



भारतीय बीमा विनियामक और विकास प्राधिकरण  
**INSURANCE REGULATORY AND  
DEVELOPMENT AUTHORITY OF INDIA**

Date: 07-08-2017

**NOTICE INVITING TENDER FOR HIRING OF MARUTI CIAZ 1.4 PETROL  
VEHICLE OR EQUIVALENT MAKE/MODEL CAR ON CONTRACT BASIS**

Insurance Regulatory and Development Authority of India (IRDAI) invites sealed Tenders from registered travel agencies situated within the city of Hyderabad/Secunderabad having a fleet of four wheelers manufactured after 01.01.2016 to be given on hire basis (2016-17 model) as per details given below:

Type of vehicle	No. of vehicle/s	Contract period	Basis
<b>Maruti Ciaz 1.4 Petrol Vehicle or equivalent make/model car - White Colour</b>	<b>One</b>	<b>1 year</b>	<b>Monthly</b>

The vehicle should be in excellent condition registered in the name of the firm or the proprietor's name. The vehicle should have safety features like ABS/EBD/Alloy wheels. The tender should be forwarded in the prescribed tender document. Tender documents attached to this notice may be submitted in sealed cover subscribed thereon with "Tender for Hiring of Maruti Ciaz 1.4 Petrol Vehicle or equivalent make/model car on contract basis" in the tender box kept in the office of IRDAI.

Interested Firms / Companies / Agencies may deposit the filled in tender document, in the prescribed format, complete in all respects, along with Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand Only) and other requisite documents up to 4 p.m. on 4.9.2017 in the Tender Box kept in the Office of Insurance Regulatory and Development Authority of India, 3<sup>rd</sup> Floor, Parishram Bhawan, Basheer Bagh, Hyderabad-500004, Telangana State. The tender document can be downloaded from our website [www.irda.gov.in](http://www.irda.gov.in).

Interested vendors should submit their tenders in the prescribed formats in a sealed envelope marked as "Tender for Hiring of Maruti Ciaz 1.4 Petrol Vehicle or equivalent make/model car on contract basis" and addressed to:

M. Pulla Rao,  
Executive Director (Gen.),  
Insurance Regulatory and Development Authority of India,  
3rd Floor, Parishram Bhawan, Basheer Bagh,  
Hyderabad – 500 004, Telangana.

Tenders shall be opened in the O/o IRDAI, 3<sup>rd</sup> Floor, Parishram Bhavan, Basheerbagh, Hyderabad - 500004 on the closing date, i.e. at 4 P.M. on 4.9.2017 in the presence of one representative of each of the bidders who wishes to be present. The representative of the Agency coming to attend the tender opening should produce authorisation letter (as per format given) along with their Signature duly attested by the tenderer failing which, he will not be allowed to participate in the tender opening on the appointed date and time.

The Bidders are required to comply with all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

IRDAI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision in this regard shall be final and binding on all.

Last date of submission of tender: **4<sup>th</sup> September, 2017 by 4 pm.** Tenders received after this will not be accepted.

## **Tender for “HIRING OF MARUTI CIAZ 1.4 PETROL VEHICLE OR EQUIVALENT MAKE/MODEL CAR ON CONTRACT BASIS”**

### **Instructions to Bidders and Terms and Conditions**

#### **A. Preamble**

IRDAI is a statutory body established under the IRDAI Act, 1999 for the purpose of regulating the insurance industry in the country intends to hire one (1) Maruti Ciaz 1.4 Petrol Vehicle or equivalent make/model car (White colour) from eligible bidders on Contract basis. The criteria for acceptance of vehicle on hire are as under:

1. The agency should be either a sole proprietary concern, partnership firm or company registered with the Registrar of Firms/Registrar of Companies wherever applicable and should have been in operation/existence for the last 5 years.
2. The agency should be an Income-tax assessee having filed its Income-tax return for the last 3 assessment years.
3. The vehicle to be offered on hire should not be more than 1-year-old with good engine condition, upholstery and exterior appearance. The vehicle should be in perfect running condition, should always be kept neat and clean, provided with clean seat covers, perfume and tissue paper. Vehicle of 2016 or 2017 make registered as Taxis only should be offered.
4. The agency should have been undertaking vehicle hiring work for institutions like RBI/SEBI/Public Sector Banks/Insurance companies/Government Departments/Public Sector Undertakings or reputed organizations. Documentary proof in respect of at least three (3) contracts should be submitted.
5. The agency should have at least 5 Nos. of AC vehicles in the name of the Firm/Proprietor/Partners, etc. which are not older than 5 years. Vehicles should have been registered with the local Regional Transport Authority and have all the valid permits, comprehensive insurance and PUC certificates etc.
6. The Agency shall comply with all the rules and regulations stipulated by RTO, Hyderabad and other Government Authorities.
7. The agency shall produce all the original documents for the vehicle, viz. R.C. Book, Insurance Certificate, PUC Certificate etc. relating to the vehicle for verification at the time of finalizing the arrangement/contract.
8. The agency shall comply with all local laws and statutory laws as applicable and will indemnify IRDAI against all actions, claims, suits, etc. for non-compliance of laws.
9. The vehicle shall be required on monthly basis and shall remain at the user Official's disposal continuously during the contract period.
10. A log book as per the prescribed format should be maintained to record kilometers covered and time taken on a daily basis, which should be got authenticated by the

