

INDUSTRIAL EXTENSION BUREAU (iNDEXTb)
A Government of Gujarat organisation

**Online Tender for Vehicle Hiring for Vibrant Gujarat
Summit 2019 and other mega events upto May, 2020**

Important Dates

Opening date of Tender	07.07.2018
Downloading of Tender Document	07.07.2018 to 27.07.2018
Pre Bid Meeting	13.07.2018 at 12:00 PM
Late date of Submission	27.07.2018 at 4:00 PM


	Industrial Extension Bureau (iNDEXTb) Block no. 18, 2 ND Floor Udhyog Bhavan, Sector -11 Gandhinagar 382 010
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Section 1. NOTICE INVITING PROPOSAL AND NECESSARY INSTRUCTIONS

NAME OF WORK	Online tender for vehicle hiring for Vibrant Gujarat Global Summit 2019 and other mega events upto May, 2020
TENDER SUBMISSION COST	Rs. 10,000/- (Rs. Ten thousand only) BY DEMAND DRAFT in favour of Industrial Extension Bureau, Gandhinagar
EMD	Rs. 2,50,000=00 (Rs. Two Lakh Fifty Thousand only) BY DEMAND DRAFT in favour of Industrial Extension Bureau, Gandhinagar and after successfully completion of event.
CONTRACT PERIOD	The rate provided by the selected agency will be valid from the date of appointment to 31 st May, 2020
ISSUE OF TENDER	The tender can be downloaded from 07.07.2018 to 27.07.2018 website www.indextb.com and www.nprocure.com
PRE-BID MEETING	At 12:00 Noon on 13.07.2018 for clarifications of queries if any at the below mentioned address: Industrial Extension Bureau (iNDEXTb) Block No 18, 2 nd Floor, Udyog Bhavan, Sector 11, Gandhinagar 382010 Phone : 079-23250492/93
PROPOSAL DUE DATE (LAST OF DATE OF TENDER SUBMISSION)	Tender should be submitted before the At 4:00 PM on 27.07.2018 at the below mentioned address Managing Director, Industrial Extension Bureau (iNDEXTb) Block No 18, 2 nd Floor, Udyog Bhavan Sector 11, Gandhinagar 382010
OPENING OF TENDER	Part-1: Pre-qualification papers will be opened on the same day – 27.07.2018 at 4:30 pm in the presence of bidders. Pre-qualified bidders would subsequently be informed for making a presentation on their technical proposal for services to the committee. The date, time and venue for the presentation meeting would be informed later on to the pre-qualified bidders. Part- 2 : Price Bid shall be opened of the technically acceptable bidders at a later date or on the date of technical presentation.

CONTACT PERSONS (FOR CLARIFICATIONS)	ANY	Managing Director, iNDEXTb Email : md@indextb.com Contact numbers : Tel: + 91- 79-23250492/93 Fax : + 91- 79-23250490
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Section 2. INTRODUCTION

Vibrant Gujarat Summit is biennially organized since the year 2003 and accordingly Summits were organized in the years 2003, 2005, 2007, 2009, 2011, 2013, 2015 and 2017. Over the years, the Summit has emerged as one of the flagship events of India and a major platform to discuss investments and development. Vibrant Gujarat Global Summit 2019 is to be held in the month of January 2019 in Gandhinagar, Gujarat.

Industrial Extension Bureau (iNDEXTb) is a Government of Gujarat Organization, registered under the Societies Act 1860. The organization is under the Industries and Mines Department (IMD) of the Government of Gujarat (GoG).

iNDEXTb makes various efforts for promoting investment in infrastructure and industrial sector in the State of Gujarat and attracts various investors. In efforts to promote investment and the State as ideal investment destination, it has been acting as the nodal agency for organizing Vibrant Gujarat Global Summits, since 2003.

Giving to the success of last summits, Vibrant Gujarat Global Summit 2019, is expected to witness participation of high level delegations, delegates not only from within the country but also from across the globe.

In order to provide and ensure proper hospitality to the visiting dignitaries, iNDEXTb intends to appoint a transportation agency, who can provide vehicles of different categories at a disposal of iNDEXTb during Vibrant Gujarat Global Summit 2019, through online tender process.

