

# **Request for Quotation (RFQ) for Hiring Car Service by India Brand Equity Foundation (IBEF)**

**Request for Quotation [RFQ]**

**17.11.16**

**India Brand Equity Foundation,  
20<sup>th</sup> floor, Jawahar Vyapar  
Bhawan, Tolstoy Road, Janpath  
, New Delhi -110001**

**[Total Number of Pages including this page: 14]**

## **PART A:**

### **Brief about India Brand Equity Foundation**

The India Brand Equity Foundation (IBEF) is a Trust established by Department of Commerce, Ministry of Commerce & Industry, Government of India.

IBEF's primary objective is to promote and create international awareness of the *Made in India* label in markets overseas and to facilitate dissemination of knowledge of Indian products and services.

Towards this objective, IBEF works closely with stakeholders across Government and Industry to promote Brand India. The objective of IBEF is to generate awareness about Indian products to promote India as a preferred business destination.

## **PART B: RFQ**

### **Overview**

The **nature of the services** to be provided is set out in Item 1 and Item 2 of the Contract Information Table (under Part D of this RFQ).

Details about how to submit a Quotation are set out in Item 3 of the RFQ Information Table (under Part C of this RFQ).

**Conditions of Quotation:** Please read the Conditions of Quotation in Part E before submitting a Quotation. The RFQ Information Table in Part C also forms part of the Conditions of Quotation. The Conditions of Quotation are the conditions upon which IBEF shall receive and evaluate Quotations. Failure to strictly observe these conditions may result in a Quotation being rejected without evaluation.

**Quotation Form:** The Quotation Form in Part F is a form that is **mandatory** to be completed. You are advised to not separate the Quotation Form from this RFQ document. A Quotation is likely to be rejected if the Quotation Form is not used. A Quotation must contain (or be accompanied by) all the information and details required by this RFQ.

Enquires, and requests for further information about this RFQ, should be directed to the Contact Officer as follows:

Contact Officer: Ms. Shruti Handa

Telephone: 011 43845501

Facsimile: 011 43845503

Email: [shruti.handa@ibef.org](mailto:shruti.handa@ibef.org)

[Ashwani.srivastav@ibef.org](mailto:Ashwani.srivastav@ibef.org)

**PART C:**

**RFQ INFORMATION TABLE**

1.	Closing date and time for submission of a Quotation:	The closing date and time for lodgment of a Quotation is by and not later than end of day (17:00 am) on <b>Nov 28, 2016. Tender opening date will be Nov, 29, 2016 at 1100hrs</b>
2.	Pre-quotation briefing session details:	Each prospective supplier may write and seek an appointment with the contact person of IBEF (mentioned in Part B of this RFQ) for a <u>pre-quotation briefing session</u> . It is clarified that no prospective suppliers shall be granted any pre-quotation briefing session 3 days before the closing date for submission of the quotation i.e <b>22.11.16</b> . IBEF may allow each prospective supplier to only seek clarifications with respect to RFQ in writing/ personally have a briefing session with the contact person of IBEF as mentioned under Part B of this RFQ (before sending actual quotations).

3.	Place and method of submission of a Quotation:	<p>A Quotation must be submitted as follows:</p> <ul style="list-style-type: none"><li>i) Break-up of costs for each of the items/service of work listed in the Services/Goods to be provided (i.e. under point 1 of Part D of this RFQ) are to be submitted as part of the Quotation Form. This break-up of individual costs will not be considered for financial evaluation.</li><li>ii) Taxes / VAT as applicable in India will be paid as per actuals and the same are not required to be indicated in the Quotation Form.</li><li>iii) The cost quoted will be fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by IBEF.</li><li>iv) The quotation shall not include any conditions attached to it and any such conditions proposed (along with the quotation) shall be rejected summarily.</li><li>v) The quotation shall be submitted in sealed envelope and in accordance with terms of this RFQ.</li></ul>
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4.	Status of Quotation:	A Quotation submitted by a prospective Supplier in response to this RFQ constitutes an offer by the prospective supplier to provide the services. The acceptance of that Quotation by IBEF, in accordance with this RFQ, will result in a legally binding contract subsequent to entering into a separate agreement/ engagement letter for providing the services.
5.	Information to be provided by suppliers as part of Quotation:	1. A confirmation letter/ undertaking from the Prospective Supplier to provide timely delivery of quality services.
6.	Evaluation criteria:	The services to be provided and quoted have to be in compliance with specifications mentioned in Annexure 1. Any quote with different specification shall NOT be considered and rejected (at any stage). The financial bids of bidding parties (with compliance to specifications mentioned in Annexure 1)) will be considered and the L1 bid from among the qualifying bidder (i.e. with compliance to specifications mentioned in Annexure 1) will be accepted.
7.	Notification of outcome:	The successful supplier will be notified of the outcome of the RFQ process through IBEF's website. Also all bidders are Invited for opening the tender at <b>1100 am on 29.11.16 at IBEF office.</b>

