

AI Assets Holding Limited
(A Government of India Company)
2nd Floor, AI Administration Building,
Safdarjung Airport, New Delhi-110003

Tender No. AIAHL/CMD-CIAZ/0001/May/24-25

Date: 24.05.2024

Tender Notice for Hiring of Maruti-CIAZ (Alpha-MT-Petrol)" Brand New Car, in Manual Transmission (MT) Petrol Driven in White Colour on subscription basis for a period of 03 years.

Sealed Tenders are invited by AI Assets Holding Ltd. from reputed subscription partners (Delhi Location) supplying vehicles without driver & fuel (i.e., on dry lease), on monthly subscription basis for official use. Interested subscription partners who are willing to comply with the terms and conditions may submit their bids in sealed envelopes as per the instructions given in the tender documents. The tender documents details can be downloaded by following a hyperlink on AIAHL website www.aiahl.in/Tenders.aspx

There should be attachments for Technical Bid (Annexure-A), Financial Bid (Annexure-B) and Tender Acceptance Letter (Annexure-C). The Financial Bid will be taken up only if the Technical Bid is found satisfactory otherwise the bid will be straight way rejected.

The details of the Vehicle to be hired are as under:

Sr. No.	No. Category	No. of Vehicles required	Usage
1	Hiring of "Maruti-CIAZ (Alpha-MT-Petrol)" Brand New Car, in Manual Transmission (MT) Petrol Driven in White Colour on subscription basis for a period of 03 years.	01 (One)	18000 kms per annum. Total = 54000 kms for a period of 03 years

2. BID DETAILS

Item	Description
Name of the Hirer	AI Assets Holding Limited
Tender Inviting Authority	Manager (P&M)
Tender Name	Tender Notice for Hiring of "Maruti-CIAZ (Alpha-MT-Petrol)" Brand New Car, in Manual Transmission (MT) Petrol Driven in White Colour on subscription basis for a period of 03 years.
Tender No. & Date	AIAHL/CMD-CIAZ/0001/May/24-25, Dated 24.05.2024
Method of Submission	The Complete Tender Document along with Technical Bid, Annexure A & Tender Acceptance Letter, Annexure, C shall be submitted in Sealed Envelope-I, and Financial Bid, Annexure B, shall be submitted in separate Sealed Envelope-II.
Last Date, Time & Venue for submission of complete Tender documents along with Technical Bid, Tender Acceptance Letter and Financial Bid.	Date: 06.06.2024, Time: by 1400 hrs. Venue: Office of Manager (P&M) , 2 nd Floor, AI Administration Building, Safdarjung Airport, New Delhi
Technical Bid Opening Date, Time & Venue	Date: 06.06.2024, Time: at 1430 hrs. Venue: Office of Manager (P&M) , 2 nd Floor, AI Administration Building, Safdarjung Airport, New Delhi
Financial Bid Opening Date, Time & Venue	Date: 07.06.2024, Time: at 1500 hrs., Venue: Office of Manager (P&M) , 2 nd Floor, AI Administration Building, Safdarjung Airport, New Delhi
Language of Bid Submission	ENGLISH
Period of Hiring	03 years

3. GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The service provider should be a proprietorship/partnership/ registered firm/ company and the vehicle should be registered in Delhi/NCR only.
- 2) The contract for providing vehicle will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
- 3) Rates to be quoted for Petrol vehicle only.
- 4) The tenderer should ensure that after getting the contract the vehicle deployed by him is brand new latest model "Maruti-CIAZ (Alpha-MT-Petrol)" in manual transmission type petrol driven, White Colour car. Vehicle should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority. The vehicle should also carry necessary pollution certificate issued by the competent authority.
- 5) The vehicle shall be made available on monthly subscription basis for the period of 03 years from the date of award of the work order.
- 6) This Office shall not be responsible for any loss, damage to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
- 7) All expenditure related to the vehicle including Road Tax, Periodic services, Scheduled/Unscheduled Maintenance, Insurance/claims etc., will be borne by the Service Provider.
- 8) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider whether in damages to the property of any member of the public or in executing the work or otherwise and against all claims and demand thereof.
- 9) The service provider shall provide the vehicle of the make/model as stipulated in the tender as per tender terms & conditions during the entire period of contract and should not change the vehicle without prior information and approval from this office.
- 10) The contract will be initially for a period of 03 years which may be further renewed on satisfactory services on mutual terms and conditions.
- 11) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days' notice. In case of such termination, services of other empanelled Service Providers will be utilized.

