

**NATIONAL FILM DEVELOPMENT CORPORATION  
A GOVERNMENT OF INDIA ENTERPRISE**

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AGENCY  
FOR PROVIDING VEHICLES ON HIRE**

**RFP NO. NFDC /2018-19/003  
DATE: 18/08/2018**

**NATIONAL FILM DEVELOPMENT CORPORATION (NFDC)  
NEW DELHI**

Request for Proposal (“**RFP**”) from Agency for providing Vehicles on Hire to National Film Development Corporation (NFDC) at New Delhi.

**DISCLAIMER**

This request for RFP is an invitation by National Film Development Corporation (NFDC), Public Sector Enterprise under Government of India, but not an offer, to receive responses from eligible interested Agencies for providing Vehicles on Hire to National Film Development Corporation (NFDC) at New Delhi for transportation of staffs.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal work order is issued by the NFDC to the bidder concerned.

This RFP is being issued with no financial commitment and NFDC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage, without assigning any reason.

### Schedule for Submission of RFP

Event	Date
Availability of RFP Document	18th August 2018 (Saturday)
Last date and Time for submission of completed RFP document	4th September (Tuesday) at 1100 hrs
Opening of Technical Bid and Evaluation for pre-qualification	4th September (Tuesday) at 1200 hrs
Opening of financial Bid	4th September (Tuesday) at 1600 hrs

**The RFP document** can be downloaded from the website <http://www.nfdcindia.com>. Alternatively, the document can also be obtained in person from **National Film Development Corporation (NFDC), 4th Floor, Sookna Bhavan, Phase-I, CGO Complex, New Delhi - 110003** on any working day between 1100 to 1700 hours from 18th August 2018 to 03rd September 2018.

The completed application (response document), containing two hard copies (printed, signed and bound copies) should be submitted in two-bid system of Technical & Financial Bids in two separate and sealed envelopes to be marked as **“Technical Proposal” & “Financial Proposal”** respectively.

Both the proposals are to be kept in a bigger sealed envelope super scribed with the title - **“Techno-Financial Bid for providing Vehicles on Hire to NFDC”**, before the last date and time at the following address:

**National Film Development Corporation (NFDC),  
4th Floor, Sookna Bhavan,  
Phase-I, CGO Complex,  
New Delhi- 110003**

**Late Applications:** Any application received after the last date and time for submission for the same, i.e., 4th September 2018 at 1100 hours, shall not be accepted. Applications received after the last date and time shall be summarily rejected and returned unopened.

**NOTICE INVITING PROPOSALS**  
**(National Film Development Corporation) NFDC,**  
**4th Floor Soochna Bhavan, Phase-I, CGO Complex, New Delhi- 110 003**

Request for Proposal (RFP) are invited from eligible Bidders for providing Vehicles on Hire to National Film Development Corporation (NFDC) at New Delhi for transportation of staffs. All existing vehicle providers/owners of the vehicle have to apply fresh for continuation under this scheme.

The last date for submission of completed proposal for the Bidder as prescribed, in a separate sealed cover super-scribed **“Techno- Financial Bid for providing Vehicles on Hire to NFDC” is 1100 Hrs. on Tuesday 4th September 2018 in New Delhi.**

Technical Bid would be opened on Tuesday, 4th September 2018 at 1200 hours (IST) in the presence of available applicants or their representatives. The proposals will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document for **opening of financial bids on 4th September (Tuesday) at 1600 Hrs, at NFDC, 4th Floor, Soochna Bhavan, Phase-I, CGO Complex, New Delhi- 110 003.**

## DEFINITIONS

**“RFP”** means Request for Proposal

**“NFDC”** means National Film Development Corporation

**“Agency”** means any private individuals / Tour operators / Travel Agency / Society / Firm having requisite experience in providing Vehicles on Hire for transportation of staffs.

**“Application”** means the RFP submitted by an Applicant in the prescribed format

## SUMMARY

This Request for Proposal (RFP) consists of four parts as indicated below:-

- Part I:** The first part consists of the general requirement. It includes procedure and last date and time for submission of offers, opening of bids and other details.
- Part II:** The second part of the RFP incorporates the aspects of technical details.
- Part III:** The third part of RFP consists of the financial aspects.
- Part IV:** The fourth part defines the criteria for evaluation of financial proposal and method of calculation of Final evaluation.

