costs pertain to the regular servicing, repair or maintenance or replacement of batteries of the vehicle shall be borne by the taxi agency.
10. Driver should maintain Logbook to document details of all official travel. The driver has to also ensure that passenger/GIZ staff signs the logbook on reaching to their respective destinations.
11. Taxi service agency should ensure to have Insurance of vehicle and the driver. The agency should obtain all necessary permits to operate.
12. Driver must be familiar & well versed with all Delhi NCR routes.
13. Driver should be able to understand and communicate in English.
14. The total monthly cost should include driver wages as per the current minimum wage rate applicable locally.

**ELIGIBILITY CRITERIA**

* The company must have a minimum experience of 05 year providing taxi services to clients with minimum turnover of 20 lakhs in a year.
* GIZ Prefer direct bids from the company and not from individuals/franchise. In case of bid from dealer/franchise the same shall be validated by company in its letterhead.
* The agency / company must possess a valid PAN, TIN, and GST Number with minimum client list of 10 medium/ large size companies.
* The company shall have all licenses/permission to provide taxi services in Delhi NCR region.

**SUBMISSION OF TENDER- PROCESS**

1. The bid should be signed, stamped and in a sealed envelope and superscripted as **– “Commerical Electric Taxi Services on Monthly basis – FWC/GIZ/01/2020”.**

***CRITERIA FOR EVALUATION OF BIDS***

1. **Technical Bid**

* Documents pertain to the legal status of organisation (Certificate of Incorporation/Registration/Memorandum/Partnership deed etc)
* Copy of PAN, TIN and GST Registration- Mandatory.
* Copy of annual statememt of income tax return – last two financial year.
* List of all clients.
* Reference of 5 established clients for reference check.

Following details should be provided for each client:

* + - Name of Company
    - Name and Contract of person dealing in stationery
    - Total tenure with the organization
  + ***Desirable***- any ISO, Quality or any Green certification though not mandatory.

Apart from above mentioned mandatory documents, GIZ would also like to understand the infrastructure and supply chain operations of the company in respect of ecological and sustainable aspect, Therefore all the companies shall also state briefly-

* ***Existing Green fleet including electric cars***
* ***Any green initiative towards balancing ecological standards.***
* ***Any self commitment towards ecological and sustainable eg- promoting biodegradable products, recyclable items etc.***

***Company shall also declare that no child labour are engaged in their organisation directy or indirectly.***

***Self certification to the effect that the tenderer has not been blacklisted by any company or its contract has been terminated on account of any reasons whatsoever.***

1. **Financial Bid**

The Financial bids will be evaluated only in respect of those firms, which meet the technical bid criteria mentioned above.

**GENERAL CONDITIONS**

* The routine servicing and maintenance of the car shall be taken care on weekends or holidays in order to avoid any official duties during week
* In case of any emergency, or breakdown of vehicle, company shall provide alternate replacement (any other vehicle) immedietely, which may not necessarily electric car only but substituted by clear fuel like petrol or CNG based vehicles.
* In case company is replacing the existing driver due to any reasons such as leave, medical or personal, they shall immedietly inform GIZ India and take the consent for replacement driver
* Company shall ensure the basic requirements of car including uniform of driver, fire extinguishers, first aid kit etc.

**PAYMENT PROCESS**

* Payment will be made on a monthly basis.
* The driver has to maintain the logbook of each & every trip. Copy of log book has to be submitted along with invoice for verification purpose
* GIZ will cross check and verify the invoice(s) before the payment process. Any cost not verified through the log book shall not be paid.
* GIZ will reimburse all cost pertain to parking, toll, or any other taxes while visiting other states
* 100% amount of each invoice will be paid within 7-10 working days, after receipt of original invoice along with other requisite receipts, log book/bills.
* Payment shall be released through electronic transfer only. No cash payment shall be made under any circumstances.
* Taxes shall be paid as per the prevailing rates.

