Request for Proposal

For

Selection of Agency for providing Light Commercial Vehicles on Rental Basis at Maharashtra Real Estate Regulatory Authority, Mumbai

Maharashtra Real Estate Regulatory Authority
Slum Rehabilitation Authority Building, 'A' Wing
Anant Kanekar Marg, Bandra (E), Mumbai 400051.
Phone: 26590036/ 26590048
Email - techoff2@maharera.mahaonline.gov.in
RFP for Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai

Table of Contents

1. Invitation for Proposal ........................................................................................................................................ 4
2. Instructions to Bidders ......................................................................................................................................... 6
   2.1. Purpose ......................................................................................................................................................... 6
   2.2. Completeness of Response ......................................................................................................................... 6
   2.3. Bidder Inquiries and Response .................................................................................................................... 6
   2.4. Proposal Preparation Costs ......................................................................................................................... 7
   2.5. MAHARERA’s right to terminate the process .............................................................................................. 7
   2.6. Earnest Money Deposit (EMD) .................................................................................................................. 7
   2.7. Authentication of Proposal ......................................................................................................................... 8
   2.8. Language of Proposals ............................................................................................................................... 8
   2.9. Bid Submission Format ................................................................................................................................ 8
   2.10. Bid Submission Instructions ....................................................................................................................... 8
   2.11. Late Proposal and Proposal Validity Period .............................................................................................. 10
   2.12. Modification and Withdrawal of Proposals ............................................................................................ 10
   2.13. Proposal Opening ..................................................................................................................................... 10
   2.15. Pre-Qualification Criteria ......................................................................................................................... 11
   2.16. Evaluation of Pre-Qualification Proposals .............................................................................................. 12
   2.18. MAHARERA’s Right to accept any Proposal and to reject any or All Proposals ..................................... 13
   2.19. Award Criteria .......................................................................................................................................... 13
   2.20. MAHARERA’s Right to accept any Bid and to reject any or All Bids ......................................................... 14
   2.21. Letter of Intent .......................................................................................................................................... 14
   2.22. Signing of Contract ................................................................................................................................... 15
   2.23. Failure to agree with the Terms & Conditions of the RFP / Contract ....................................................... 15
   2.24. Risk purchase ............................................................................................................................................. 15
   2.25. Performance Bank Guarantee .................................................................................................................. 15
3. General Conditions of Contract (GCC) ............................................................................................................. 16
   3.1. Scope of Work ............................................................................................................................................. 16
   3.2. Payment Terms .......................................................................................................................................... 18
   3.3. Force Majeure ............................................................................................................................................. 19
   3.4. Termination ................................................................................................................................................. 19
3.4.1 Termination by MAHARERA ................................................................. 19
3.4.2 Termination by Successful bidder(s) .................................................. 20
   a. Financial Proposal Cover Letter ............................................................ 21
   b. Financial Proposal Format & Instructions ............................................. 22
5. Annexure II – Particulars to be filled by the bidder: ................................... 23
6. Annexure IV - Penalty Clauses .................................................................. 25
8. Annexure VI: Checklist of Documents Submitted ..................................... 30
   Pre-Qualification Criteria ........................................................................... 33
1. **Invitation for Proposal**

1. MahaRERA hereby invites Proposals from reputed Service Providers, having executed similar contracts of providing vehicles on hire and who meet the minimum eligibility criteria as specified in this bidding document for the “Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai” for the Period of Two Years within MMR & all over Maharashtra as detailed in Section 2.15 of this RFP document.

2. The complete bidding document shall be published on [https://mahatenders.gov.in](https://mahatenders.gov.in) and [http://www.maharera.mahaonline.gov.in](http://www.maharera.mahaonline.gov.in) for the purpose of downloading. The downloaded RFP shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ bidding document fee and EMD through e-Tendering Online Payment Gateway mode only.

3. Bidders who wish to participate in this bidding process must register on [https://mahatenders.gov.in](https://mahatenders.gov.in). (Bidders already registered on [https://mahatenders.gov.in](https://mahatenders.gov.in) before 31-03-2015 must register again).

4. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type II) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

5. MahaRERA will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

6. Bidders are also advised to refer “Bidders Manual Kit” available at [https://mahatenders.gov.in](https://mahatenders.gov.in) for further details about the e-tendering process.
7. MahaRERA may, at its own discretion, extend the date for submission of bids. In such a case all rights and obligations of MahaRERA and the Bidders shall be applicable to the extended time frame.

8. The amendments will be notified on MahaRERA Website/e-Tendering Portal (http://mahatenders.gov.in) these amendments should be taken into consideration by the Bidders while preparing their bids.

