



Indo-German Science & Technology Centre

Ground Floor, Block -II, Technology Bhavan, New Mehrauli Road, New Delhi – 110016

Tel: +91-011-26543506 Homepage: www.igstc.org

Limited tendering enquiry

seeking quotation for hiring office vehicles on rental basis

1 Introduction and General Tender Information

Indo-German Science and Technology Centre (IGSTC) has been registered as Society under Society Registration Act, 1860 to promote research partnerships of industrial relevance on a PPP mode, connecting academia and industry from both countries for socio-economic benefits/development of people of both India and Germany. IGSTC mandate is towards facilitating and promoting Indo-German bilateral collaborations in basic and applied science, research & technology, nurturing contacts between young and mid-career scientists and technologists to develop a sense of mutual trust, partnership/leadership and entrepreneurship. For more details of IGSTC and its activities, please refer www.igstc.org.

2. Section Terms of Reference (TOR):

The IGSTC desires to seek offers for hiring of official vehicle on monthly and daily basis. One vehicle along with the driver will be hired on monthly rental basis and rest on the daily basis as per the requirement of IGSTC.

3. Crucial details:

Document No.	IGSTC/Admin/Car hiring/2025-26
Client/Owner	Indo-German Science & Technology (IGSTC)
Estimated Cost of Project	Rs. 10,00,000/- (Rupees ten lakh only)
Last date & time of submission of Tender	30 th March, 2026
No of monthly vehicle required	One. The number of vehicles may increase depending upon requirements.
Validity of contract	The contract is initially for one year, which can be further extended by two years depending up on the service delivered and IGSTC requirement.

4. Eligibility criteria for submission of quotation:

1. The bidder must be a legal entity registered eligible to carry out business in India.

2. The bidder should have been in operation for at least five years and complied with Indian Statutory Laws.
3. Incomplete bids, bids not in format and conditional bids shall be rejected outrightly. Alterations, amendments or modifications are not allowed after submission of proposal.
4. IGSTC may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical /Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

5. **Scope of Work:**

The scope of work for seeking quotation for hiring the office vehicle on monthly rental basis are as follows”

- 1) The vehicle should be in the Sedan category (e.g Honda city, Ciaz or comparable premium sedan etc).
- 2) The **vehicle should not be more than 2 years old and should not have run more than 50,000 Km at time of contract. The vehicle should be mechanically sound with valid registration.**
- 3) The driver should be well mannered and aware of the routes, especially Government offices in Delhi/NCR. The driver should understand English and comfortable using GPS navigation/Maps. The driver needs to record the time and distance in the log sheet for utilization of vehicle for office use. The log sheet shall be the essential part for settlement of bills.
- 4) The bidder needs to submit police verification of driver before deputing in the duty. Also, provide the copy of RC and driving license for office record.
- 5) The time and distance in respect of monthly hired vehicles will commence and terminate from Point (IGSTC) to point (IGSTC).
- 6) Toll Tax, Octroi, Parking Charges and other statutory levies, if any, paid during the journey would be billed on actual.
- 7) The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act. Etc. as applicable from time to time. The employees of the service provider shall not be deemed to be employees of the IGSTC hence the compliance of the applicable acts laws will be the sole responsibility of the service provider.
- 8) Besides monthly vehicle, bidder needs to provide the vehicles on daily basis based on IGSTC requirements from time to time as per the approved rates.

- 9) The vehicle may be increased or decreased depending upon the requirements of IGSTC.
- 10) The contract can be cancelled by either of the party by giving one month notice in writing.
- 11) The bidder will ensure safety of vehicles before start duty. In case of any accident, the bidder will meet the claims arising out of it. IGSTC will not be liable in any manner whatsoever. IGSTC will not be responsible for any kind of injury or loss of drivers/passenger(s) that may take place while on duty or plying in the road. Any compensation or expenditure towards treatment of such injury or loss shall be sole responsibility of the bidder.
- 12) In case of big vehicle/bus is required, the bidder shall be able to provide the same to IGSTC as per market competitive rates.
- 13) The bidder should ensure all the compliances and road safety measures.
- 14) The bidder needs to arrange an alternative vehicle in case of any breakdown.

7. Financial Bid

The financial bid is attached at Annexure-I and fill the same for quoting price. ***No other format will be accepted. The bid not in format will be rejected.***

- a. All the prices mentioned are in accordance with the terms as specified in the RFP documents.
- b. All prices should be exclusive of taxes. Taxes should be separately mentioned. Any change in rate of taxes during the intervening period to be claimed by the bidder at the time of final settlement. The amount claimed as a result of a change in rate of taxes, if any, has to be supported by Govt. Notification in this regard. IGSTC shall be authorized to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder

8. Documentation to be submitted with technical bid:

- i) The signed copy of the RFP document as a token of acceptance of RFP terms.
- ii) Registration certificate of the bidder.
- iii) Copy of PAN and GST certificate of the bidder firm.

9. Award of contract and completion of work:

IGSTC shall award the contract to the selected bidder by issuance of a purchase order with terms & conditions. The selected bidder has to furnish the acceptance of purchase order with three days of its issuance. The bidder is expected to deliver services as per IGSTC's requirements and satisfaction.

10 Payment Terms:

- (i) The following are the payment terms:

- (ii) Payment will be made on monthly basis on submission of the bill.
- (iii) Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations in respect of the any of the item of scope of work within the set time frame will face penalties at double the rate of the item concerned which could not be provided or the actual cost of hiring/ availing the alternative from any other source by IGSTC, whichever is higher.

Financial Bid Format

1. Name of the Company:
2. Address of Company:
3. Date of Establishment (provide certificate of incorporation):
4. Bidder's PAN:
5. Bidder's GST:
6. Financial bid as follows:

(i) Monthly Vehicle Rates for Sedan category of vehicle (e.g. Honda city, Ciaz etc)

S No	Description	Amount (Rs.)
1	2500 Kms / month 10 Hours / day	
2	Extra kms charges	
3	Extra hour charges	
4	Driver night duty charges	
5	Driver duty charges on Sunday	

(ii) Daily basis vehicle Rates for Sedan category of vehicle (e.g. Honda city, Ciaz etc) for commuting within DELHI & NCR

S No	Description	Amount (Rs.)		
		Sedan Honda city, Ciaz etc	Desire, Amaze etc	Innova crysta
1	100 Kms /day 10 Hours / day (Full day)			
2	50 Kms / day 5 hours /day (half day)			
3	Extra kms charges			
4	Extra hour charges			
5	Driver night duty charges			
6	Driver duty charges on Sunday			

-Declaration-

I,.....authorized representative of M/s
..... do hereby declare and certify that;

- a. The information made here are true to the best of my knowledge.
- b. Agrees to abide by all the terms and conditions laid down in the RFP Document.
- c. I confirm that authority to submit the RFP documents and comply the provisions laid down in the RFP documents.
- d. I further declare that presently firm is not Blacklisted due to any reasons by any State / Central Government / PSU / Autonomous Body(s) on the date of bid Submission.

Date:

Signature of the owner / bidder /
authorized signatory with complete
Name, Address, Contact No.(s)
including Mobile No(s).