## PART I

### **GENERAL INSTRUCTION / CONDITIONS**

#### **1. INTRODUCTION:**

The National Film Development Corporation Ltd. (NFDC), a Government of India Enterprise under the Ministry of Information & Broadcasting, is mandated and engaged in producing and executing 360-degree communications for Government clients. In the past ten years, NFDC has rendered services to more than 150 Ministries/ Departments/ Government Institutions.

#### **2. SCOPE OF WORK:**

Providing Vehicles on Hire to National Film Development Corporation (NFDC) at New Delhi for transportation of staffs. **Detailed scope of work with major features and terms & conditions are given in Annexure I.**

#### **3. AMENDMENT OF RFP DOCUMENT:**

At any time prior to the deadline for submission of applications, NFDC either on its own or on request of the applicants may amend the RFP Document by issuing a corrigendum. To give the Applicants reasonable time to take a corrigendum into account in preparing their applications, NFDC may, at its sole discretion, extend the deadline for the submission of applications. Applicants may check the NFDC website <http://www.nfdcindia.com> for any such amendments from time to time.

#### **4. TENDER FEE:**

- a. Rs. 10,000/- (Rupees Ten Thousand only) Non-Refundable Tender Fee in the form of Demand Draft in favor of "National Film Development Corporation", payable at New Delhi.
- b. Tender Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected outrightly.

#### **5. EARNEST MONEY DEPOSIT (EMD):**

An EMD of Rs.50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft payable at New Delhi drawn in favor of "National Film Development Corporation", payable at New Delhi valid till 3 (three) months must be submitted along with the Proposal.

In case the same is not furnished by the Bidder at the time of the submission of the bid, the tender is liable to be summarily rejected and no further correspondence in this regard shall be entertained. The EMD will be returned to unsuccessful bidders without interest after issuing the work order to successful bidder.

#### **6. SUBMISSION OF TECHNICAL & FINANCIAL BIDS:**

The Bidder will be required to submit the technical bid and the financial bid in two separate and sealed envelopes. The technical proposal sealed envelope shall be marked "**Technical Proposal**" and includes all documents to supplement the eligibility requirements as per the Part II of RFP. Financial Proposal sealed envelope shall be marked "**Financial Proposal**" and include the financial quotation for each item listed at **Annexure II**. Both the proposals should be put up in a bigger sealed envelope and marked as "**Techno- Financial Bid for providing Vehicles on Hire to NFDC**".

7. Financial Proposal should be submitted as per the format prescribed at **Annexure - II**. Leaving out any item will result in disqualification. The amount quoted by a bidder should be inclusive of all taxes and duties. The total amount quoted should cover all the requirements as per this tender document.

#### **SELECTION PROCESS:**

**8.** The bid may be submitted in sealed envelopes through speed Post/ Courier/ Hand delivery till 1100 Hrs on Tuesday 4th September 2018 at the following address:

General Manager  
National Film Development Corporation,  
4<sup>th</sup> Floor, Sookhana Bhawan,  
Phase - 1, CGO Complex,  
Lodhi Road, New Delhi– 110003.

**9.** The Technical bid will be opened first and evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document by the tender evaluation committee as approved by the competent authority. After verification of documents, the qualified bidders will be called for financial bid opening. **Only such Bidder who qualifies technically and whose offer fully meets the requirements as envisaged in the RFP in terms of all items would be invited for financial bid opening.**

**10.** All the rates must be quoted in figures as well as in words, without any cutting or overwriting. In case of any discrepancy in the rates quoted in figures and words, the rates quoted in words shall be considered as final and authentic.

**11.** Evaluation of technical and financial bids will be done as defined in parts II, III & IV of the RFP document. Work Order will be issued to the eligible bidder as per the process defined in parts II, III & IV, subject to approval of the competent authority. Negotiations may be held with qualified and selected bidder. Under no circumstances, the financial negotiations shall result in an increase in the price originally quoted by the bidder. NFDC is at liberty to reduce any item on pro rata basis.