9. Bidder is advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The summary of various activities with regard to this invitation of proposals are listed in the table below:-

<table>
<thead>
<tr>
<th>S No</th>
<th>Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Project</td>
<td>Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai within MMR &amp; all over Maharashtra.</td>
</tr>
</tbody>
</table>
| 2    | RFP Document Download                      | Start Date: 23/08/2018  
Expiry Date: 03/09/2018  
Time: 03.00 pm  
Please visit the below mentioned  
www.mahatenders.gov.in  
http://maharera.mahaonline.gov.in |
| 3    | Last date (deadline) for submission of proposals | 03/09/2018 at 3.00pm |
| 4    | Date and Time of opening of Pre-Qualification proposals | 04/09/2018 at 3:00 am at the 3rd Floor, Conference Room, MAHARERA, SRA Building, ’A’ Wing, Anant Kanekar Marg, Mumbai 400051. |
| 5    | Date Time and Place of opening of Financial Proposals | Will be intimated later to the technically qualified bidders |
RFP for Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai

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<tr>
<th>S No</th>
<th>Items</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>6</td>
<td>Earnest Money Deposit (EMD) to be paid via Online Payment Gateway mode only.</td>
<td>Rs. 1,00,000/- (Rupees One Lakh Only)</td>
</tr>
<tr>
<td>7</td>
<td>Bid Validity Period</td>
<td>60 days from the date of submission of Bid</td>
</tr>
<tr>
<td>8</td>
<td>RFP Document Fee to be paid via Online Payment Gateway mode only</td>
<td>Rs. 3,000/- (Rupees Three Thousand Only)</td>
</tr>
<tr>
<td>9</td>
<td>Performance bank guarantee value</td>
<td>5% of the Contract Value</td>
</tr>
</tbody>
</table>

Contact Person: Shri Vasant Wani, Tech Officer -2 & Administrative Officer.
Officer: SRA Building, 'A' Wing, Anant Kanekar Marg, Bandra (E), Mumbai 400051
Email Id: tech2@maharera.gov.in
Phone No: 022 - 26590036

2. Instructions to Bidders.

2.1. Purpose

MAHARERA, Mumbai intents to select a reputed Agency for providing Light Commercial Vehicles on Rental Basis for the period of Two years within MMR & all over Maharashtra.

2.2. Completeness of Response

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its Proposal and forfeiture of the Proposal EMD.

2.3. Bidder Inquiries and Response

1. Bidder shall E-Mail their queries at above mentioned E-Mail addresses as prescribed in the ANNEXURE-III. The response to the queries will be published on https://mahatenders.gov.in. No telephonic / queries will be entertained thereafter. This response of MAHARERA shall become integral part of RFP document. MAHARERA shall not make any warranty as to the accuracy and completeness of responses.
2. All the responses/amendments made in the RFP document would be published on the MAHARERA Website/ e-Tendering Portal and shall be part of RFP.

3. If MAHARERA deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

4. The bidders are advised to visit the aforementioned websites / portal on regular basis to check for necessary updates. The MAHARERA also reserves the right to amend the dates mentioned in this RFP.

2.4. Proposal Preparation Costs

The bidder shall submit the proposal at its cost and MAHARERA shall not be held responsible for any cost incurred by the bidder. Submission of a proposal does not entitle the bidder to claim any cost and rights over MAHARERA and MAHARERA shall be at liberty to cancel any or all proposals without giving any notice.

2.5. MAHARERA’s right to terminate the process

MAHARERA may terminate the RFP process at any time and without assigning any reason. MAHARERA reserves the right to amend/edit/add/delete any clause of this RFP Document. This will be informed to all and will become part of the proposal / RFP and information for the same would be published on the MAHARERA official website.

2.6. Earnest Money Deposit (EMD)

1. Bidders shall submit, EMD of Rs. 1,00,000 (Rs. One lakh only) online e-Tendering Payment Gateway mode only.

2. Unsuccessful bidder(s) EMD will be returned within 90 days from the date of opening of the commercial proposals.

3. No interest will be paid by MAHARERA on the EMD amount and EMD will be refunded to the all Bidders (including the Successful bidder(s)) without any accrued interest on it.

4. The Proposal submitted without EMD, mentioned above, will be summarily rejected.

5. The EMD may be forfeited:
   - If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any
- In case of a Successful bidder(s), if the Bidder fails to sign the contract in accordance with the terms and conditions of this RFP.
- If during the bid process, a bidder indulges in any such deliberate act as would jeopardise or unnecessarily delay the process of proposal evaluation and finalisation.
- If, during the bid process, any information is found false/fraudulent/mala fide, and then MAHARERA shall reject the proposal and, if necessary, initiate action.

6. The decision of the MAHARERA regarding forfeiture of the EMD shall be final and binding upon bidders.

2.7. Authentication of Proposal

Authorized person of the bidder who signs the proposal shall obtain the authority letter from the bidder, which shall be submitted with the Proposal. All pages of the proposal and its annexures, etc. shall be signed and stamped by the person or persons signing the proposal.

2.8. Language of Proposals

This proposal should be submitted in English language only. If any supporting documents submitted are in any language other than English, then the translation of the same in English language is to be duly attested by the bidder and submitted with the proposal, and English translation shall be validated at MAHARERA’s discretion.

2.9. Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Proposals with deviation from this format are liable for rejection.

2.10. Bid Submission Instructions

1. Complete bidding process will be online (e-Tendering) in two envelope system. Submission of bids shall be in accordance to the instructions given in the Table below:
Particulars | Instructions
--- | ---
**Envelope A:** Prequalification Proposal | The Pre-Qualification Proposal shall be prepared in accordance with the requirements specified in this RFP and the formats are prescribed in this RFP.
Qualification Proposal should be submitted through online bid submission process only.

**Envelope B:** Financial Proposal | The Financial Proposal shall be prepared in accordance with the requirements specified in this RFP and in the formats prescribed in RFP.
Financial Proposal should be submitted through online bid submission process only.