**DURATION OF THE AGREEMENT**

* The initial period of agreement would be for **02 year** (**starting from 01 April 2020**), with starting order of 01 electric car after successful formalisation of agreement. GIZ India will provide letter of intent to the winning company in order to proceed with the purchase of electric cars.
* GIZ India may provide refundable security deposit to winning company along with letter of intent (if asked), however the refundable security deposit shall be limited to only 03 months average billing.
* The services will be again reveiwed after completion of **02** year and based on satisfactory performance the contract will be further extended for another **02 year** and so on.
* The quoted price shall remain fixed for a period of **02 years, which will also work as lock-in period**. Any increase in cost after subsequent year per shall be based on market standard with negotiation but not more than 10%. in any manner.
* The contract can be terminated by either party by giving a 01 month notice vice-versa after completion of lock in period.
* In case of gross misconduct/unfair trade practices the GIZ will have the right to cancel the contract with immediate effect.
* Modifications or supplements to agreement are only valid when made in writing. Verbal communications / amendments in this regard are not valid.

**PREPARATION OF THE PROPOSAL**

* Company should carefully check the specification/details of all the items listed at Annexure-A.
* Company should fill up the prices in the format given at Anexure “A”, print it and should sign and stamp on each page.
* The company should make sure that the prices are quoted for all cost heads of electric car all and duly signed and stamped. Incomplete/unsigned proposal shall be summarily rejected.
* The company should prepare a covering letter detailing out the non-agreement, if any, to the bidding / supply conditions and should attach it to the price proposal.
* The company should make sure that all the requisite documents (self-attested copies) are attached to the proposal as per the details given at Annexure “B”.
* The company should prepare the client list as per the format given at Annexure “B” and must attach it to the proposal.
* Company should also submit a short company profile and business card of contact person along with the proposal.

**CLARIFICATION TO THE BIDDERS**

In case of queries please write to us at [proc-ind@giz.de](mailto:proc-ind@giz.de) with subject line **“Query on Commerical Electric cars”**

The queries, if any, should be submitted latest by 10th Feb. 2020, All the queries shall be answered by 12th Feb. 2020.

**SELECTION OF SUPPLIER**

* A complete proposal shall be eligible for evaluation and will be evaluated by the tender committee.
* GIZ shall seek necessary clarifications from the suppliers, if any, during the evaluation process.
* GIZ may also ask the shortlisted suppliers(s) to show the product sample(s), if required.
* The supplier with most economical prices, matching the required standards, will be considered for the award of contract.
* GIZ reserves the right to conduct a reference check, with existing clients, before finalization of agency.
* Only shortlisted / selected supplier shall be contracted by the GIZ.

**SUBMISSION OF PROPOSAL**

Your tender proposal should be submitted in a sealed envelope only at the address given below:

**Head of Contracts and Procurement**

GIZ India Office

46, Paschimi Marg

Vasant Vihar, New Delhi

The envelope should be marked at top with the line **““Commerical Electric Taxi Services on Monthly basis – FWC/GIZ/01/2020”.**

The deadline to submit the proposal is **21st February 2020**. Your proposal should reach our office on or before this date. Proposals received after deadline will be summarily rejected.

An interested bidder requiring any clarification in the tender may send the query through email only at [proc-ind@giz.de](mailto:proc-ind@giz.de) as per the given timeline.

Perosnal/telephonic/telefax contact on the subject of this tender will not be entertained and must be refrained.

Only sealed proposal received at the above address will be considered for evaluation.Proposals received through email/fax will be summarily rejected.

**Enclosures:**

* Annexure-A: Price submission format.
* Annexure-B: Documents Check List / Client reference

**Price Schedule : Annexure - A**

|  |  |  |
| --- | --- | --- |
| **Description** |  | **Amount in INR** |
| Monthly rental (6 days a week) | 234 hours / 3000 kms |  |
| Rate /Extra kilometre | Additional Kilometre beyond 3000 kms |  |
| Rate /extra hour | Beyond the duty hours or working on Sunday or any public holiday |  |
| Installation of charging station |  |  |
| Any other cost |  |  |

**Documents Checklist / Clients’ References**

**Annexure - B**

|  |  |  |
| --- | --- | --- |
| **Checklist** | **YES** | **NO** |
| * Legal status of the Company (Certificate of incorporation/Registration/Memorandum/Partnership deed etc) |  |  |
| * Copy of PAN, TIN and GST Registration- Mandatory |  |  |
| * Copy of annual statememt of income tax return – last two financial year. |  |  |
| * ISO, Quality or any Green certification (though not mandatory) |  |  |
| * Self certification to the effect that the tenderer has not been blacklisted by any company. |  |  |

**Five existing clients for reference check**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of the client & address** | **Contact Person** | **Contact Number** | **Email ID** | **Years of Association** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |