



**AP**

**Markfed**

**REQUEST FOR PROPOSAL**



## REQUEST FOR PROPOSALS

**RFP No. : APMF/Cars/ENGG-VJA/ 02/2022-23**

**Client: Andhra Pradesh State Co-operative Marketing Federation Ltd(AP MARKFED)**

**Country: INDIA**

**Supply of cars (four wheeler Vehicles) on hire  
Basis for a period of one year for official use to the AP  
Markfed all District Manager Offices and Head Office  
Vijayawada (12months).**

Mode of Selection: Combined Quality cum Cost based Selection (CQCCBS)

**Issued on: 20.07.2022**

**Andhra Pradesh State Co-operative Marketing Federation Ltd.,**

#56-2-11, to 4, PHASE 3rd Jawahar Autonagar, Vijayawada, Krishna District – 520 007

E. mail: [enggapmarkfed@gmail.com](mailto:enggapmarkfed@gmail.com)

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Contact Numbers:9652087655,9177425215

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## **DISCLAIMER**

The information contained in the Request for Proposal (RFP) or subsequently provided to Applicants/Bidders, whether verbally or in documentary or any other form by or on behalf of the AP MARKFED, is provided to Applicants/Bidders on the terms and conditions set out in the Tender schedule and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the AP MARKFED to the prospective Applicants/ Bidders or any other person. The purpose of this RFP is to provide interested parties with information that maybe useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants/Bidders is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

AP MARKFED also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. AP MARKFED may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that AP MARKFED is bound to select any Applicant/Bidders or to appoint the Selected Applicant/Bidders, as the case may be and AP MARKFED reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicants/Bidders shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AP MARKFED or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicants/Bidders and AP MARKFED shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by Applicants/Bidders in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process

<p>AP MARKFED and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information forecast, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of AP MARKFED and / or any of its officers, employees. This is only information brochure and not agreement or contract. A.P State Co-operative Marketing Federation Ltd.#56-2-11, 4th &amp;5th Floor, AP MARKFED Building, APIIC Colony, Jawahar Auto Nagar, Vijayawada - 520 007</p>
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## **A. INVITATION FOR TENDERS :**

### **I. General:**

1. AP MARKFED reserves the sole right for carrying out any amendments/ modifications / changes including any addendum to this RFP. Such amendments / modifications / changes including any addendum to this RFP shall be notified on AP E-Procurement web site AP MARKFED's website <https://apmarkfed.ap.gov.in> ("Tenders" section) and these will be binding on the bidders.
2. Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
3. Any clarifications from bidder or any change in requirement will be posted on AP MARKFED website. Hence, before submitting bids, bidder must ensure that such clarifications / changes have been considered by them. AP MARKFED will not have any responsibility in case some omission is done by any bidder.
4. In case of any clarification required by AP MARKFED to assist in the examination, evaluation and comparison of bids, AP MARKFED may, at its discretion, ask the bidder for clarification. The response / Clarification shall be in writing and no change in the price of substance of the bid shall be sought, offered or permitted.
5. Please note that all the information required as per the bidding document needs to be provided. Incomplete information in these areas may lead to non-eligibility and thereby, non-selection.
6. Modification And/ Or Withdrawal of Bids: Bids once submitted will be treated as final and no further correspondence will be entertained. No bid, once submitted, shall be allowed to be modified. No bidder shall be allowed to withdraw the bid if bidder happens to be the successful or unsuccessful bidder.
7. AP MARKFED has the right to reject any or all bids received without assigning any reason whatsoever.

NOTE:

AP MARKFED SHALL NOT BE RESPONSIBLE FOR NON-RECEIPT / NON-DELIVERY OF THE BID DOCUMENTS DUE TO ANY REASON, WHATSOEVER.

1. Approximate Estimate Contract value of work Rs.14400000/-
2. Form of Contract is Lumpsum
3. Period of completion : 12 Months
4. Contractors would be required to submit their bids on line.
5. Performance Security Deposit to be paid online or in the Form of BG (proforma enclosed) in favour of AP Markfed for Rs.250000/- at the time of Agreement. Copy of BG shall be enclosed to Bids. For the Bid accepted, the Original shall be submitted before concluding agreement.

6. All other relevant conditions are incorporated in the tender document.

Note: The dates stipulated below are firm and under no circumstances they will be altered unless otherwise extended by an official notification or happen to be a Public Holiday.

7. Any further information can be obtained from the Office of the Managing Director AP Markfed Vijayawada.

## **II. Deadline for submission,**

### ***Guidelines for submission of Bid***

1. The bidder shall submit his response through Bid submission to the tender on eProcurement platform at [www.apecurment.gov.in](http://www.apecurment.gov.in) by following the procedure given below.
2. The bidder would be required to register on the e-procurement market place <https://tender.apecurement.gov.in> and submit their bids online.
3. Offline bids alone shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
4. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in eProcurement web site
5. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the eProcurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
6. The Bidder shall also ensure prior to Final Bid submission that the Encryption certificate present in the DSC Key token is the same as that mapped into his Profile page in the E-procurement system. Service provider shall not be responsible for Non-submission of Bid in case there is a variance in the Encryption certificate between the Key token and the Uploaded certificate in the Bidders profile in the E-procurement system.
7. The AP MARKFED may extend the deadline for submission of bid by issuing an amendment in which case all rights and obligations of AP MARKFED and the participants previously subject to the original deadline will then be subject to the new deadline.
8. The onus of ensuring fulfilment of the eligibility condition would be on the Participant and if the bid subsequently found ineligible would be summarily rejected.
9. If any of the documents are found to be forged/fabricated at any stage, the AP MARKFED may act for banning the bidder from participation in any TENDER's of AP MARKFED apart from initiating legal action under the applicable law for causing any loss/damage.

10. In case of exceptional circumstances or when the bid documents are required to be substantially modified as a result of discussions in pre-bid conference or otherwise, the corporation reserves a right to increase the timelines for submission of bid. In such a case the extended time and date shall be published in the same manner in case of original TENDER.
11. The AP MARKFED reserves the right to accept or reject any Bid and to annul the TENDER process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicants(s) of the grounds for such decision. The AP Markfed reserves the right to reject incomplete or incorrect bids.
12. No correspondence will be entertained on this matter.  
Managing Director reserves the right to modify and amend any of the above stipulated condition/criterion depending upon assignment/project priorities vis-à-vis urgent commitments in the form of corrigendum in the e procurement site & AP Markfed web site
13. Foreclosure  
AP MARKFED reserves the right to foreclose the contract without assigning any reason. In such case, the bidder will not be entitled to any compensation.
14. No interest will be paid for the deposits EMD or Performance security etc.,
15. Cancellation of Agreement  
The winning bidder, if breaches any condition or clause of the agreement, AP MARKFED is entitled to cancel the agreement and is also entitled to demand and recover the loss incurred to it due to such cancellation/termination of the agreement.

## B. SCOPE OF WORK:

It is required to engage 33nos of CARS (four wheeler vehicles) (the number may vary depending on the necessity) on hire basis for a period of one year through Travel Agencies with appropriate track record/ Experience for official use in the AP Markfed Offices all over A.P and in Head Office Vijayawada as per the allotment.

Government in G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA) Department have issued orders that, the following General conditions are stipulated at the time of hiring of private vehicles.

It is informed that, Government have prescribed the following rates of hiring charges for hiring vehicles, which includes the cost of vehicles to be provided to officers, toll fee fuel, driver batta, Insurance, Pollution, maintenance charges all incidental & operational charges.

The Agency shall comply to the conditions stipulated in G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA) invariably.

The details of the hiring charges as follows for different types of Vehicles:

Sl. No	Cost of Vehicle	Hire Charge recommended	Eligible category of employees
1	More than Rs.15.00 lakhs	Rs.60,000 p.m. (Rs.15/- per KM over and above 2,500 KMs.	All Secretaries All persons holding post equivalent or higher than Secretary to Government. Heads of Departments District Judges District Magistrate & Collector Joint Collector Superintendent of Police
2	Rs.10.00 lakhs to Rs.15.00 lakhs	Rs.45,000 p.m. (Rs.12/- per KM over and above 2500 KMs in case of officers who extensively tour).	Middle level officers i.e., Joint Directors and above; Secretariat Officers - Deputy Secretaries and above RDOs/DSPs.
3	Less than Rs.10.00 lakhs	Rs.35,000 p.m. (Rs.10/- per KM over and above 2500 KMs. In case of officers who extensively tour).	Officers of the rank of MROs and up to and inclusive the level of Deputy Directors.



### **C. GENERAL CONDITIONS**

1. The private vehicles, which are registered as a taxi can only be hired for Government duty.
2. The owner of the vehicle hired for Government duty should produce the pollution control certificate for every six months.
3. The owner of the vehicle hired for Government duty should produce valid documents like permit, fitness certificate, insurance, tax etc., while applying to Government for providing the vehicle for hire purposes.
4. The owner of the vehicle hired for government duty should also produce the Professional Driving License with badge of the Driver proposed to be engaged.
5. The address and land / mobile No. of the tenderers i.e., owner of vehicles should be indicated. Hard copies of the uploaded technical bid documents should be sent to AP Markfed Head office, Vijayawada.
6. The fuel charges and crew charges and all type of repairs to vehicle are to be borne by the bidder.
7. The approximate length covered in a month is about 2,500 Kms. Only.
8. The quoted rate more than rates stipulated in the G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA) will be rejected.
9. The vehicle along with Driver shall be kept ready at any time as and when required by the above officials concerned.
10. The vehicle offered shall be of less than below mentioned years of age since their manufacture.
11. The tenderer should bear all the taxes comprehensive insurance, Permit Tax paid Certificate and Toll Tax etc., which are essentially required.
12. The Driver should possess valid Driving Licence (Badge) for Driving the vehicle.
13. A Log Book for the vehicle should be maintained.
14. The Vehicle periodical check-up should be got carried out during Government holidays.
15. In case of break-down of the vehicle for any reason, an alternate vehicle should be provided by bidder immediately.
16. Hire charges will be paid monthly on receipt of the invoice on the completion of each month.
17. Driver Wages and Beta shall be borne by the Travel Agency.
18. The Driver shall wear White colour Uniform in good condition.
19. The successful tenderer has to enter into agreement with the Department on production of Non-Judicial stamp paper worth of Rs.100/-
20. The tenderer should enclose the performance security deposit i.e., for Rs. 250000/- paid in the shape of online transfer or D.D/B.G in favor of AP Markfed in any Nationalised Bank at the time of agreement and will retain till completion of agreement period.

21. Attested copies of PAN, Identification & GST certificate and other vehicle documents should be produced in the tender. All the documents self attested physical copies should be submitted for verification
22. The tenders will be opened by Tender committee.
23. The Managing Director reserves all rights to reject or cancel the tenders.
24. Other details can be seen at [www.apecurment.gov.in/](http://www.apecurment.gov.in/)  
AP MARKFED's website <https://apmarkfed.ap.gov.in>
25. Penalty Rs. 5000/-per day clause will be applicable when the bidder unable to supply the vehicle more than two times in a month without valid reason and cancellation of Agreement. No further correspondence will be entertained in this regard.
26. On satisfactory Certification from the Concerned allotted Officer only the payment will be processed.
27. Note: Vehicle photos - for all Vehicles shall be submitted along with Tender.

Sign. of **Bidder:**  
**Firm/ Travel Agency**

**D. DATA SHEET**

RFP No. : APMF/ENGG- VJA/ 02 /2022-23

Dated: 20-07-2022.

1)	Name of the work	:	Supply of cars (four wheeler Vehicles ) (the number may vary depending on the necessity)on hire Basis for a period of one year for official use to the AP Markfed all District Manager Offices and Head Office Vijayawada (12months).
2)	Approximate estimate cost of value	:	Rs.14400000/- (for total Vehicles)
3)	Approximate Hire charges per month	:	Rs.1200000/-
4)	Period	:	12 months
5)	Eligibility for Registered vehicle owners.	:	Private vehicles, which are registered as TAXI & Cost of Vehicles as per conditions laid down.
6)	EMD to be paid on line transfer or in the shape of BG in favour AP Markfed obtained from Nationalized Bank.	:	EMD Rs. 1.50 Lakhs online transfer or in shape of DD in favour of " AP Markfed at the time of tender Tender fee and EMD may be transferred electronically to AP Markfed account as given below A/c Number 916010009444602, Account Name : AP Markfed, Bank: Axis Bank, IFSC :UTIB0000069 Branch Vijayawada,
7)	Cost of Tender Schedule and EMD to be paid on line transfer or in the shape of DD in favour of the AP Markfed.	:	Rs.1500/- +GST towards on line transfer or in shape of DD in favour "AP Markfed at the time of tender (Non refundable ) Tender fee and EMD may be transferred electronically to AP Markfed account as given below A/c Number 916010009444602, Account Name : AP Markfed, Bank: Axis Bank, IFSC :UTIB0000069 Branch Vijayawada,
8)	Availability of Tender documents	:	From 20.07.2022 at 3PM/15.00 Hrs
9)	Pre bid meeting through Zoom (link will be uploaded)	:	On 25.07.2022 at 3.00 PM/15.00 hrs
10)	Clarifications to queries	:	26.07.2022 at 3.00 PM/15.00 hrs
11)	Submission of physical Hard copies of Technical data Documents in AP Markfed Head office, Vijayawada	:	29.07.2022 at 11.30 AM

12)	Last date and time for submission of tenders	:	From 29.07.2022 upto 2.00 PM/14.00Hrs
12)	Date & Time for opening of tenders for technical Evaluation	:	On 29.07.2022 at 4.00 PM/16.00Hrs
11	Date & Time of Price bid Evaluation		On 02.08.022 at 11.00AM
12.	Address for communication		Andhra Pradesh State Co-operative Marketing Federation Ltd., #56-2-11, to 4, PHASE 3rd Jawahar Autonagar, Vijayawada, Krishna District – 520 007
13.	Email Address for Communcation		Email: enggapmarkfed@gmail.com

(Number of Vehicles may vary depending on necessity)

**E. ELIGIBILITY CRITERIA:**

**i. Eligibility:**

<b>Sl. No.</b>	<b>Eligibility</b>	<b>Description</b>
1.	Registration	Should be a Registered Travel Agency in the State of Andhra Pradesh.
2.	Track –Record	Should have more than 3- Years of Experience in the Field of TRAVELS/ Hiring of TAXIS as per Registration.

Note:-The Firm shall produce Relevant Certificate in Proof of the above.

**ii. The documents to be submitted for *Technical Proposal* are:**

- (a)** Bid Submission Form - ***Form TQ#1***
- (b)** General Information of the Bidder.
- (c)** Relevant experiences.

**iii. The documents to be submitted for *Commercial Proposal* are:**

- a)** Financial Proposal Cost - ***Form C#1***

Sign. of **Bidder:**  
**Firm/ Travel Agency**

## **F. TENDER EVALUATION PROCESS:**

### **I. Short listing Criteria(Pre-qualification criteria):**

- a. The evaluation will be in 2 stages i.e.,
    1. Stage 1: Prequalification criteria and
    2. Stage 2: Financial proposal criteria.
  - b. Stage 1: The bidders have to score a minimum of **70% and above** marks in Stage 1 evaluation to be considered for Stage 2: Financial bid opening.
1. AP Markfed will shortlist bidders who meet the pre-qualification criteria mentioned in this Invitation to tenders.
  2. Any attempt by a Bidder to influence the bid evaluation Process may result in the rejection of its tenders.
  3. As per Form#TQ the score obtained is verified and all the Tenderers who obtained minimum score are treated as Qualified for opening the Financial Bid.
  4. The score obtained in Technical qualification is called as St.  
St=Technical evaluation marks secured

### **II. Evaluation Process:**

- a. Financial proposal of the bidders will be opened and evaluated only for bidders who meet the Technical -qualification criteria.
- b. The evaluation will be in 2 stages i.e.,
  1. Stage 1: Prequalification & Technical Qualification criteria
  2. Stage 2: Financial proposal submitted by the bidders.
- c. Stage 1 : The bidders have to score a minimum of **70** marks and above in Stage 1 evaluation to be considered for Stage 2: Financial bid opening.
- d. Stage 2 : Financial Bid Evaluation.  
Formula for determining Financial Score.  
 $S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.  
The weightage given to the Technical and Financial Proposals are:70:30 respectively  
 $T = 0.70$ , and  $P = 0.30$

Combined total score (S) = (St x0.7) + (Sf x 0.3)

The Tenderer who scores HIGH in COMBINED TOTAL SCORE(S) will be awarded as successful bidder

St = Technical Score as per the below table:

e. TECHNICAL QUALIFICATION CRITERIA:

S.NO	ITEM	Total Marks	Criteria	Max Marks	Reference Documents
<b>1</b>	Existence of the company / Travels Turn over average Rs.100.00 lakhs per annum for the last three financial years 2018-2019,2019-20, 2020-21 (provisional for 2021-22)	<b>15</b>	>50&<100 lakhs 10 marks >100 lakhs 15 marks	15	Certificate of Registration & Chartered Accountant certification for 2018-19,2019-20 2020-21 Mandatory & 2021-22 provisional certificate will be enclosed (turnover)
1.1	Should have more than 3- Years of Experience in the Field of TRAVELS/ Hiring of TAXIS as per Registration.	10	3 years experience	10	Experience
<b>2.0</b>	<b>Age of the vehicle from the date of manufacture - Marks depending on age (For 33 vehicles max marks )</b>	<b>66</b>		66	Certificate of Registration ( C-Book) List of Vehicles to be submitted
2.1	Age less than 5 year	2.0	Age less than 5 year		Presentation of vehicles, Work Plan & Methodology
2.2	Age between 5 and 7 years	1.5	Age between 5 and 7 years		
2.3	Age between 7 and 9 years	1.0	Age between 7 and 9 years		
2.4	Age above 9years	0	Age above 9 years	0	

3.1	Experience of the Travel Agency shall have engaged minimum of 20 vehicles to Govt Dept. / Quasi-Govt Dept./ Public Enterprises/ Private Limited companies during the last 3 years -		20 vehicles	9	Networth Engaged vehicles list with C book to be submitted
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**Note:**

District offices 1 Srikakulam 2.Vizianagaram & Manyam 4.VSP & ASR 6.EGdt & Konaseema 5.RJY 6.WGdt 7.Eluru 8.Krishna 9 NTR 10 Guntur & Palnadu 12.Bapatla 12. Prakasam 13.Nellore 14.Balaji 15 Chittoor 16.Kadapa 17 Rayachoti 18.Kadapa II 19.Anantapuramu 20. Satyasai 21Kurnool 22Nandyal 23 Anakapalli . Vehicles are utilized for District office works by respective District Managers And also to Head office Vijayawada works if required.

Head office: Vijayawada and throughout state

1. Cost SUV >Rs.1500000 1no ~ Head Office
2. Cost >Rs.100000 and <Rs.1500000 2nos ~Head office
3. Cost > Rs. 500000 and <Rs.1000000 7nos ~ Head office
4. Cost > Rs.500000 and < Rs.1000000 23 nos~ District offices.

Number of vehicles to be supplied may vary depending on necessity and the price will be paid as quoted against the category.



Note: -1). The total marks obtained in this table is equal to St.

2).The Agency shall get minimum of **70 %** marks in the above criteria. Others who doesn't get 70% score in the Technical evaluation will be summarily rejected.

3).Those firms who doesn't have experience in Private organizations also will be considered for participation in Tenders.

### **G.BILL OF QUANTITIES**

Name of work:- "Supply of 33 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the AP Markfed in AP (**12 Months**)".

(Number of vehicles may vary depending on Necessity)

<b>Sl. No.</b>	<b>Hire charge recommended</b>	<b>No. of Vehicles required</b>	<b>Purpose</b>
1.	Rs.60,000 p.m. (Rs.15/- per KM over and above 2,500 KMs. )	SUV (Cost of vehicle above 15.00 lakhs) 1no	Official vehicle to MD /GM – 1,
2.	Rs.45,000/- p.m. (Rs.12/- per KM over and above 2500 KMs in case of officers who extensively tour).	(Cost of vehicle Rs.10.00 to 15.00 lakhs) 2nos	J D Official vehicle
3.	Rs.35,000/- p.m. (Rs.10/- per KM over and above 2500 KMs. in case of officers who extensively tour).	Vehicle- (Cost of vehicle less than Rs.10.00lakhs) 30nos	Official vehicle to Managers
	<b>Total</b>		

Sign. of **Bidder:**  
**Firm/ Travel Agency**

## H. DATA SHEET OF VEHICLES

### Form TQ#1

Note: Proof of cost of the vehicles shall be produced

Sl. No.	Type of Vehicles required	Vehicle No.	Vehicle Manufacture month & Year	Cost of vehicle	Age of the Vehicle
1	SUV (Cost of vehicle above 15.00 lakhs) 1no				
2.	(Cost of vehicle Rs.10.00 to 15.00 lakhs) 2nos				
3.	Vehicle (Costof vehicle less than Rs 5.00-Rs.10.00 lakhs) 1-30 nos				

(the number of Vehicles may vary depending on the necessity)