*Note: Bidder is requested to submit the One Hard Copy of the Pre-Qualification proposal on the date of Pre-Qualification proposal opening as schedule given in the RFP*

2. **The following points shall be kept in mind for submission of proposals;**

   a. MAHARERA shall not accept delivery of proposal in any manner other than that specified in this RFP. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.
   
   b. If any Bidder does not qualify the Pre-Qualification criteria stated in Section 2.16 of this RFP, then the Bidder shall not be considered for further empanelment process.
   
   c. MAHARERA may seek clarifications from the Bidder on the documents submitted. Any of the clarifications by the Bidder should not have any commercial implications.
   
   d. Financial Proposal shall not contain any technical information.
   
   e. It is required that the all the proposals submitted in response to this RFP should be unconditional in all respects, failing which MAHARERA reserves the right to reject the proposal.
   
   f. Submission against RFP will signify the acceptance of all terms and conditions of the RFP. It will not be obligatory for this office to accept the lowest bid & no explanation shall be given for the cause of rejection of bid to any tenderer.
2.11. **Late Proposal and Proposal Validity Period**

Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be kept unopened. The validity of the proposals submitted before deadline shall be till 60 days from the date of submission of the proposal.

2.12. **Modification and Withdrawal of Proposals**

No Proposal shall be withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the Proposal form. Entire EMD shall be forfeited if any of the Bidders withdraw their proposal during the validity period.

2.13. **Proposal Opening**

1. By submitting a Proposal, each Bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

2. A Proposal may be construed as a non-conforming proposal and ineligible for consideration for opening:
   a. If it does not comply with the requirements of this RFP
   b. If the Proposal does not follow the format requested in this RFP or does not appear to address the particular requirements of the MAHARERA

3. Total transparency shall be observed and ensured while opening the Proposals. All Proposals shall be opened in the presence of Bidder’s representatives who choose to attend the Proposal opening sessions on the specified date, time and address.

4. MAHARERA reserves the rights at all times to postpone or cancel a scheduled Proposals opening.

5. Proposal opening shall be conducted in two stages.

6. In the first stage Pre-Qualification proposals shall be opened and evaluated as per the criteria mentioned in the Section 2.15 of the RFP. MAHARERA shall inform those bidders who pass the Pre-Qualification criteria and only their financial proposals will be opened.

7. In the second stage, Financial Proposal of those Bidders, who meets the requirement of Pre-Qualification Criteria, shall be opened. All Bids shall be opened in the presence of
Bidder’s representatives who choose to attend the Bid opening sessions on the specified date, time and address.

8. The Bidder’s representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for MAHARERA, the Proposal shall be opened at the same time and location on the next working day. In addition to that, if their representative of the Bidder remains absent, MAHARERA will continue process and open the proposals of the all bidders.

9. During Proposals opening, preliminary scrutiny of the Proposal documents shall be made to determine whether they are complete, whether required Bid Security and RFP Document Fee have been furnished, whether the Documents have been properly signed, and whether the proposals are generally in order. Proposals not conforming to such preliminary requirements shall be prima facie rejected. MAHARERA has the right to reject the proposal after due diligence is done.

2.14. Evaluation Process

1. Technical Officer - 2 & Administrative officer, MahaRERA shall review the Pre-Qualification proposal of the Bidders to determine whether the requirements as mentioned in the RFP are met. Incomplete or partial Proposals are liable for disqualification. All those Bidders, whose Pre-Qualification proposal meets the requirements shall be selected for opening of the commercial proposal.

2. Evaluation and award of Contract shall be done as per provisions of Maharashtra State Government Rules.

3. TEC reserves the right to seek clarification if required.

2.15. Pre-Qualification Criteria

<table>
<thead>
<tr>
<th>S No</th>
<th>Eligibility Criteria</th>
<th>Document to be submitted</th>
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</table>
| PQ1  | The Bidder should be registered under Companies Act, 1956 or a partnership firm registered under LLP Act, 2008 or Proprietary firm and should be in existence in India for at least the last 3 (Three) years as on date of submission of the bid. | • Copy of Incorporation Certificate  
OR  
• Registration Certificate |
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<tr>
<th>S No</th>
<th>Eligibility Criteria</th>
<th>Document to be submitted</th>
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<tbody>
<tr>
<td>PQ2</td>
<td>The Bidder should have minimum 10 Light Commercial Vehicle with Tourist Permit</td>
<td>Certificate of registration issued by R.T.O. Evidence of ownership or possession of vehicles and copies of R.C., Tourist Permit certificate by RTO concerned.</td>
</tr>
<tr>
<td>PQ3</td>
<td>The Bidder should have average turnover of Rs. 50 Lakhs (Rupees Fifty Lakhs) during the last 3 (Three) financial years (FY 2015-16, 2016-17, 2017-18) from the light commercial vehicle supply services.</td>
<td>CA Certificate clearly citing the average turnover from light commercial vehicle supply services for last 3 financial years.</td>
</tr>
<tr>
<td>PQ4</td>
<td>The Bidder should have successfully executed at least 3 (Three) similar works in Govt. / Semi-Govt. / Public Sector/ PSU / Private organizations in past 3 years in India with each Work Order cost not less than Rs. 30 Lakhs.</td>
<td>Copy of Work Order/LOI/Agreement Copy</td>
</tr>
<tr>
<td>PQ5</td>
<td>The bidder should not be blacklisted by the Central Government, State Governments or Government Corporations in India.</td>
<td>A self-certified letter signed by the Authorized Signatory of the Bidder.</td>
</tr>
<tr>
<td>PQ7</td>
<td>Goods and Service Tax No.</td>
<td>Copy of Registration Certificate for Goods and Service Tax Submit True copy of Registration certificate</td>
</tr>
</tbody>
</table>

2.16. **Evaluation of Pre-Qualification Proposals**

1. Bidders, whose EMD and Tender Fees are found in order, shall be considered for Pre-Qualification criteria evaluation.
2. Bidder shall be evaluated as per Pre-Qualification criteria mentioned at Section 2.15. The bidders who fulfil all the Pre-Qualification criteria shall qualify for further empanelment process.