Section 3. SCOPE OF WORK

- 3.1 Agency will have to professionally manage fleets of coaches (buses – large and medium) and pool of cars for smooth transportation of guests from airport to venue, from airport to hotel, from venue to hotel and/or any individual requirements during the summit. This also includes proper paging at a time of reception of the guest.
- 3.2 Agency to ensure that the vehicles are in good condition and they have all the required permissions and papers as required under the govt. regulations such as registration, PUC, insurance.
- 3.3 Agency is required to arrange and provide vehicles to iNDEXTb and will make allocation as per the instruction given by iNDEXTb only. It may be noted that the vehicles provided to iNDEXTb should not be older than 3 years i.e., 1st January 2016.
- 3.4 Agency to ensure the number of vehicles of different category reserved for iNDEXTb well in advance and for the purpose, agency may tie – up with its associate for procuring

vehicles However, agency is required to submit the contract copies of letter of supports from the associate members to iNDEXTb along with the submission of bid document.

- 3.5 Agency is required to provide the detail of vehicles, driver details etc reserved for iNDEXTb latest by 25th August, 2018. INDEXTb is developing an online module for allocation for vehicles and the selected agency is required to feed the vehicle and drivers details in the online module by 31st August, 2018.
- 3.6 The vehicles reserved for iNDEXTb shall be placed at a designated location (**Parking Area**) and will be allocated as per the instruction of iNDEXTb. Agency will have to make necessary arrangement for Parking Area and all the vehicles reserved for iNDEXTb shall be placed in Parking Area only. Selected agency is required to submit the required documents of Parking Area to iNDEXTb by 31st August, 2018.
- 3.7 Agency is also required to manage the fleet arranged by iNDEXTb from any other sources on complimentary basis.
- 3.8 Agency should engage dedicated team to handle transport management
- 3.9 Agency should require to depute team of 5 people supervisory level at a disposal of iNDEXTb. Further, agency is also required to depute one coordinator for every 20 vehicles, the details of these personnel shall be submitted to iNDEXTb by 31st August, 2018.

Section 4. QUALIFICATION CRITERIA

- 4.1 Agency should be registered firm. (Supporting should be submitted)
- 4.2 Agency should have minimum experience of 5 years as on 31st March, 2018. (Supporting should be submitted)
- 4.3 Agency should have average annual audited turnover of atleast Rs. 1.50 Crore from transportation activities only in last 3 financial years (2014-15, 2015-16 and 2016-17) (Certificate from the CA clearly stating that average annual audited turnover show in the statement is from transportation activities only along with audited balance sheet should be submitted).
- 4.4 Agency must own atleast 100 commercially registered vehicles of the categories of Toyota Innova, Toyota Innova - Crysta, Toyota Corolla or Civic or Merc. C Class or Optra or Octavia, Merc. E Class or Toyota Camry or Accord or Sonata or Laura, Merc. S Class or BMW 5 Series, Coaches 29 Seaters and Coaches 10-15 seaters in the name of owner only. Vehicles owned by members of the company / owner's family / relatives, who are not directly involved in the agency, will not be considered. (Affidavit in this regard on appropriate stamp paper along with the supporting copies of RC books to be submitted)
- 4.5 Agency should have supplied vehicles (light and heavy vehicle) of different makes to atleast one event wherein they have supplied atleast 150 vehicles, organised by the government and / or quasi government agencies / financial / multilateral agencies / private organisation in the last 5 years (From 1st January, 2013). (An affidavit in this