**12. ISSUANCE OF WORK ORDER:**

A work order will be issued by the NFDC to the selected Bidder. The work order will be issued initially for a period of one year and the rates at which the work order is issued will be valid throughout the year and no claims whatsoever on account of increase in the rate of fuel and/or other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the owner to bear all such additional expenses.

**13. RENEWAL OF WORK ORDER:**

The work order may be considered for extension based on satisfactory service performed by the Bidder and by mutual agreement for such further period (s) as may be agreed upon. The Bidder shall not claim any extension in the work order as a matter of right.

**14. PAYMENT TERMS:**

No advance payment is payable by the NFDC to the Bidder. The billing will be done on a monthly basis and the agency should submit the bill by 5<sup>th</sup> day of the following month. The payment will be made only for that logbook and duty slips which the Admin Officer or any authorized officer of NFDC has signed. It will be the responsibility of the driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from NFDC office to Various Places for each occasion of journey signed by the Officer or staff and duty slips signed by the officer/staff on a day to day basis. All other liability being the owner of vehicle shall be borne by the agency.

**PART II**

**TECHNICAL BID PROPOSAL**

**The Technical proposal should include the following information: -**

<b>S.N.</b>	<b>Particulars</b>	<b>Details to be filled in by the Agency</b>
1	Name of the Company/Agency/Individuals	
2	Address of the Company / Agency / Individuals	
3	Year of Registration /Incorporation (Proof to be attached)	
4	PAN No. (Copy to be attached)	
5	GST Registration No. (REG-06 to be attached)	
6	Whether registered with Registrar of Firm / Companies? (Enclosed Partnership Deed/ Registration certificate with Registrar of Companies} along with CIN	
7	Whether the Agency is an Income Tax Assesses having filed Income Tax Returns for the Assessment Years 2015-16, 2016-17 and 2017-18. (Attach copy of Income Tax Returns for all the three assessment years). In case the Agency is exempted from paying Income tax, the exemption certificate received from IT Department may be enclosed.	
8	The Agency should not have been black- listed or faced legal action by any Public Sector, Trust or any other Government agencies as on date of this RFP. (Undertaking should be enclosed as per Annexure III)	
9	Whether the payment of wages to the employees of Agency is made through Cheque/ Electronic Transfer accompanied by proper money receipt.	
10	The Agency should submit an understanding (Annexure IV) that it has complied with all the provisions of applicable laws with respect to Minimum Wages Act, ESI, EPF Acts & TDS etc.	
11	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
12	Telephone with STD code and Mobile Telephone No.	
13	E-mail of the contact person	
14	EMD of Rs. 50,000/- (DD in favour of National Film Development Corporation Limited) Payable at New Delhi	
15	Tender Fee Rs. 10,000/- (DD in favour of National Film Development Corporation Limited)	



16	Whether the Agency has a serviceable office in Delhi/ NCR and is in existence for the last five years as on 31.03.2018 Copy of documentary proof be attached.	
17	Whether the Agency has provided the Cars on hire to Government Departments/ Ministries / PSU's / MNC's & large Corporates (name with the details of Various vehicles/make) for a minimum period of 3 years (Attach Copy of Work orders)	
18	Whether the Agency has achieved 1. Annual Turnover of more than Rs 2 Crores in each of the last three FYs i.e. FY 2015-16 / FY 2016-17 / FY 2017-18. (Attach copy of audited Annual accounts of last three financial years). In case annual accounts of 2017-18 is unaudited, provisional annual accounts duly certified by the statutory auditors may be submitted. 2. The Bidders should have the positive net worth and cash profit (i.e. no cash loss) in all 03 financial years viz 2015-16, 2016-17 , 2017-18.	
19	The Agency should have at least 20 Light motor vehicle running condition (Four Wheelers like Hatchback / Sedan) on the name of the Agency and should not be more than 2 years (List of the LMV Company Cars to be attached along*	*with RC copy of on Agency letter head).insurance of the vehicle to also be attached together with copy of road tax receipt.

**Note:** The bidder who submits the proposal in full compliance and with all documentary proof as required in S.No 1 to 19 above and who fulfills **ALL** eligibility criteria as required above will be eligible for opening of the financial bid. Failure to specify details with regard to any item or leaving it blank may result in disqualification.