3. MAHARERA reserves the right to do a reference check of the past experience stated by the Bidder.

4. At any time during the bid evaluation process, TEC may seek oral / written clarifications from the Bidders.

5. MAHARERA reserve the right to accept or reject any or all proposals without giving any reasons thereof.

2.17. Financial Proposal Evaluation

1. The financial proposal of only the technically qualified Bidders shall be opened for the evaluation.

2. Of all the financial proposal opened, the Bidder whose financial proposal is lowest (hereby referred to as L1 Bidder(s)) for each category as mentioned in Annexure I Part b, shall be considered eligible for negotiations and award of contract after the negotiations.

3. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected.

2.18. MAHARERA’s Right to accept any Proposal and to reject any or All Proposals

1. MAHARERA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject any or all Proposal at any time prior to issuing Letter of Empanelment, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for MAHARERA’s action.

2.19. Award Criteria

1. The work shall be awarded to the bidder(s) who’s Commercial Offer shall be determined to be L1, the lowest evaluated valid offer in each of the category.

2. However, the Hon'ble Chairperson, MAHARERA reserves the right to further negotiate the prices quoted by the L1 bidder(s).

3. If there is more than one bidder having the lowest offer for same category, MAHARERA reserves the right to select the Bidder(s) and that will be binding on all bidders.
2.20. **MAHARERA’s Right to accept any Bid and to reject any or All Bids**

1. The work shall be awarded to the bidder whose Commercial Offer shall be determined to be L1, the lowest evaluated valid offer.

2. However, the Hon'ble Chairperson reserves the right to further negotiate the prices quoted by the L1 bidder and distribution of the total work while awarding the contract.

3. MAHARERA reserves the right to invite other technically qualified Bidder(s) whose Commercial Offer lies within the band of 30% of L1, to match the negotiated rates of the L1 and distribute the work among them. However, L1 bidder shall be awarded minimum 40% of the total work and remaining work will be distributed amongst the other two (L2 and L3) bidders.

4. To provide the wider options to MAHARERA to choose from, Hon'ble Chairperson, reserves right to allow remaining technically qualified bidder(s) who are not in 30% range to match L1 rates.

5. If there is more than one bidder having the lowest offer, MAHARERA reserves the right to select the Bidder(s) and the will be binding on all bidders.

6. Hon'ble Chairperson, reserves the right on the distribution of the total work while awarding the contract.

7. Distribution of the total work may change based on the performance of the selected bidder during the contract period.

8. MAHARERA at its discretion may provide orders for additional work also.

9. The maximum period allowed for matching the L1 rates by technically qualified Bidder will not be more than 7 working days from the date of issuance of Offer Letter / Commercial Bid opening date from MAHARERA. If the Bidder fails to match the L1 rates within stipulated time as stated above, the offer will be treated as withdrawn and will then be extended to next Bidder in the order of their bids.

10. MAHARERA reserves the right to distribute the specific work between the shortlisted bidders, as per MAHARERA’s convenience and requirements.

2.21. **Letter of Intent**

Prior to the expiration of the period of bid validity, MAHARERA will notify the Successful Bidder in writing or by fax or email, to be confirmed in writing by letter, that its bid has
been accepted. The Letter of Intent will constitute the formation of the contract. Upon the Successful Bidder’s furnishing of Performance Security, MAHARERA will promptly notify each unsuccessful bidder.

2.22. Signing of Contract

MAHARERA shall notify the Successful Bidder(s) that its bid has been accepted. The Successful Bidder shall enter into contract agreement with MAHARERA within the time frame mentioned in the Letter of acceptance to be issued to the Successful Bidder(s) by MAHARERA.

2.23. Failure to agree with the Terms & Conditions of the RFP / Contract

Failure of the Successful Bidder(s) to agree with the Terms & Conditions of the RFP / Contract shall constitute sufficient grounds for the annulment of the award, in which event MAHARERA may invite the next best bidder for negotiations or may call for fresh RFP.

2.24. Risk purchase

In case the Vendor fails to deliver the service as stipulated in the delivery schedule, the indenter/buyer reserves the right to procure the same from alternate sources at the risk, cost and responsibility of the Vendor.

2.25. Performance Bank Guarantee

1. The Successful Bidder shall at his own expense submit with MAHARERA within 15 (Fifteen) working days of the date of letter of acceptance or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (hereinafter referred to as “PBG”) from a Nationalized or Scheduled Bank, payable on demand, for the due performance and fulfilment of the contract by the bidder.