- regard as a statement showing work done along with copies of work order and work completion should be submitted)
- 4.6 The agency should be a registered member of any one association like IATO/ TAAI/ ADTOI/ TAFI/ Ministry of Tourism, Govt. of India. (Proof to be submitted, in this regard).
 - 4.7 Agency should be an Income Tax Assessee and should have filed Income Tax return for the last 3 Assessment Years. (Copy should be submitted)
 - 4.8 The agency should have PAN No (In case of Partnership / Pvt. Ltd. firm PAN No. of firm is required & in case of Proprietorship firm PAN No. of proprietor is to be enclosed). (Copy should be submitted)
 - 4.9 The agency should have obtained registration certificate for GST in bidder's/firm name and had made payment of Service Tax/GST in last 3 years. (Copy should be submitted)
 - 4.10 Agencies should have office/s in Ahmedabad / Gandhinagar. If not, then selected agency should have to set up their office in Ahmedabad / Gandhinagar to regularly serve the account. (Proof in this regard, to be submitted)
 - 4.11 No legal proceedings with any of the clients and its employees related to the services of the bidding agency and or its affiliate. Agency should not be blacklisted from any of the Govt. of Gujarat, Govt. of India or other State government, Govt. of India and state government PSUs. An affidavit to this effect should be provided by the agency on appropriate stamp paper.
 - 4.12 Individuals who have done piecemeal/freelance/ job work are not eligible for this tender and consortium not allowed.

Section 5. SUBMISSION OF PROPOSAL

5.1 Technical Proposal

- 5.1.1 The documents required to be submitted in the technical proposal is/are placed at ANNEXURE – I. The interested agency is required to submit the technical proposal along with the acceptance letter and shall be placed in a sealed envelope clearly marked as “Technical Proposal for Vehicle Hiring”.
- 5.1.2 Separate envelopes containing the tender fee & EMD and Technical Proposal should be also prepared and be marked as “TECHNICAL PROPOSAL for Online tender for vehicle hiring for Vibrant Gujarat Global Summit 2019 and other mega events up to 31st May, 2020.
- 5.1.3 This outer envelope shall bear the Name of the Assignment, submission address, etc. The Proposals must reach iNDEXTb on or before the last date of submission mentioned in the notice inviting tender.
- 5.1.4 Any proposal received by iNDEXTb after the deadline for submission shall be rejected. iNDEXTb shall not be responsible for any postal or courier delays.

- 5.1.5 All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- 5.1.6 The Original Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- 5.1.7 The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/ board resolution or in any other form demonstrating that the representative has been dully authorized to sign.

5.2 Financial Proposal

- 5.2.1 The agencies are required to submit the financial proposal online on the website of <http://indextb.nprocure.com> as per the prescribed format at ANNEXURE – II (A) and (B).
- 5.2.2 For any assistance, in submitting financial proposal on nprocure.com, please reach out to (n)Code Solutions, their contact details are as below:

(n)Code Solutions - Division of GNFC Ltd.,
(n)Procure Cell
403, GNFC Infotower, S.G. Road
Bodakdev, Ahmedabad – 380054 (Gujarat)
Toll Free : 1-800-419-4632

Section 6. INSTRUCTION TO BIDDER AGENCY

- 6.1 The selection would be on the Quality cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria. The Proposal will form part of the contract with the selected agency.
- 6.2 The Agencies shall bear all costs associated with the preparation and submission of their proposals. iNDEXTb is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to iNDEXTb.
- 6.3 The Technical Proposal to be submitted by the agency should be firm and valid for a period of 180 days from the last date of submission of the proposal.
- 6.4 Agencies may seek clarifications on the guiding document, if any, at the time of briefing meeting i.e, Pre = Bid meeting only. Any request for clarification must be sent in writing or by fax to iNDEXTb in the format placed at ANNEXURE - III.
- 6.5 At any time before the submission of Proposals, iNDEXTb may amend this document by issuing an addendum, which shall be binding on the agencies.
- 6.6 The agencies shall acknowledge the tender conditions and all subsequent amendments and submit along with their proposals duly signed. Therefore, the tender document signed by the authorized signatory should be the part of the Technical Proposal.

Section 7. OPENING OF PROPOSAL

- 7.1 Industrial Extension Bureau (iNDEXTb) would open the proposals immediately after the Proposal Due Date and Time for the purpose of verification of requisite fees and EMD; verification of documents for pre-qualification would be considered of only those agencies who have paid the requisite fees and EMD.
- 7.2 Subsequently for the pre-qualified agencies, a technical presentation would be arranged, where in the shortlisted agencies would be invited to make the presentation on their concept on fleet management for the summit to the Committee so constituted by the Government of Gujarat, by giving due notice by email to the authorized signatory to bid. Communication would be made on the contact detail provided
- 7.3 Agency would have to bring in the requisite copies of the technical proposals in hard copies and in the suitable format of ppt, movies, pdf, etc for presentation to the Committee members. The presentation would be retained by iNDEXTb for its records.
- 7.4 Soft copy of the presentation to the Committee may therefore be made available to the Committee well in advance, on the day of the presentation

Section 8. PROPOSAL EVALUATION

8.1 Technical Proposal Parameter

- 8.1.1 The evaluation of proposals shall be on the principle of Quality Cum Cost Based Selection (QCBS) based on the final weighted score. The assignment shall be awarded

to the bidder scoring the highest final weighted score as decided by selection committee.