#### **DECLARATION**

I/we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct and true to the best of my /our knowledge. I/we understand that in case of any deviation in the above statement at any state, the firm/agency/individual will be blacklisted and shall not have any dealing with the NFDC in future.

**(Signature of the Authorized Signatory)**

**Date:**  
**Place:**

**Name:**  
**Designation:**  
**Seal:**

## **PART III**

### **FINANCIAL BID PROPOSAL**

- 1.** Financial bids of only those bidders will be opened who qualifies technically and whose offer fully meets the requirements as envisaged in the RFP in terms of all items.
- 2.** In preparing the financial bid, the Bidder shall take into account the requirements of all administrative charges, road tax, insurance premium etc. as per the scope of work detailed at **Annexure I**.
- 3.** The financial quote submitted by the Bidder shall be the upper limit of the expenditure. It shall be up to the Bidder to anticipate and work out the various costing. No Additional Cost shall be entertained apart from the cost quoted by the Bidder in the financial bid. The Bidder shall quote the corresponding cost accordingly, as laid down in **Annexure II**. Any subsequent increase or escalation of costs shall have to be borne by the Bidder alone unless the same has been requested and authorized by NFDC in writing.
- 4.** The Financial bids will be opened by the NFDC Tender evaluation Committee in respect of only those bidders whose proposals meet ALL the eligibility criteria as given in the Part II specified in the Technical Bid proposal of the RFP. The Committee so constituted for this purpose will decide the successful bidder as per the evaluation procedure listed in **Part IV**.

## **Part IV**

### **Evaluation of Financial Proposal:**

- i. The Financial Bid shall be evaluated on L1 basis.
- ii. 70:30 weightage will be given to the agency rate charged for Category 1: Category 2 vehicle, as described in clause 1 of Annexure II, for calculation of weightage average of the rate charged.
- iii. The Bid of the Bidder with the lowest weighted average rate as calculated above shall be ranked as L1 and the bids of the other Bidders shall be ranked as L2, L3 and so on in the increasing order to the Bid of the lowest Bidder
- iv. The Bid of the Bidder, who obtains the rank L1 across the financial bid, will be rated as the 'Best Bid' and will be declared as the successful Bidder. Negotiations will be held with selected bidder. Under no circumstances, the financial negotiations shall result in an increase in the price originally quoted by the bidder
- v. The subsequently ranked Bidders shall be kept in reserve panel and may be invited for negotiations in case the L1 withdraws, or fails to comply with the requirements specified in the RFP documents.

## **ANNEXURE I**

### **SCOPE OF WORK**

The Bidder will provide vehicles on monthly basis to National Film Development Corporation at 4<sup>th</sup> Floor, Soochna Bhavan, Phase-I, C.G.O.Complex, Lodhi Road, New Delhi-110 003 for transportation of staffs.

#### **1. MAJOR FEATURES IN DETAILS:**

- i. The hired vehicle must possess all the pre-decided technical criteria (such as vehicles **shall not be more than two years old**, must have all the relevant papers, and should have the coverage of comprehensive insurance) etc.
- ii. The vehicle has all legal papers like registration, fitness certificate, Road Tax documents, etc.
- iii. The agency would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved, properly uniformed and well conversant with the traffic rules/regulations and city roads/routes. It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time verified from NFDC office to various visited places. The agency should have adequate number of telephones for contact round the clock. The agency will provide a mobile phone to driver exclusively for the purpose.
- iv. The servicing and maintenance of vehicle from time to time is the responsibility of the agency.
- v. If the vehicle is out of order or in case of any accident, the agency shall provide a substitute vehicle immediately. In case vehicle does not report on time / does not report at all, the customer would have a right to hire a vehicle from the market and the additional cost so incurred by NFDC will be borne by the agency.
- vi. The Vehicles should be loaded with Perfume, Paper Napkin etc.
- vii. The vehicle will be kept neat and clean and in perfect running condition & should be provided with air conditions, heaters, necessary air fresheners, neat & clean white seat covers & curtains.