**PART D:**

**CONTRACT INFORMATION TABLE**

1.	Goods/Services to be provided :	Hiring of Maruti Swift on monthly basis for official use (As per terms and condition mentioned in Annexure 1).
2.	Specifications applicable to the Goods/Services to be provided	<p>As per terms and Condition Mentioned in Annexure 1.</p> <p>The table for quotes mentioned at the end of <b>Annexure 1</b> should also be filled. Rates for extra kilometer and extra hours and night charges will also be kept in mind for finalizing the supplier as secondary parameter.</p> <p>IBEF reserve the rights to negotiate further with the supplier selected on the basic of L1 (Lowest 1)</p>
3.	Location for delivery of the Goods/ Services	The services are to be provided at <b>Udyog Bhawan, New Delhi</b> and <b>IBEF Janpath</b> Office as per requirement
4.	IBEF's address details:	Contact Person at IBEF: Shruti Handa Address: 20 <sup>th</sup> Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001

## **PART E:**

### **CONDITIONS OF QUOTATION**

#### **1. Conditions of Quotation**

The conditions of quotation (**Conditions of Quotation**) comprise Part C and Part E of this RFQ.

#### **2. Communications**

A prospective supplier must direct all communications and enquiries concerning this RFQ to the Contact Officer named in Part B.

Unauthorized communication by a prospective supplier with any other employee or IBEF may lead to a Quotation being rejected.

#### **3. Addenda**

IBEF may change this RFQ by issuing Addenda in writing. Any Addenda becomes part of this RFQ. Addenda issued by IBEF are the only recognized explanations of, or amendments to, this RFQ.

#### **4. Agreement to be bound**

By lodging a Quotation a prospective supplier agrees to be bound by the Conditions of Quotation.

#### **5. Use of RFQ and information restricted**

This RFQ, and any information provided by IBEF to a prospective supplier as part of the RFQ process, remain the property of IBEF, and may only be used by a prospective supplier to prepare a Quotation in response to this RFQ.

#### **6. Status of RFQ representation**

No representation made by or on behalf of IBEF during the RFQ process binds IBEF unless the representation is subsequently included as part of a formal instrument of agreement.

#### **7. Confidentiality**

A prospective supplier who submits a Quotation must keep the information in its Quotation confidential. Nothing in this clause prevents a prospective supplier from disclosing information in its Quotation: that is available to the public generally otherwise than as a result of a breach of this clause 7 by the prospective supplier; if the disclosure of the Quotation is required by law; if the disclosure is necessary to obtain an approval or licence under a law.

#### **8. Confidentiality in IBEF contracts**

IBEF is committed to ensuring that contracting is conducted in an open and transparent manner.

However, IBEF and prospective supplier (who submits a Quotation) agree not to disclose to others, either during or subsequent to the term of the contract, any information, knowledge or data "Proprietary" or "Confidential Information", which either Party may receive, or have access to, or which may otherwise be disclosed to the other Party.

IBEF and prospective supplier (who submits a Quotation) also agree to maintain in confidence such Proprietary or Confidential Information unless or until:

- a. It shall have been made public by the Party itself or by any third Party; or
- b. Either Party receives such Proprietary or Confidential Information from an unrelated third party on a non-confidential basis; or
- c. The passage of 5 years from the date of the disclosure of such Confidential Information, whichever shall first occur.