user official concerned. The agency should ensure that unauthorized passengers are not picked up by driver any time during the contract period.

11. The vehicle provided to IRDAI shall be covered by comprehensive insurance at the cost of the agency. IRDAI shall not be responsible for any damage to the vehicle and compensation to anyone in the event of injury/disablement/loss of life as a result of an accident.
12. Contract charges shall include monthly hire charges for the vehicle specified along with charges/salary of the driver, all repair and maintenance charges of vehicle, insurance, petrol and also any other incidental expenses and all applicable taxes.
13. IRDAI shall be reviewing the performance of the agency periodically and reserves the right of termination of the agreement by giving 30 days' notice to the agency during the contract period of one year in case the services of the agency are not found satisfactory. No compensation whatsoever will be paid by IRDAI to the agency on such termination.
14. Detailed Agreement shall be entered into on awarding the contract.
15. IRDAI reserves the right to reject any or all the proposals without assigning any reason thereof.
16. The vehicle should be registered with appropriate RTO Authorities for movement and should have Yellow and Black registration boards.
17. The agency should obtain, at his own cost all Road Permits, Driving License, etc., to run the vehicle and pay taxes on his own. The vehicle should be covered under Insurance coverage, which should include passengers / occupants and Third Party and documentary proof of the same should be submitted.
18. The agency is solely responsible for attending to any kind of formalities with the Traffic Police and also under the provisions of Motor Vehicles Act.
19. The agency should comply with all the statutory rules in force of the State and Central Government to operate the vehicle.
20. The Driver should be neatly dressed and polite with pleasing manners, cooperative and disciplined. The driver should have five years of experience with valid license and he should be familiar with Hyderabad/Secunderabad roads and must follow rules and other regulations prescribed by the Government from time to time. He must observe all etiquette and protocol while performing the duty. He must be prided with a mobile phone connection for communication with the user official and its capital/recurring cost will be borne by agency.
21. The driver should be placed at the disposal of the official. If the official is not satisfied with the conduct of the driver or if the driver misbehaves, the agency shall have to replace the driver forthwith as per advice of IRDAI.

22. In the event of breakdown of vehicle or absence of driver, arrangement for substitute vehicle/driver will have to be made by the agency immediately. In case, the agency not able to provide any substitute, it will be open for the office to deduct proportionate amount on daily basis from the bills.
23. **Damage to persons and property**
- a) The agency shall be responsible for all injuries to persons, animals or things and for all structural and decorative items, damage to property of IRDAI which may arise during the execution of the contract due to neglect, carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this contract of himself or of any of his/her nominated representative or employee.
- b) This  
clause shall be held valid, inter-alia, for any damage to the building whether immediately adjacent or otherwise, any damage to roads, streets footpaths, as well as all damages caused to the buildings and work area forming the subject of this contract. The Agency shall indemnify IRDAI and hold it harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Act of any Legislature or otherwise and also in respect of any award of compensation or damage consequent upon such claim.
- c) The Agency shall indemnify against all such damages mentioned in the clause, so as to deliver up the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third parties.
- d) The Agency shall also indemnify IRDAI against all claims which may be made upon IRDAI under the Workmen's Compensation Act or any other Statutes in force during the currency of this contract.
24. A consolidated bill/invoice for the whole month showing full details including GST registration number will be submitted after completion of the month for payment.
25. TDS will be made as per Income Tax Rules.
26. Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.
27. The reporting place or relieving place shall be the residence of the Official concerned.
28. In the event of award of the tender and prior execution of the contract, the agency shall be required to submit copies of the Registration Certificate, comprehensive Insurance Policy of the vehicle being offered for hire and particulars with photograph of the driver of the vehicle. He shall also be required to produce the vehicle in the O/O IRDAI for physical verification/inspection.
29. This contract will be effective for a period of one year from the date of signing the contract unless terminated earlier as per clause No.16. The contract may be renewed for a further period of one-year subject to satisfactory performance and at the same terms, conditions and rates.