2. The PBG shall be denominated in the currency of the contract and shall be in the form of bank guarantee.

3. The PBG will be for an amount equivalent to 5% of contract value. All charges whatsoever such as premium; commission etc. with respect to the PBG shall be borne by the bidder.

4. The PBG shall be valid until the end of six months after the completion of the contract with successful bidder. Subject to the terms and condition in the PBG, six months after the contract completion, the PBG will lapse automatically.
5. The PBG may be discharged / returned by MAHARERA upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the PBG. The Format for PBG is provided in ANNEXURE V

6. In the event of the Bidder being unable to service the contract for whatever reason MAHARERA would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of MAHARERA under the contract in the matter, the proceeds of the PBG shall be payable to MAHARERA as compensation for any loss resulting from the bidder’s failure to complete its obligations under the Contract. MAHARERA shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.

3. General Conditions of Contract (GCC)

3.1 Scope of Work

1. It is the responsibility of the successful bidder(s) to make available adequate number of vehicles available as per contract by other suitable arrangements at his end. But, the payment will be released with reference to the approved contract and rate.

2. The successful bidder(s) will provide well-behaved drivers having knowledge of different routes, knowing minor repairs of vehicles, having valid driving licenses and also having proper uniforms and name badge. The driver would also be equipped with working mobile phone for communication at the cost of the contractor.

3. The vehicle provided by the successful bidder(s) must be in excellent condition and have proper and complete documents, which should be shown to the user /officer in charge of the vehicle, if asked for. If the vehicle provided by the successful bidder(s) is found not to be in good condition or without proper document, the vehicle is liable to be rejected and returned. No payment shall be made on account of vehicle, so rejected.

4. Normally, any change of Vehicle or driver on a regular basis shall be after written intimation to this office and concern MAHARERA officials.

5. The drivers of the vehicle will maintain Log books. The entries in the log book must get certified from the officer and deposit the same at the end of each month.

6. In case of failure on the part of successful bidder(s) to render the above mentioned services as per work order within the stipulated period, MAHARERA shall be at liberty to avail the said services from other sources and the successful bidder(s) shall be liable to pay the
excess amount which this MAHARERA may have to incur being the difference of actual service availed minus the amount as per approved rate.

7. There will be no dead mileage. The kilometre for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawal of petrol/diesel/CNG etc.

8. The successful bidder(s) should be in a position to supply commercial vehicles on short notice as and when needed.

9. The successful bidder(s) should be in a position to provide standby vehicle in case of any breakdown.

10. All the charges towards repair/servicing, salary of the Driver petrol/Diesel/CNG expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the successful bidder(s).

11. The successful bidder(s) should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxies in emergent cases. The Mobile Number must also be given.

12. The successful bidder(s) should be able to provide vehicles on holidays/Sundays also. MAHARERA department will be providing 6 leaves only per month. In case of extra leaves needed, the respective vendor has to intimate MAHARERA department well in advance (at least 7 days prior) and arrange for immediate replacement to the concerned officer.

13. The normal working duration time will be decided by the concerned officer in charge. Lunch break will be of 1 hour duration per day.

14. MAHARERA will not be responsible for any Challan, loss, damage or accident to the vehicle or to any other vehicle or injury.

15. The Character verification/ antecedents check of drivers by local police should be got done by the successful bidder(s) and report submitted to this Department before putting them on duty.

16. Any dispute arising out of the contract shall be referred to Sole Arbitration of Secretary, MAHARERA and the award of the Arbitrator shall be final and binding on both the parties.

17. This office reserves the right to reject or to accept any bid, in whole or in part without assigning any reason thereto. This office also reserves the right to renew or extend the
contract for such period(s) as it may deem necessary, taking into account, the satisfactory performance/services rendered by the contractor during previous year.

18. Contract will be given to a L1 firm who is eligible in all aspects for respective category. The bidder is required to quote for all the categories listed at Financial Proposal Format & Instructions sheet of the tender enquiry. In case the bidder fails to do so, such bid shall summarily rejected.

19. The rates quoted by the bidder should be valid for a period of two years and no escalations in the rates are allowed for the contract. The rate quoted should be inclusive of all taxes, other miscellaneous costs etc.

20. The work order shall be issued exclusively in the name of the successful bidder(s) and payment shall also be made in the name of the vendor only. Work order issued/received in different name or cheque issued in different name shall not be taken as work under the Rate Contract.

21. The Successful bidder(s) should be comply with all applicable laws and rules of GoI/GoM/ULB.

3.2 Payment Terms

1. No advance payment will be made by the MAHARERA Department.

2. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month along with duty slips & Log Book. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the Logs & duty slips duly filled & signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty slips should be completed in all respects in terms of start Meter Reading, end Meter & total distance covered, start time from Departments within MAHARERA, time of closure of duty at Departments within MAHARERA, place visited, etc. The bill would be preferred vehicles/officers-wise, duly certified by the officer concerned. No night charges will be payable.