- 12) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
- 13) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
- 14) In case of any dispute of any kind and in any respect whatsoever, the decision of this office shall be final and binding.
- 15) This office reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicle on hire by this office.
- 16) Contract can be terminated by either party prematurely by giving advance notice of one month.
- 17) Proof of payment of appropriate GST will be required to be submitted to this Office.
- 18). **The Complete Tender Document along with Technical Bid, Annexure A & Tender Acceptance Letter, Annexure, C shall be submitted in Sealed Envelope-I, and Financial Bid, Annexure B, shall be submitted in separate Sealed Envelope-II at the following address on or before 06.06.2024 by 1400 hrs. :**

Manager (P&M),
AI Assets Holding Ltd. (AIAHL),
2nd Floor, AI Administration Building, Safdarjung Airport,
New Delhi -110003.

- 19) **The tender document along with along with Technical Bid, Annexure A & Tender Acceptance Letter, Annexure, C submitted in Sealed Envelope-I, & Financial Bid, Annexure B, submitted in separate Sealed Envelope-II will be opened by the tender committee on the schedule date & time given in the Bid Details of this tender document, in presence of the tenderers who wish to be present at the time of opening of the tender/bids.**
- 20) The rates quoted by the bidder in the Financial Bid (Annexure-B) of the tender document shall remain valid till the period of 03 years from the date of award of the work order.
- 21) **The offers submitted by email shall not be considered.** No such correspondence will be entertained in this matter.

Encls:

Annexure-A: Technical Bid
Annexure-B: Financial Bid
Annexure-C: Tender Acceptance Letter


Manager (P&M)

ANNEXURE-A**TECHNICAL BID****Qualifying Criteria****(Documents to be attached to substantiate every information)**

S.NO.	Particulars	Description (Fill the required information in the Format)
1	Name of the Bidding Entity/Firm/Agency etc., of Subscription Partner.	
2	<u>Location Details</u> Mention Address (In Delhi/NCR) (The bidder should be based in Delhi/NCR Area) 1. Proof of Office in Delhi, NCR Area 2. Copy of lease Agreement, Utility Bill etc.in support of Address to be attached.	
3	Contact Person Landline / Mobile No(s), Email address	
4	Date of Incorporation Attach Documentary Proof.	
5	Permanent Account Number (PAN) Attach Documentary Proof.	
6	Valid GST Registration of the tenderer Attach Documentary Proof.	
7	ITR for Assessment Year 2020-21,2021-22, 2022-23 Attach Documentary Proof	
8	All the pages of the tender document must be signed by the tenderer in token of acceptance to the tender terms & conditions.	

I have read the terms & conditions of the tender notice and it is to confirm that the information furnished above is true & correct.

Signature
Name of the Tenderer/ Bidder

ANNEXURE-B**FINANCIAL BID**

Sr. No.	Category	Usage	Rates in INR per vehicle per month exclusive of GST
1	Hiring of "Maruti-CIAZ (Alpha-MT-Petrol)" Brand New Car, in Manual Transmission (MT) Petrol Driven in White Colour on subscription basis, for a period of 03 years	18000 kms per annum. Total = 54000 kms for a period of 03 years	
		Applicable GST	
		Total Amount	

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

- I/We _____ (name) _____ submit the Financial Bid for _____ (Tender Name / No.) _____ and related activities envisaged in the Bid document.
- I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- I/We offer to work at the rates as indicated in the Financial Bid.
- I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt. / PSU Department.

Signature
Name of the Tenderer/ Bidder

Tender No. AIAHL/CMD-CIAZ/0001/May/24-25

Dated 24.05.2024

Annexure-C

TENDER ACCEPTANCE LETTER

(To be given on Company/Firm Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Ref. No. Tender No. AIAHL/CMD-CIAZ/0001/May/24-25 dated 24.05.2024

Name of Tender / Work: - Hiring of "Maruti-CIAZ (Alpha-MT-Petrol)" Brand New Car, in Manual Transmission (MT) Petrol Driven in White Colour on subscription basis for a period of 03 years.

Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
2. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality / entirety.
3. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Signature
Name of the Tenderer/ Bidder