Parameter	Criteria for point allotment	Maximum weightage										
Experience in the field related to Fleet Management – Number of projects handled for vehicle management in last 5 years (From 1 st January 2013) with minimum supply of vehicles of 150 nos.	<table border="1"> <thead> <tr> <th>Range of no. of vehicle supplied in a single event / project</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>150 to 200</td> <td>1</td> </tr> <tr> <td>201 to 250</td> <td>2</td> </tr> <tr> <td>251 to 300</td> <td>3</td> </tr> <tr> <td>301 and above</td> <td>4</td> </tr> </tbody> </table> <p>Final marks under this parameter will be the aggregated marks of all the events / Projects maximum upto 20 marks</p>	Range of no. of vehicle supplied in a single event / project	Marks	150 to 200	1	201 to 250	2	251 to 300	3	301 and above	4	20
Range of no. of vehicle supplied in a single event / project	Marks											
150 to 200	1											
201 to 250	2											
251 to 300	3											
301 and above	4											
Number of vehicles owned by the owner.	<p>Number of vehicle = 100 = 5 marks</p> <p>0.25 marks will be given on arithmetical progression for an increase of 1 vehicle above 100.</p> <p>Maximum marks =30</p>	30										
Average Turnover of the agency from transportation activities only in last 3 years as on 31.03.2017.	<p>Average turnover = Rs. 1.50 Crore = 5</p> <p>1 marks will be given on arithmetic progression for an increase of turnover of Rs. 25 lakhs above Rs. 1.50 Crore.</p> <p>Maximum upto 20 marks.</p>	20										
<p>Presentation on the understanding of projects, methodology and work plan and deployment of resources</p> <p>The Bidder will provide the car makes and models in each category and also indicate overall average age of car fleet with an allowance of variation of 2 months (average figure without any car going below the cut-off value of 3 years age) and software, online forms</p>		30										

and database to be used and ease of booking. Usage of GPS system in the vehicles.		
Total marks		100

8.2 Financial Proposal Parameter

8.2.1 Agency is required to furnish the details on the website of <http://index.tb.nprocure.com> as per the prescribed format at ANNEXURE – II (A) and (B).

8.2.2 The Technical Score obtained and the Financial Score obtained would be multiplied (in percentage) with the weightage (in percentage) to arrive at Composite Evaluation Score for each bid. The respective weightage for the Composite Technical Score and the Composite Financial Score are set out in the table below:

S. No.	Description of Parameters for composite evaluation score
1	(A) Composite Technical Score - 40%- Weightage
2	(B) Composite Financial Score- 60%- Weightage

If the bidder scores less than 50 marks in the Technical Section, it will not be considered for the evaluation of Financial Bid at all.

Section 9. OTHER TERMS AND CONDITIONS

9.1 Instruction

9.1.1 The drivers should have valid driving license of respective category.

9.1.2 Selected agency should ensure that the drivers are courteous and in uniform and able to understand English and the local language.

9.1.3 Selected agency should organize an orientation program for the drivers about their duties and routes for the summit.

9.1.4 Selected agency should ensure that drivers should know the local roads and important locations in Ahmedabad and Gandhinagar.

9.1.5 Payment will be rejected for the particular vehicle in following cases

- 9.1.5.1 Vehicle is not reached in time
- 9.1.5.2 Complain of driver's misbehavior
- 9.1.5.3 Irregularities such as overwriting, forged entries etc. in the allocation and verification slip.
- 9.1.5.4 INDEXTb also has the discretion to terminate the contract along with forfeiture of Bank Guarantee / blacklisting of the agency, if any of the above events take place.