3. Toll tax, Entry tax, permit fee for crossing border, if any, parking charges will be borne by MAHARERA for which the original receipts should be verified by concerned officer. The bill raised by the firm should have all tax registration numbers printed on the bills. GST should be shown separately on bills.
3.3 **Force Majeure**

1. The successful bidder(s) shall not be liable for termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

2. For purposes of this Clause, Force Majeure means an event or situation beyond the control of the empanelled agencies that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the selected bidder. Such events may include, but not be limited to, acts of MAHARERA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

3. If a Force Majeure situation arises, the successful bidder(s) shall promptly notify MAHARERA in writing of such condition and the cause thereof. Unless otherwise directed by MAHARERA in writing, successful bidder(s) shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

3.4 **Termination**

3.4.1 Termination by MAHARERA

1. MAHARERA may, without prejudice to any other remedy for breach of Rent Cab contract terms & conditions, terminate this contract in whole or for particular bidder in case of the occurrence of any of the events specified in paragraphs (1) through (9) of this GCC Clause 4.5.1. In such an occurrence, MAHARERA shall give a not less than 30 days’ written notice of termination to the successful bidder(s).

2. If the successful bidder(s) does not remedy a failure in the performance of its obligations under the Rent Cab contract, within thirty (30) days after being notified or within any further period as MAHARERA may have subsequently approved in writing.

3. If the successful bidder(s) becomes insolvent or goes into liquidation, or receivership whether compulsory or voluntary.

4. If the successful bidder(s) submits to the MAHARERA a false statement which has a material effect on the rights, obligations or interests of MAHARERA.

5. If the successful bidder(s) places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to MAHARERA.
6. If the successful bidder(s) fails to provide the quality services as envisaged under this Rental Cab contract, MAHARERA may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. MAHARERA may decide to give one chance to the successful bidder(s) to improve the quality of the services.

7. If the successful bidder(s) fails to comply with any final decision reached as a result of arbitration proceedings.

8. If MAHARERA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

9. In the event MAHARERA terminates the Contract in whole, pursuant to GCC Clause 4.5.1, the particular successful bidder(s) will not be permitted to take new work from MAHARERA, Mumbai related activities.

3.4.2 Termination by Successful bidder(s)

1. Successful bidder(s) may terminate this Contract from their part, by not less than 30 days’ written notice to MAHARERA, such notice to be given after the occurrence of any of the events specified in paragraphs (1) through (3) of this GCC Clause 4.5.2;

2. If, as the result of Force Majeure, the successful bidder(s) is unable to perform a material portion of the Services (as per the work order issued by Society/Developer/Architect) for a period of not less than 60 days.

3. If MAHARERA fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 4.4 hereof.

4. If MAHARERA is in material breach of its obligations pursuant to this Contract and has not remedied the same within 30 days (or such longer period as the successful bidder(s) may have subsequently approved in writing) following the receipt by MAHARERA of the successful bidder(s) notice specifying such breach.
4  Annexure I – Guidelines for Financial Proposal

a. Financial Proposal Cover Letter

(To be submitted on the Letterhead of the bidder)

Date: dd/mm/yyyy

To

The Secretary
Maharashtra Real Estate Regulatory Authority
Mumbai—400051

Subject: Submission of proposal in response to the RFP for Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai

Ref:

Dear Sir,

We, the undersigned, offer to provide the services for “Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal for is for the sum of [Insert amount(s) in words and figures]. We are aware that any conditional financial offer will be outright rejected by MAHARERA.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal (180 days) from the date of submission of Bid.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive. We confirm that no Technical deviations are attached here with this commercial offer.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Date and Stamp of the signatory

Name of Firm:
b. Financial Proposal Format & Instructions

RFP Reference No: XXXXX

Rates for providing Light Commercial Vehicles on Rental Basis to Maharashtra Real Estate Regulatory Authority, Mumbai within MMR & all over Maharashtra.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Units</th>
<th>BASIC RATE In Figures To be entered by the Bidder (INR)</th>
<th>TOTAL AMOUNT Excluding all Taxes (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Category 1 Provided for 24 hrs/30/31 days and 2000km/month (AC Vehicles Only)</td>
<td>3</td>
<td>Nos</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Vehicle Type: Honda City or equivalent.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.01</td>
<td>Rates per additional kilometer beyond 2000 kilometers/month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Category 2 Provided for 24 hrs/30/31 days and 2000km/month (AC Vehicles Only)</td>
<td>1</td>
<td>Nos</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Vehicle Type: Maruti SX4 or equivalent.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.02</td>
<td>Rates per additional kilometer beyond 2000 kilometers/month</td>
<td>1</td>
<td>Nos</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

* Basic Rates quoted by bidder in each category will be considered for arriving at L1

# Lowest basic rates quoted by bidder will be applicable.
Instructions:

a. The quantity given above for each category are indicative for evaluation purpose only. Actual number of requirement of vehicle may differ in actuals.
b. MAHARERA may not award few line items (Category) at all as mentioned in above table.
c. MAHARERA does not guarantee the quantity for the particular line items. The actual quantity for the given items may be more or less. The payment shall be made based on unit cost quoted for the particular item on actual service/product is delivered.
d. The bidder should fill rates for all the items mentioned here. If rate for any item is not mentioned, then the bid may be rejected by MAHARERA.
e. The rate quoted shall be inclusive of cost of detailed scope of work mentioned in of the RFP document.
f. All the prices are to be entered in Indian Rupees ONLY

g. The Bidder needs to account for all Out of Pocket expenses due to Boarding, Traveling, Lodging and other related items.