#### **2. OTHER TERMS & CONDITIONS:**

- i. The time and distance of vehicles will be calculated from Garage to NFDC office. However, a maximum of 05 kms and half hour each side will be added as garage to the final reading.
- ii. The vehicle shall be deemed to be at the disposal of the NFDC for 5 days a week.
- iii. The charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, fuel, oil and also any other incidental expenses.
- iv. The work order issued by the NFDC to the agency can be cancelled with a notice period of one month by the either side.
- v. The agency and the Driver shall be duty bound to carry out the instructions of the Customer as well as of the Officer assigned to the vehicle.
- vi. A daily record indicating time and mileage for the vehicle shall be maintained in a log book.
- vii. A penalty of Rs.1200/- per day may be levied if vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the work order can be cancelled forthwith without any notice.

- viii. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by NFDC whose decision shall be final and conclusive.
- ix. In case of any dispute, the jurisdiction of Delhi Court shall apply.
- x. The time & distance is to be calculated from the time and place of reporting to the time & place of release. Mileage in respect of repair work, filing up of CNG, air, other miscellaneous purposes shall not be counted.
- xi. The dedicated vehicle will bear NFDC's security pass, accordingly if the vehicle is used for any other purpose by operator and misuse of vehicle bearing NFDC's security pass will render this work order null and void and will attract suitable penalty. The agency shall be solely responsible for such misuse.
- xii. If during the course of engagement of the vehicles to the services of NFDC, any damage is to the vehicle or injury to the third party/ies is caused due to any accident, etc., any official of NFDC or, NFDC will not be responsible and any liability arising out of such accident will be the sole responsibility of the firm/agency only.
- xiii. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the hiring agency for which the original receipts should be submitted along with monthly bill.
- xiv. The vehicles deputed should carry all relevant papers duly updated always.
- xv. All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
- xvi. No compromise will be made by NFDC towards punctuality, cleanliness, obedience, promptness, behavior, etc. If the driver, at any point of time during official duty, fails to perform duties, as directed by the Officer of NFDC the work order/contact will be cancelled forthwith without any notice.

**(Signature of the Authorized Signatory)**

**Date:**  
**Place:**

**Name:**  
**Designation:**  
**Seal:**

## ANNEXURE –II

### Rates quoted for Hiring of Vehicles for NFDC New Delhi

1.

Category	Type of Vehicle	Kms.	Hours	Rate (Rs.) per Vehicle per Month
1	Swift Dezire / Honda Amaze	2500 km. per Month	10 Hrs. per day for five days a week	
2	Toyota Etios (or similar category)	3000 km. per Month	10 Hrs. per day for five days a week	

2. Rate for extra Km. and extra Hr. :

Category	Type of Vehicle	Unit	Rate (Rs.)
1	Swift Dezire / Honda Amaze	Per Km.	
2	Toyota Etios (or similar category)	Per Hr.	

3. Rate for Saturday & Sunday :

Category	Type of Vehicle	Kms.	Hours	Rate (Rs.) per day
1	Swift Dezire / Honda Amaze	80 Kms.	8 Hrs.	
2	Toyota Etios (or similar category)	80 Kms.	8 Hrs.	

**Note :** The evaluation of financial bid will be done on the basis of 70:30 weightage to the rate quoted in Category 1: Category 2 vehicle in point no. 1 above only. Rates quoted in point no. 2 & 3 above will not be considered for the purpose of evaluation of final financial bid.

**(Signature of the Authorized Signatory)**

**Date:**  
**Place:**

**Name:**  
**Designation:**  
**Seal:**

### **ANNEXURE –III**

#### **To Whomsoever It May Concern**

This is to certify that .....(Bidder Name) having its registered office at .....(Address) is neither blacklisted nor faced legal action by any Central Govt / State Govt / PSU's by whatever mean and nor defaulter of any repayment of loan/deposits etc from any financial institutions.

**(Signature of the Authorized Signatory)**

**Date:**  
**Place:**

**Name:**  
**Designation:**  
**Seal:**

**ANNEXURE –IV**

**To Whomsoever It May Concern**

This is to certify that .....(Bidder Name) having its registered office at .....(Address) has complied with all the provisions of applicable laws with respect to Minimum Wages Act, ESI, EPF Acts & TDS etc.

**(Signature of the Authorized Signatory)**

**Date:**  
**Place:**

**Name:**  
**Designation:**  
**Seal:**