30. An interest free refundable performance Security Deposit (SD) equal to Earnest Money Deposit (EMD) of the tender is required to be deposited. For the purpose, the EMD will be converted to SD and will be retained for a period of sixty days beyond the date of completion of all contractual obligations. The security deposit shall be discharged after satisfactory completion of the contract period. If the agency fails or neglects any of his obligations under the contract, it shall be lawful for IRDAI to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure and the agency shall be required to deposit the equivalent amount in the form of DD as mentioned.
31. Rates of hiring the vehicle will be fixed during the period of contract and no request for revision of rates will be entertained, under any circumstances.
32. Counting of distance will be from the starting point of the user officer and closing at the point where the user officer completes his journey.
- 33. Debarring conditions:**
- (i) Sub-contracting of the service allotted is not permissible.
  - (ii) The tampering of meter reading, vehicle usage timings, overwriting of summary/log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
  - (iii) The agency shall not engage as driver any person below 18 years of age.

## **B. Scope of work**

To hire one Maruti Ciaz 1.4-Petrol Vehicle or equivalent make/model car (White colour) on contract basis for a period of one year for use of Executive Director.

## **C. The tender must be accompanied by the following documents:**

1. **Technical bid** in **Annexure - I** should contain the following documents failing which the bid will be deemed ineligible and technically invalid:
  - a) Certificate of GST Registration
  - b) Ownership documents of vehicle like RC, Insurance Certificate and PUC
2. Copy of the following documents duly self-attested:
  3. Tender document duly signed and stamped. Each page of the tender document should be signed and dated by the bidders or such person(s) on his behalf as is legally authorized to sign for and on his behalf.
  4. The tender must also be accompanied by filled-in **Annexure - II** towards **Financial bid** failing which the bid will be deemed ineligible and commercially invalid.
  5. **Annexure - I and Annexure - II** should be kept in a Sealed envelope subscribed thereon with "Tender for Hiring of Maruti Ciaz 1.4 Petrol Vehicle or equivalent make/model car on contract basis".

#### **D. Earnest Money Deposit (EMD)**

Bidders are required to submit EMD of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of a crossed Demand Draft drawn on any Nationalized / Scheduled commercial bank in favour of "Insurance Regulatory and Development Authority of India" payable at Hyderabad. Tenders received without EMD shall not be considered. This amount of EMD will be refunded to the non-successful bidders within 30 days of finalization of the contract. No interest shall be allowed on the earnest money deposited.

#### **E. Security Deposit (SD)**

The EMD of the lowest bidder will be converted into security deposit (SD) towards performance and will be retained for the entire contract period. SD will be refunded after satisfactory completion of the contract period. No interest shall be payable by IRDAI on the SD. Whole or any part of the SD of the agency will be forfeited if any financial loss occurs to IRDAI due to non-fulfilment of the terms and conditions.

#### **F. Refund of SD**

The security deposit shall, subject to any deductions that may be made therefrom, be returned to the Agency within 30 days after the termination of contract and on issuance of "No Dues" certificate by the user department. However, if there is a delay, the Agency shall not be entitled to any interest.

#### **G. Validity of Offer**

The offer shall remain valid for a period of not less than ninety (90) days from the last date of submission. It shall be understood that the tender document has been issued to the bidder, and the bidder is permitted to tender on the clear understanding that after submission of this tender he will not rescind from his offer or modify the terms and conditions thereof in a manner not acceptable to IRDAI. If the bidder fails to observe or comply with the said stipulation by way of failure to execute an agreement or bidder modifying / withdrawing the offer or refusing to accept work order or failing to furnish the requisites, the EMD amount shall liable to be forfeited.

Self-attested copies of documents should be enclosed in support of fulfillment of laid down eligibility criteria.

#### **Declaration:**

I/We declare that the information furnished above is true and correct to the best of our knowledge and belief. I/We understand that if at any stage, it is found that any information given in this application is false / incorrect or that we do not satisfy the eligibility criteria mentioned in the notification, our application / appointment is liable to be rejected / terminated. I/We have read and understood the conditions given in the notification and hereby undertake to abide by them.