5. **Annexure II – Particulars to be filled by the bidder:**

(To be submitted on the Letterhead of the responding company)

Date: **dd/mm/yyyy**

To,

The Secretary,

Maharashtra Real Estate Regulatory Authority,

Mumbai

**Ref: No. MAHARERA/Admin/Vehicle/ /18.**

1. Details about the bidder:
RFP for Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai

<table>
<thead>
<tr>
<th>S No</th>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Bidding firm:</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Address and contact details of Bidding firm:</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Status of Company (Public Ltd., Pvt. Ltd., Partnership, Sole Proprietorship etc.)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Name of the proprietor of the Agency/Bidder</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Telephone No. of Agency and Proprietor</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Goods and Service Tax Code Number of the agency/bidder (Provide Copy of the same)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>PAN number of the agency/bidder (Provide copy of the same)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Web Site Address (If available)</td>
<td></td>
</tr>
</tbody>
</table>

2. Details of Governments department / Semi Government Organization/PSU/Private Organizations in which the Bidder had earlier supplied the similar services:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Work Order No and Date</th>
<th>Name of Office / Firms (Attach Copy of Work Order)</th>
<th>Value of Work Order</th>
<th>Name / Contact No of Client</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not black listed by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of the RFP and will abide by them till the completion of the contract period.
Thanking You.

Yours Faithfully,

Signature of Proprietor
(Seal of the Bidder/Agency)
Date:
Place:

6. **Annexure IV - Penalty Clauses**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Problems</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Late Arrival</td>
<td>a) INR 100.00 per instance</td>
</tr>
<tr>
<td></td>
<td>a) By 15 minutes</td>
<td>b) INR 500.00 per instance</td>
</tr>
<tr>
<td></td>
<td>b) Between 15-30 minutes</td>
<td>c) INR 1000.00 per instance</td>
</tr>
<tr>
<td></td>
<td>c) 30 minutes and beyond or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>does not turn up</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In all the above cases, the officer concerned, depending upon the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>urgency, may hire a taxi for the day to reach the destination,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>payment of which shall be deducted from the invoice of successful</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bidder.</td>
</tr>
<tr>
<td>2</td>
<td>Unclean vehicle or seat covers</td>
<td>INR 100.00 for the 1st day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>INR 500.00 Per day per instance for 2nd consecutive day and beyond.</td>
</tr>
<tr>
<td>3</td>
<td>AC not working / malfunctioning</td>
<td>The contractor to provide another vehicle in an hours’ time or else the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>office can hire a taxi for the day, payment of which will be borne by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the contractor.</td>
</tr>
<tr>
<td>4</td>
<td>Breakdown en-route</td>
<td>Office to hire a taxi to reach the destination, payment to be borne by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the contractor.</td>
</tr>
</tbody>
</table>

Maharashtra Real Estate Regulatory Authority
5. **Recurrent malfunctioning / dissatisfactory vehicle condition**

   The vehicle will be returned. A taxi will be hired, payment of which will be borne by the contractor along with a daily fine of INR 500.00, till such time a proper vehicle is provided.

6. **Driver’s poor knowledge of route**

   Driver to be changed by the contractor. If the contractor does not change the driver in 03 days, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine INR 500.00 per day.

7. **Driver’s behavior**

   INR 500.00 to INR 1000.00 per instance depending upon the gravity of the misdemeanor. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor does not change the driver in 03 days’ time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine INR 200.00 daily.

8. **Old Vehicle**

   Vehicle provided older than 2017 model will NOT be accepted.

7. **Annexure V – Format for Performance Bank Guarantee**

   For Contract Performance Bank Guarantee

   Ref:
   Date: ________________
   Bank Guarantee No.: ____________________

   To
   The Secretary, Maharashtra Real Estate Regulatory Authority, Mumbai
   Dear Sir,
PERFORMANCE BANK GUARANTEE – For <Project Name>

WHEREAS

M/s. (name of Bidder), a company registered under the Companies Act, 1956, having its registered and corporate office at (address of the Bidder), (hereinafter referred to as “our constituent”, which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated …….. (Hereinafter, referred to as “Contract”) with you for “RFP for Hiring Light Motor Vehicles on Rental Basis at Maharashtra Real Estate Regulatory Authority, Mumbai”, in the said Contract. We are aware of the fact that as per the terms of the Contract, M/s. (name of Bidder) is required to furnish an unconditional and irrevocable Bank Guarantee in your favour for an amount of 5% of the Total Contract Value, and guarantee the due performance by our constituent as per the Contract and do hereby agree and undertake to pay any and all amount due and payable under this bank guarantee, as security against breach/ default of the said Contract by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach / default of the said Contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of 5% of the Total Contract Value i.e.,<in words> without any demur.

Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.
This Performance Bank Guarantee shall continue and hold well till 180 days after completion of the Contract Period, subject to the terms and conditions in the said Contract. We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Contract until 6 months after the completion of Contract Period.

We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honour the same without demur.

We hereby expressly waive all our rights: Requiring to pursue legal remedies against MAHARERA; and for notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period. Notwithstanding anything contained hereinabove,
our liability under this Performance Guarantee is restricted to 5% of the Contract Value, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association / Constitution of our bank and the undersigned is / are the recipient of authority by express delegation of power/s and has / have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour. We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:
Our liability under this Performance Bank Guarantee shall not exceed 5% of the Total Contract Value. This Performance Bank Guarantee shall be valid only from the date of signing of Contract to 180 days after the End of Contract Period;

And

We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before 180 days after the completion of Contract Period.