IBEF and prospective supplier (who submits a Quotation) further agree to use all reasonable precautions to ensure that all such Proprietary or Confidential Information is properly protected and kept from unauthorized persons or disclosure.

## **9. Quotations become property of IBEF**

All Quotations become the property of IBEF on submission. IBEF may reproduce all or any part of a Quotation for any purpose related to evaluation of the Quotation.

## **10. Reservations**

IBEF reserves the right at its absolute discretion:

- (a) by written notice to prospective suppliers to do any of the following things: to discontinue or suspend the RFQ process; to extend the closing date and time in Item 1 of the RFQ Information Table; and to amend this RFQ;
- (b) to negotiate with any prospective supplier submitting a Quotation;
- (c) to determine the number of organizations with whom it will contract.

## **11. Content and format of Quotations**

Quotations must include all the information listed in Item 5 of the RFQ Information Table.

A Quotation must be prepared using the Quotation Form in Part F. Submission of Form F is mandatory.

## **12. Monetary amounts**

All monetary amounts must be expressed in Indian National Rupee (INR); and exclusive of taxes.

### **13. Preparation of Quotation**

IBEF will neither be responsible, nor pay, for any cost, expense or loss, which may be incurred by any person in connection with the preparation or presentation of a Quotation.

### **14. Validity**

A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to IBEF. A Quotation must remain valid and open to be accepted for 60 Business Days from the closing time and date specified in Item 1 of the RFQ Information Table. The period of 60 Business Days may be extended by written agreement between the prospective supplier and IBEF.

### **15. Submission of Quotations**

A Quotation must be submitted by the closing time and date specified in Item 1 of the RFQ Information Table or as extended under clause 10 (of this Part E). A Quotation must be submitted in a manner specified in Item 3 of the RFQ Information Table.

### **16. Late Quotations**

Late Quotations will not be considered unless IBEF is of the view (and its decision will be absolute and final) that:

- (a) circumstances beyond the prospective supplier's control were the cause of the lateness; and
- (b) the consideration of the late Quotation will not compromise the integrity of the procurement process or provide any unfair advantage to the prospective supplier lodging the late Quotation.

Late Quotations that are not accepted will be marked on the envelope with the time and date of receipt, and be returned to the prospective supplier.

### **17. How a contract for the supply of the Goods is formed**

A contract for the supply of the services may be formed when IBEF accepts a successful supplier's Quotation (after IBEF has completed the evaluation of Quotations)

As soon as practicable following that acceptance, IBEF shall forward to the successful supplier a *letter of award* stating that the supplier's Quotation has been accepted.

Subsequently, a contract for the supply of the services will be formed when IBEF and the successful supplier enter into a formal instrument of agreement.

### **18. Undertaking by Prospective Supplier**

Each prospective supplier (submitting a quotation under Quotation Form i.e. Part F) shall undertake that, on the date of issuance of this RFQ, its directors, officers or employees have not offered, promised, given, authorized, solicited any undue pecuniary or other advantage of any kind (or implied that they will or might do any such thing at any time in the future) in any way (to IBEF) in connection with the

supply of goods/services and that each prospective supplier has taken reasonable measures to prevent its employees, agents or any other third parties, subject to its control or determining influence, from doing so.

#### **19. Warranty/Guarantee**

- i) IBEF can ask for a replacement of the equipment with immediate effect if found to be not working, with defect, not properly installed or damaged at time of installation for running the operations. The supplier must provide after sales services support for one year and help in getting support from the company within warranty and guarantee period.

**PART F:**  
**QUOTATION FORM\***

\*Important Note: This Quotation Form must not be separated from this RFQ. If submitting a quotation, you must submit this RFQ in its entirety.

To: **India Brand Equity Foundation (IBEF)**

I/We:

	(the <b>Supplier</b> )
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(insert name, USE BLOCK LETTERS)

hereby offer to supply to IBEF the Goods/services (specified in this RFQ) in accordance with the Conditions of Contract and the following Addenda (if any) issued by IBEF.