9.2 Special Instructions

- 9.2.1 The selected agency shall have to set up a control room 24X7 at a place designated by iNDEXTb for vehicle allocation, grievance handling and any other issue related to transportation and it should have the following arrangements
 - 9.2.1.1 Will have necessary amenities such as computer, printer, internet, telephone, fax machine etc.
 - 9.2.1.2 Will have to station 4 persons between morning 8 am to 10 pm and 2 persons between 10 pm to 8 am and further, it also has to make necessary logistics arrangement for the officials deployed by iNDEXTb.
 - 9.2.1.3 Will have to set up break down management system
 - 9.2.1.4 Will have to set up 24X7 helpline number in control room
- 9.2.2 Information of number of vehicle and category of vehicle to be blocked for iNDEXTb will be informed by iNDEXTb by 10th August, 2018. The final vehicle requirement will be informed to the agency by 25th December, 2018.
- 9.2.3 Vehicles to be reserved for iNDEXTb shall not be older than 3 years i.e, 1st January, 2016.
- 9.2.4 Agency may tie up with its associate for procuring vehicles. However, agency is required to submit the letter of support along with the tender to iNDEXTb.
- 9.2.5 The successful bidder will have to submit the MoU / Agreement with the associate along with the fulfillment of other conditions such as deposit of Bank Guarantee for performance security etc immediately after the declaration of result then only the work order shall be awarded.
- 9.2.6 Failure to do so may result in termination of the contract or work order, and the bank guarantee may be forfeited by the Bureau. The decision of iNDEXTb will be final and binding.
- 9.2.7 INDEXTb will not be held responsible for any accident take place and damage the vehicle/s. In such case, the agency will be sole responsible and he/she cannot claim from iNDEXTb for any damage occurred thereof.

9.3 Validity of the Proposal

9.3.1 The Proposal shall remain valid for 180 calendar days after the date of the opening of the Technical Proposal. Both the parties would endeavor to complete the process of selection and enter into agreement before the validity period.

9.4 Extension of Validity Proposal

9.4.1 In exceptional circumstances, prior to expiry of the original Proposal Validity Period, iNDEXTb may request the agency to extend the Proposal Validity Period for a specified additional period.

9.5 Disqualification

9.5.1 The following events and circumstances may result in disqualification of the applicant from the bidding process:

- 9.5.1.1 Submission of Proposal after the Proposal Due Date
- 9.5.1.2 If the Proposal contains misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements
- 9.5.1.3 If the Proposal contains conditions other than the conditions mentioned in this document or any additional condition put in by the agency to the iNDEXTb.
- 9.5.1.4 If the Proposal submitted with incomplete information such proposal will be considered non responsive.
- 9.5.1.5 If the Proposal submitted is not accompanied by the required documentation will be considered non responsive.
- 9.5.1.6 Agency is unable/fails to provide clarifications related to its Proposal.
- 9.5.1.7 Agency who attempt to influence the qualification or selection process shall be disqualified from the process at any stage
- 9.5.1.8 iNDEXTb reserves the right to reject or disqualify the proposal, if any detrimental information becomes known after the Agency has been qualified.
- 9.5.1.9 iNDEXTb reserves the right to reject the Applicant, at the time, or at any time after such information becomes known.
- 9.5.1.10 In case of such disqualification under any circumstances, the decision taken by iNDEXTb shall be considered as final and binding.

9.6 The selected agency is required to provide bank guarantee of Rs. 15,00,000.00 from nationalized bank. The same shall be released after the successful completion of work and settlement of final invoice.

9.7 Payment Condition

9.7.1 The vehicle will be allotted by the authorized official/s, who will be appointed by Government, and the vehicle will be allotted by him in a specimen of Allocation and Verification slip attached in the end of this document. The usage of the vehicle will be verified by the authorized official/s in the verification section of the specimen. The information about the authorized official will be informed to selected agency well in advance.

9.7.2 Payment will be made based on allocation of vehicle and the signature of authorized official/s in the allotment section and verification section, attached in the end of this document, is mandatory.

