

Format of “Technical Proposal for Hiring of Car / Vehicle” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ GST NO _____

(Pl. enclose self certified copies)

1	Annual turnover of your company	Amount is Rs
	2018- 2019	_____
	2019 –2020	_____
	2020—2021	_____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2018-2019

2019-2020

2020-2021

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

ANNEXURE-II

Format of "Hiring of Car / Vehicle" to be printed on company's Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details

Mobile -----Landline-----

E-Mail: _____

Type of Vehicle	Local Rate (daily) 8 Hour 80 km	Half Day	12 Hours / 120 Km	Outside Rate (daily)	KM rates Local /Hills	Outside	Over time charges /hrs	Monthly basis	
		40 Kms.						Hiring Charges	Mileage Rate/K M
Hatch Back (Indica/Ritz (Non A/C)									
Hatch Back Indica/Ritz (A/C)									
Seden (Ford Ikon / Dzire									
Ascent / Etios									
Indigo									
Muv (Scorpio Ertiga, Lodgy Etc)									
SUV / INNOVA SUV 500									

- Any Gst Number
- Payment Terms

Date:
Place:

Signature _____
Name _____
Designation _____

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

HIRING OF CAR / VEHICLES

Scope of Work: The agencies having its office within 10 km. radius from Council's office, Vasant Kunj, engaged in the work of providing vehicle on hiring basis are required to submit their proposals in the formats given below.

Requirement: The Export Promotion Council for Handicrafts invite the Proposal/Offer from Delhi based Registered Travel Agency/Agencies for hiring of different type of Vehicles for office use of Export Promotion Council for Handicrafts, New Delhi.

Eligibility for submission of Technical & Financial Proposal:

The interested organizations may offer their charges as details given in enclosed format. The other terms and conditions of the job is as follows:

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover minimum Rs.10,00,000/-.
- 3 All the vehicles should not old more than three years.

TERMS AND CONDITIONS:

1. The Offer should be submitted in the format enclosed. Selected bidder will have to deposit a sum of Rs. 25000/- (Twenty Five Thousand only) security / performance guarantee (refundable) by way of Demand Draft in Favour of Export Promotion Council for Handicrafts, New Delhi before the work order is issued.
2. Copy of Govt. Registration No., PAN, 15 digit service Tax registration No. are to be enclosed along with the Offer. Otherwise offer will be rejected without any notice thereof.
3. Rate should be quoted inclusive of all applicable taxes such as TDS, service tax and duties etc. and applicable taxes will be deducted at source against which necessary tax deduction certificates will be issued as and when required. Other expenditure like car parking charges etc. will be borne by the Council subject to submission of necessary supporting vouchers.
4. The validity of quoted rate/rates will remain same for two year from the date of signature of agreement and no price/rate escalation will be entertained due to hike of fuel price, lubricated oil etc.
5. Selected bidder will be liable to confirm supply of vehicle within 1 hour of intimation depending on urgency of requirement. If the vehicle is not placed at the disposal of the Council as per stipulated time, the bidder will be treated as in competent and will lead to cancellation of the prevailing order without assigning any reason thereof.

6. At least 2 (Three) running telephone Nos. (in commission/operation) should be mentioned in the offer paper.
7. Rate to be quoted for 04 hours 40 kms, 08 hours 80 kms and 12 hours 120 kms duty overtime will be admissible only after 08 (Eight) hours of continuous service. No over time charges will be given in case of night halt.
8. If the service of the selected bidder is not found satisfactory, the work order which will automatically be cancelled without any notice thereof and security deposit will be forfeited accordingly.
9. The Council reserves the right to accept or reject any offer without assigning any reason thereof.
10. The Council reserves the right to cancel the agreement with prior notice of 15 days, if the service of the supplier is not found satisfactory or due to any other reasons which would be beneficial for the greater interest of this Council.
11. All bidders are requested to put their rates in our prescribed format.

Guidelines for Submission of Technical & Financial Proposal

Offers must be submitted in sealed envelop upto **28th July 2021, by 4.00 P.M.** in Council's Office. Please specify on envelope "**HIRING OF CAR / VEHICLES**". The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2018-19, 2019-20, 2020-2021.
- Copy of PAN No., Gst Number..

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)**