Addendum No.	Date and description

**Lump Sum Option:**

The price offered is:

INR	excluding tax
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(insert offered price)

**Schedule of Rates Option:**

The price offered is a price calculated in accordance with the following schedule of rates:

S.No.	Description	Existing Approved monthly rate for Maruti Swift Dizire per car per month
1	For 2400KM and 330 hrs per month	
2	Rates for additional Hours beyond 330 hrs	
3	Rates for additional KM beyond 2400 KM	
4	Discount offered if the actual usage is less than 2400KM	
5	Night Charges from 10:00 PM to 5:00PM	

The rates are exclusive of service taxes, etc

Total amount  
excluding tax

**(Notes:** The correct extended Amounts and Total will be used to evaluate quotations. IBEF reserve the rights to negotiate further with the supplier selected on the basis of L1 (Lowest 1). All rates and lump sums must exclude taxes.

**Supplier agrees that Supplier's details for the service of all/ any Notices (under this RFQ) will be as follows:**

<b>Address:</b>	
<b>Facsimile:</b>	
<b>Contact person and Designation:</b>	

(insert details, use BLOCK LETTERS)

I/We confirm the following supplementary documentation has been submitted with this offer as required by the RFQ:

<b>Information / Document Description</b>	<b>No. of pages</b>
1. Undertaking 2. Current Client list 3. references	

I/We declare that:

- a. the Conditions of Quotation are agreed;
- b. on the date of issuance of this RFQ, my/ our directors, officers or employees have not offered, promised, given, authorized, solicited any undue pecuniary or other advantage of any kind (or implied that they will or might do any such thing at any time in the future) in any way (to IBEF) in connection with the supply of goods/services and that I/ We has (have) taken reasonable measures to prevent our employees, agents or any other third parties, from doing so; and
- c. the information and particulars provided as part of this offer are accurate and correct.

**Dated:**

(insert date)

**Signing by a Supplier who is an individual/ Company/ Partnership**

Signed by the Supplier (authorised Signatory) named below:

Supplier's  
signature:

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*This RFQ is not an agreement and is neither an offer nor invitation by IBEF to the prospective suppliers or any other person. The purpose of this RFQ is to provide prospective suppliers with information that may be useful to them in preparing their quotation pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by IBEF in relation to the Supply of Goods/ Services. Such assumptions, assessments and statements do not purport to contain all the information that each prospective supplier may require. This RFQ may not be appropriate for all persons, and it is not possible for IBEF, its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each prospective supplier should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ and obtain independent advice from appropriate sources.*

*IBEF may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.*

*The issue of this RFP does not imply that IBEF is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and IBEF reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.*

*Further, all information/data/reports/pitches/data or other material submitted to IBEF under this Tender/RFP/RFQ by the Applicant shall become the property of IBEF. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to IBEF. The Applicant further agrees and undertakes that IBEF may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the Applicant shall not have any objection whatsoever in IBEF using the same.*

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# Annexure 1

## TERMS AND CONDITIONS

1. The Contract being awarded to the contractor will be initially for a period of twelve months wef 01.11.2016 to 31.10.2017.
2. The cars to be supplied should be registered in the name of the firm/ owner/ partner.
3. The cars to be provided should be in very good condition and should not be earlier than 2015 model. The car should not have run more than 20,000 km on the date of hiring and be fitted with proper upholstery and accessories etc.
4. The contract would be for one year at a time, which is extendable on yearly basis, up to 3 years, based on satisfactory performance, without any revision of rates, if agreeable to both the parties.
5. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR especially around Central Secretariat.
6. The Car rental company should comply with all conditions and requirements for commercial hiring and operating the vehicle. Car Rental Company should indemnify IBEF from the same.
7. As these vehicles are to be used by the IBEF, the firm should ensure that the driver being provided must possess valid driving license in his name with three years' experience. The driver should be in uniform/ well-mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the driver at any time. He should carry all the necessary documents (Registration Certificate, insurance papers, PUC Certificate etc.) with him.
8. The vehicle must be available at any given time and day as desired by the Officer with whom the vehicle is attached. This will include Saturday and Sunday if required.