SIGNATURE:

NAME:

DESIGNATION OF THE SIGNATORY:

FIRM'S NAME:

SEAL and Date

**Annexure - I**

**(TECHNICAL BID)**

**TENDER FOR HIRING OF MARUTI CIAZ 1.4 PETROL VEHICLE OR  
EQUIVALENT MAKE/MODEL CAR ON CONTRACT BASIS**

1) Name of the Firm:	
2) Address:	
3) Telephone Number	
4) Mobile Number(s)	
5) E-mail	
6) Fax Number	
7) Name/s of Proprietor/ Managing Partner(s)/ Director(s):	
8) Established since:	
a) GST Regn. No.	
b) PAN	
9) Years of experience (minimum 5 years) - Supporting documents to be attached	
10) Whether registered with Labour Department under the contract Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971. If yes, indicate date of registration	
11) Name and address of the bankers. Please enclose a certificate from banker regarding financial standing.	



12) Number of vehicles owned (please attach complete list) with details such as type/make/model of vehicle, condition / age of vehicle with their Registration, Taxi permit No. etc. (attach documentary evidence)	
13) Details of Three Clients (preferably RBI / Public Sector Banks/Insurance companies/Government Departments/ Public Sector Undertakings or reputed organizations	
a) Name	
b) Address	
c) Telephone No.	
d) On contract with this establishment since (to enclose Experience certificate)	Yes / No
a) Name	
b) Address	
c) Telephone No.	
d) On contract with this establishment since (to enclose Experience certificate)	Yes/No
a) Name	
b) Address	
c) Telephone No.	
d) On contract with this establishment since (to enclose Experience certificate)	Yes/No
14) Name of the bank & Address	
(a) Bank A/c No. & IFSC Code	

Self-attested copies of documents should be enclosed in support of fulfillment of laid down eligibility criteria.

**Declaration:**

I/We declare that the information furnished above is true and correct to the best of our knowledge and belief. I/We understand that if at any stage, it is found that any information given in this application is false / incorrect or that we do not satisfy the eligibility criteria mentioned in the notification, our application / appointment is liable to be rejected / terminated. I/We have read and understood the conditions given in the notification and hereby undertake to abide by them.

SIGNATURE:

NAME:

DESIGNATION OF THE SIGNATORY:

FIRM'S NAME:

SEAL and Date

**Annexure - II**  
**(FINANCIAL BID)**

**TENDER FOR HIRING OF MARUTI CIAZ 1.4 PETROL VEHICLE OR  
EQUIVALENT MAKE/MODEL CAR ON CONTRACT BASIS**

1. Name of tendering Firm/Company/Agency: \_\_\_\_\_  
2. Address: \_\_\_\_\_  
3. Telephone No. \_\_\_\_\_

4. Details of Earnest Money Deposit : Rs. 25,000/-

D.D. No. & Date: \_\_\_\_\_

Drawn on Bank: \_\_\_\_\_

Sl. No.	Rate of vehicle to be hired on monthly basis for 10 hours a day	Rate per month for Maruti Ciaz 1.4 - Petrol vehicle 2016/2017 make or equivalent make/model car (White colour) (in Rs.)
1.	For 2400 Kms per month (30/31 days)  Fixed charges including monthly hire charges of vehicle along with driver salary, petrol, all repair and maintenance charges of vehicle, insurance, any other incidental expenses and all applicable taxes.	In figures: Rs. _____ per month, all inclusive.  In words: Rupees----- ----- only
2.	For every extra kilometer beyond 2400 Kms (per month) Rate per kilometer.	In figures: Rs. _____ per month, all inclusive.  In words: Rupees----- ----- only

3.	For every extra hour beyond 10 hours per day Rate per 1 hour.	In figures: Rs. _____ per month, all inclusive.  In words: Rupees-----  ----- only
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Rates quoted for every extra kilometer and for every extra hour must be commensurate with the rates quoted and should not be exceptionally high or low.

SIGNATURE:

NAME:

DESIGNATION OF THE SIGNATORY:

FIRM'S NAME:

SEAL and Date

**Authorization to attend Tender Opening**

I/We authorize Shri \_\_\_\_\_ S/o \_\_\_\_\_, Age \_\_\_\_ to attend the tender opening on the day/date mentioned in the tender. His signature is attested below:

SIGNATURE:

NAME:

DESIGNATION OF THE SIGNATORY:

Shri \_\_\_\_\_ will sign as

\_\_\_\_\_

SIGNATURE:

NAME:

DESIGNATION OF THE SIGNATORY:

FIRM'S NAME:

SEAL and Date