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit.
or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such count.

Dated …………………… this …………. day …………… 2017.

Yours faithfully,

For and on behalf of the …………… Bank,

(Signature)

Designation

(Address of the Bank)

Note:

This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence in the matter.

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8. **Annexure VI: Checklist of Documents Submitted**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Eligibility Criteria</th>
<th>Supporting Document</th>
<th>&quot;Company Name&quot; and its details as asked below</th>
</tr>
</thead>
</table>
| 1.     | The Bidder should be registered with the appropriate registration authority and should be in the last 3 (Three) years as on date of submission of the bid. | Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies existence in India for at least or a partnership deed duly registered under the Partnership Act or Proprietary firm. | Document Name:  
Registration Number:  
Date: |
| 2.     | The Bidder should have minimum 10 Light Commercial Vehicle with Tourist Permit       | Certificate of registration issued by R.T.O. Evidence of ownership or possession of vehicles and copies of R.C., Tourist Permit certificate by RTO concerned. | Regional Transport Office Registration Certificate No:  
Vehicle No:  
Model No:  
Manufacturing Year:  
Tourist Permit Valid Up to: |
2. The Bidder should have average turnover of Rs. 50 Lakhs (Rupees Fifty Lakhs only) during the last 3 (Three) financial years (FY 2015-16, 2016-17, 2017-18) from the light commercial vehicle supply services.  
   CA Certificate clearly citing the average turnover from light commercial vehicle supply services for last 3 financial years.  
   Date of Statutory auditor’s certificate:  
   Year-wise Turnover details:  
   2015-16:  
   2016-17:  
   2017-18:  

3. The Bidder should have successfully executed at least 3 (Three) similar works in Govt. / Semi-Govt. / Public Sector / PSU / Private organizations in past 3 years in India with each Work Order cost not less than Rs. 30 Lakhs.  
   Copy of Work Order/LOI/Agreement Copy  
   Project 1  
   Customer Name:  
   Work Order Number:  
   Date of Work Order:  
   Project Value:  
   Project Completion Date:  
   Project 2  
   Customer Name:  
   Work Order Number:  
   Date of Work Order:  
   Project Value:  
   Project Completion Date:  
   Project 3  
   Customer Name:  
   Work Order Number:  
   Date of Work Order:  
   Project Value:  
   Project Completion Date:  

4. The bidder should not be blacklisted by the Central Government, State Governments or Government Corporations in India.  
   A self-certified letter signed by the Authorized Signatory of the Bidder.  
   Document Name: Self declaration  
   Document Date:  
   Sales Tax / Service Tax / VAT Registration Number:  

5. Copy of latest Income Tax return and PAN Number.  
   PAN:  

6. Goods and Service Tax No. (with proof)  
   Copy of Registration Certificate for Goods and Service Tax  
   Goods and Service Tax
### RFP for Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai

<table>
<thead>
<tr>
<th></th>
<th>True copy of Registration certificate</th>
</tr>
</thead>
</table>

**Note:** Bidder to furnish complete data as asked in column no FOUR (4) of table given above.
### Pre-Qualification Criteria

<table>
<thead>
<tr>
<th>S No</th>
<th>Eligibility Criteria</th>
<th>Document to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>PQ1</td>
<td>The Bidder should be registered with the appropriate registration authority and should be in the last 3 (Three) years as on date of submission of the bid or Proprietary firm.</td>
<td>Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies existence in India for at least or a partnership deed duly registered under the Partnership Act.</td>
</tr>
<tr>
<td>PQ2</td>
<td>The Bidder should have minimum 10 Light Commercial Vehicle with Tourist Permit</td>
<td>Certificate of registration issued by R.T.O. Evidence of ownership or possession of vehicles and copies of R.C., Tourist Permit certificate by RTO concerned.</td>
</tr>
<tr>
<td>PQ3</td>
<td>The Bidder should have average turnover of Rs. 50 Lakhs (Rupees Fifty Lakhs) during the last 3 (Three) financial years (FY 2015-16, 2014-15, 2013-14) from the light commercial vehicle supply services.</td>
<td>CA Certificate clearly citing the average turnover from light commercial vehicle supply services for last 3 financial years.</td>
</tr>
<tr>
<td>PQ4</td>
<td>The Bidder should have successfully executed at least 3 (Three) similar works in Govt. / Semi-Govt. / Public Sector/ PSU / Private organizations in past 3 years in India with each Work Order cost not less than Rs. 30 Lakhs.</td>
<td>Copy of Work Order / LOI / Agreement Copy</td>
</tr>
<tr>
<td>PQ5</td>
<td>The bidder should not be blacklisted by the Central Government, State Governments or Government Corporations in India.</td>
<td>A self-certified letter signed by the Authorized Signatory of the Bidder.</td>
</tr>
</tbody>
</table>
### RFP for Selection of Agency for providing Light Commercial Vehicles on Rental Basis by Maharashtra Real Estate Regulatory Authority, Mumbai

<table>
<thead>
<tr>
<th>S No</th>
<th>Eligibility Criteria</th>
<th>Document to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>PQ7</td>
<td>Goods and Service Tax No. (with proof)</td>
<td>Copy of Registration Certificate for Goods and Service Tax  Submit True copy of Registration Certificate</td>
</tr>
</tbody>
</table>