9. The vehicle should report to the place of requirements per directions of the IBEF **with in NCT**. There will be no dead mileage. The kilometerage for the purpose of “vehicle run” and “ hours of duty” shall be reckoned from the point of reporting for the duty and to the point of vehicle released. No mileage will be allowed to the drivers for lunch/breakfast or for drawl of petrol/ diesel/ CNG etc.
10. The vehicle should be ensured comprehensively and should have necessary valid permits from the Transport Department/ Authority.
11. All liabilities, arising out of any legal dispute, accidents, breakdown etc, shall be borne/paid by the firm.
12. The transporter should provide a landline/ mobile number on which he or his representative can be contacted any time (24 hours).
13. The approved rates will be reviewed if new rates are finalized by Ministry of Petroleum instead of existing contract.
14. The antecedents of drivers to be deployed should be properly verified and their details (names, address, telephone nos. etc.) will have to be provided to this office. In case of change of driver, prior intimation will be required to be given to the concerned person of IBEF and user.
15. The firm should be in position to provide standby cars within half an hour of reporting any break down of the contractor telephonically. All expenses are to be borne by the firm, in case of breakdown of a vehicle supplied. A penalty of Rs. 500/- per car per day shall be imposed if the transporter fails to provide car on any particular day.
16. There will be no guarantee on the part of the IBEF for use of the Car for certain minimum mileage in a case it is hired on daily basis.
17. The transporter must have all the requisite clearance certificates etc. from the concerned Government agencies as per rules.
18. For each and every vehicles, the driver is required to maintain a log-book i.e details of various journeys performed during the day since morning till last duty separately and all entries be got attested from the users. The log book will have to be shown to the user & IBEF for the verification at the time of submission of the bill in each month.
19. The bills for hiring of cars would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill duly supported by the monthly summary of the Log Book and duly signed by the user(s) or concerned authorized officer to the IBEF.
20. No advance payment, in any case, would be made to the firm.

21. A certificate to be produced by the transporter from the competent authority to certify proper status/ functioning of the "Kilometer Meter".
22. The rates should be quoted inclusive of all expenses such as POL, Taxes, Fuel, maintenance repair and servicing etc.
23. Service tax as applicable will be paid on billing.
24. The Taxis/Car should be in very good conditions and well maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e outer body/ upholstery etc. should be decent looking.
25. The firm should be in a position to supply taxis/ cars on short notice as and when needed. The Firm would also be required to provide additional car( in addition to above one) at the quoted rates on demand.
26. The owner/ senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The mobile number should also be given.
27. All the charges towards repair/ servicing, salary of the driver, petrol expenses and any other incidental expenses on operation and maintenance of the hired car would be borne by the firm.
28. In case of dispute of any kind and in any respect whatsoever the decisions of HOD, IBEF shall be final and binding. Any relaxation in terms and condition in the tender notice will be the sole discretion of IBEF.
29. The car with the driver should be placed at the disposal of IBEF as and when required. IBEF would be free to use the hired car in any manner for carrying official, materials etc. as per its requirements and the firm will not have any objection to it.
30. The antecedents of drivers to be deployed should be properly verified and their details (names, addresses, telephone nos, photograph, copy of driving license etc.) will have to be provided to this office. Prior permission has to be obtained from this office before change of any driver.
31. IBEF will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
32. In case of any compelling circumstances, the contract may be discontinued at any point of time by mutually agreed way by giving 30 days advance notice.
33. The firm should have operational help line desk which is manned 365\*24\*7 so as to called taxi in emergency cases.

34. In case of break-down of the vehicle or non-availability or drive, the firm must provide replacement immediately at its own cost.
35. The IBEF reserves the right to terminate the contract without assigning any reason by giving the contractor on calendar month notice of its extension to do so.
36. The payment will be made on monthly basis on submission of pre receipted bill(s) duly supported by duty slip(s)/ long sheet(s) duly signed by the user.

Signature  
Contractor

Signature  
Contractor

Kindly fill the rates in the below table

S.No.	Description	Existing Approved monthly rate for Maruti Swift Dizire per car per month
1	For 2400KM and 330 hrs per month	
2	Rates for additional Hours beyond 330 hrs	
3	Rates for additional KM bryond 2400 KM	
4	Discount offered if the actual usage is less than 2400KM	
5	Night Charges from 10:00 PM to 5:00PM	

The rates are exclusive of service taxes, etc