- 9.7.3 The full and final payment will be made by iNDEXTb for the vehicles allocated and verified by the authorized official/s from Government of Gujarat and upon the submission of the following documents:
- 9.7.3.1 Original Invoice
 - 9.7.3.2 Statement showing date, usage time, vehicle no. vehicle type, driver name, driver no.
 - 9.7.3.3 Signed Allocation and Verification slip/s
 - 9.7.3.4 Copy of RC of vehicle/s
- 9.7.4 iNDEXTb will not pay any other cost such as toll tax, driver allowance etc. The financial bid submitted by the agency should include all the cost.
- 9.7.5 The rates invited in this tender are for 16 hrs and 24 hrs and it is irrespective to the kilometer usage. The calculation of 16 hrs and 24 hrs will start from the reporting time as mentioned in the allocation slip.
- 9.7.6 If selected agency fails to provide vehicle, due to which iNDEXTb has to hire vehicle from the open market. In such scenario, the bill for vehicle hired by iNDEXTb, shall be paid by selected agency.
- 9.7.7 Only the specimen of Allocation and Verification slip provided in the document will be valid for releasing payment. No other format of agency will be considered for final payment.
- 9.7.8 The payment towards making transportation arrangements will be made by iNDEXTb only if it instructed in writing by iNDEXTb only.
- 9.7.9 iNDEXTb shall not be liable to make any payment to selected agency for any arrangements made without the consultation and approval of iNDEXTb.
- 9.7.10 iNDEXTb will have no obligation for hiring of a minimum numbers of vehicle or for hiring vehicle for minimum number of days from the selected agency.

9.8 Force Majeure

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

Section 10. FORMAT AND SIGNING OF PROPOSAL

The proposal should be short, concise & include all points indicated in the Document.

The Proposal shall be typed or written in indelible ink and should be in English. Proposal in other language would not be accepted. The pages and volumes of each part of the Proposal shall be clearly numbered. The Proposal shall contain all the information required herein and references of previous submissions shall not be considered.

ANNEXURE – I: Technical Proposal

Sr. no.	Particular	Remarks
1.	Name of the agency Contact Person Contact detail (Phone no. Fax, and Email id) Address	
2.	Name of the Owner/Partner/Director	List to be submitted
3.	Constitution of agency (Proprietorship firm, Partnership firm, Company etc.)	Supporting document to be enclosed
4.	Authorized Signatory	Declaration letter on the agency letter head to be submitted
5.	EMD	DD no. and date
6.	Tender Fees	DD no. and date
7.	Certificate of experience of the agency	Supporting document should be submitted
8.	No. of event / project handled by the agency wherein they have supplied 150 vehicles.	Affidavit on the appropriate stamp paper along with the statement of no. of work (with no. of vehicles) handled by the agency and the copies of work order and work completion certificate should be submitted
9.	No. of vehicles owned by the agency	Affidavit on the appropriate stamp paper stating that <n> nos. of vehicles owned by the owner along with the statement of vehicles and Copies of RC book should be submitted
10.	Statement of average annual audited turnover from transportation activities only in last 3 financial years (2014- 15, 2015-16 and 2016-17)	Certificate from the Chartered Accountant alongwith audited balance sheet should be submitted.
11.	Membership of any one association like IATO/ TAAI/ ADTOI/ TAFI/ Ministry of	Copy should be submitted.

	Tourism, Govt of India. Proof to be submitted.	
12.	Income Tax Assessee and should have filed Income Tax return for the last 3 Assessment Years.	Copy should be submitted. Copy of PAN card to be submitted
13.	Registration certificate for service tax/GST in bidder's/firm name and had made payment of Service Tax/GST in last 3 years.	Copy should be submitted
14.	Office based in Ahmedabad / Gandhinagar. If not, then selected agency should have to set up their office in Ahmedabad / Gandhinagar to regularly serve the account.	Proof of Address should be submitted. In case if agency does not have office in Ahmedabad / Gandhinagar, the agency should have to submit the undertaking of setting up the office on appropriate stamp paper.
15.	No legal proceedings with any of the clients and its employees related to the services of the bidding agency and or its affiliate. Agency should not be blacklisted from any of the Govt. of Gujarat, Govt. of India or State government PSUs.	An affidavit to this effect should be submitted by the agency on appropriate stamp paper

**ANNEXURE – II (A) : Financial Proposal for Local Transportation
Ahmedabad - Gandhinagar**

Row no.	Category of Vehicle (All AC vehicles)	Weigh tage out of 100%	Rate for 16 hrs (Inclusive Tax)	Rate for 24 hrs (Inclusive Tax)	Financial Bid value
	A	B	C	D	E=B*(C+D)
1.	Toyota Innova	20%			
2.	Toyota Innova - Crysta	45%			
3.	Toyota Corolla or Civic or Merc. C Class or Optra or Octavia	15%			
4.	Merc. E Class or Toyota Camry or Accord or Sonata or Laura	10%			
5.	Merc. S Class or BMW 5 Series	5%			
6.	Coaches 29 Seater and above	3%			
7.	Coaches 10 – 15 Seater	2%			
8.	Total Financial Value				

Note:

- **Financial Bid as mentioned in ANNEXURE – II (A) shall only be evaluated for tender process.**
- The bids should be included of all cost, driver allowances, GST etc.
- The bidder/s should have to bid for all the category of vehicle
- **The financial bid are invited for 16 hrs and 24 hrs and it is irrespective to the kilometre usage. This hrs will be calculated from reporting mentioned in the allotment slip.**
- The financial bid in Annexure – II (A) is invited for local use in Ahmedabad and Gandhinagar.
- Total Financial Bid value is Row no. 8 and Column E.
- The bidder/s should have to mention the total amount in in the column C & D and not the per hour rate.

ANNEXURE – II (B) : Financial Proposal for Outstation Transportation

Row no.	Category of Vehicle (All AC vehicles)	Rate per Km km (Inclusive GST)
	A	B
1.	Toyota Innova	
2.	Toyota Innova - Crysta	
3.	Toyota Corolla or Civic or Merc. C Class or Optra or Octavia	
4.	Merc. E Class or Toyota Camry or Accord or Sonata or Laura	
5.	Merc. S Class or BMW 5 Series	
6.	Coaches 29 Seater and above	
7.	Coaches 10 – 15 Seater	

Note:

1. A separate bid is invited for each category of vehicle.
2. Minimum Km will be 300 for all the vehicle.
3. **The bid invited in the ANNEXURE – II (B) shall not be considered for evaluation of tender.**
4. The bids should be included of all cost, driver allowances, GST etc.
5. **The bid invited in the ANNEXURE – II (B) is for the vehicle to be used for outstations (other-than Ahmedabad and Gandhinagar) and the service of the selected agency shall be used on need basis.**

ANNEXURE – III : Format for request for clarification on tender document

Name of Agency: _____

Email ID: _____

Contact Address: _____

Contact no.: _____

Sr. no.	Page no.	Clause no.	Clause description	Clarification required

(Signature)

Name of Agency

Representative: _____

**Specimen of Allotment and Verification Slip
Allotment Section (To be prepared for each day)**

Name of Guest / Liaison Officer: _____

Designation: _____ Organisation: _____

Contact no.: _____ Email ID: _____

Vehicle Type: _____

Vehicle Allocation Date : __/__/2019

Reporting Time: __: __ hrs Reporting Place: _____

Signature of Officer Authorised for Allotment (from Govt.)

Name:

Designation:

Organisation

Acknowledgement of vehicle allotment request by the Transport Agency and detail of vehicle allocated by the agency:

Vehicle No.: _____ Driver name: _____ Driver no.: _____

Signature of Official from Transport Agency

Name:

Contact no.:

Verification Section (To be prepared for each day)

This is to certify that the vehicle no. _____ was provided by M/s _____ on <date> __/__/__ from <time> __: __ hrs to <time> __: __ hrs and the same vehicle was used by <Name of Guest / Liaison Officer> _____ during the said period.

Signature of Officer Authorised for Allotment (from Govt.)

Name:

Designation:

Organisation

Note:

- Signature of authorised official/s responsible for allotment in allocation section and verification section of this slip is mandatory for releasing payment
- Validity of the utilization slip is only for 24 hrs or 16 hrs, whichever is earlier, from the reporting time. For the time exceeding 24 hrs or 16 hrs, a separate utilization slip and verification slip are to be used.
- All the fields of this slip are mandatory.

- The agency shall require submitting the copy of RC along with the above slip.