## **I. OFFER PRICE BID**

### **Form C#1:**

S. No.	Qty.	Specification	Amount Quoted per month per Vehicle Rs.	Rent per month of all Vehicle Rs.	Rent per month of all Vehicle Rs. In Words.
1	1nos	Supply of Cars(4-Wheeler Vehicles) of SUV / Sedan model (Air Conditioned Cars) (Costing more than Rs.15,00,000/-) on Hire basis in Good Condition including Oils, Lubricants, Repairs, maintenance, Driver and Driver Batta etc. to the Satisfaction of Department Officers and other conditions as specified in Document.			
2	2nos	Supply of Cars(4-Wheeler Vehicles Air conditioned) of model (Costing more than Rs.10,00,000/-and upto Rs.15,00,000/-) on Hire basis, in Good Condition including Oils, Lubricants, Repairs, maintenance, Driver and Driver Batta etc. to the Satisfaction of Department Officers and other conditions as specified in Document.			

3	30nos	Supply of Cars(4-Wheeler Vehicles) of (Air Conditioned Cars) (Costing more than Rs.5,00,000/-and upto Rs.10,00,000/-) on Hire basis, in Good Condition including Oils, Lubricants, Repairs, maintenance, Driver and Driver Batta etc. to the Satisfaction of Department Officers and other conditions as specified in Document.			
	Total Rs.				

**Note: District Offices**

1 Srikakulam 2.Vizianagaram and Manyam 3.VSP& ASR 4.EGdt & Konaseema5.RJY 6.WGdt 7.Eluru 8.Krishna 9 NTR 10 Guntur & Palnadu 11.Bapatla 12. Prakasam 13.Nellore 14.Balaji 15 Chittoor 16.Kadapa 17 Rayachoti 18.Kadapa (Proc) 19.Anantapuramu 20. Satyasai 21Kurnool 22Nandyal 23 Anakapalli concerned district Vehicles are utilized for District office works by respective District Managers And also to Head office Vijayawada works if required. Head office vehicles Vijayawada and throughout state

1.Cost SUV >1500000 1no Head office

2. Cost >100000 and <1500000 2nos Head office

3. Cost > 500000 and <100000 7nos Head office

4. Cost > Rs.500000 and < Rs.1000000 23 nos~ District offices.

Number of vehicles to be supplied may vary depending on necessity and the price will be paid as quoted against the category.

I Sri / Smt \_\_\_\_\_ owner of M/s. \_\_\_\_\_

.. \_\_\_\_\_(Agency/ Firm), address: \_\_\_\_\_

do hereby express my willingness to take up the aforesaid work of "**Supply of 33 Nos CARS(four wheeler vehicles) on hire basis for a period of one year for official use in AP Markfed District Manager Offices and Head Office Vijayawada (12 Months)**"as per the conditions, rules, regulations, etc., stipulated in the tender documents.

**Condition:-** 1).The Quoted rate more than Rs.60,000/-, Rs.45,000/-, Rs.35,000/-per month related to corresponding category mentioned in G.O will be rejected. No other charges will be paid extra for vehicles ofthe Managing Director,AP Markfed other than stipulated in the G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA).

**2).** This information shall be signed and submitted in Tender Document.

Sign. of Bidder Firm/ Travel Agency

## J. FORM OF TENDER

### QUALIFICATION INFORMATION CHECKLIST TO ACCOMPANY THE TENDER

S. No	Description	Submitted
1	2	3
1	EMD Rs.150000/-on line or DD for - in favour of AP Markfed at the time of tender Tender fee and EMD may be transferred electronically to AP Markfed account as given below A/c Number 916010009444602, Account Name : AP Marked, Bank: Axis Bank, IFSC :UTIB0000069 Branch Vijayawada,	Yes / No
2	Bid cost Rs. 1500/- +GST on line transfer or in the shape of DD - infavour AP Markfed (Non Refundable) at the time of tender	Yes / No
3	Certificate of Registration for All Vehicles	Yes / No
4	Vehicle permit certificates for all Vehicles.	Yes / No
5	Vehicle insurance (latest) for all Vehicles.	Yes / No
6	Pollution control certificates (latest) for every 6 Months - for all Vehicles.	Yes / No
7	Fitness certificates (latest) - for all Vehicles.	Yes / No
8	PAN Card Latest IT returns copy must be submitted	Yes / No
9	Aadhar Card for Identification of vehicle owner.	Yes / No
10	Driving License with badge of the Drivers - for all Vehicles.	Yes / No
11	Vehicle photos - for all Vehicles.	Yes / No
12.	The addresses and land / mobile number of the tenderer i.e., Firm/ Travel Agency	Yes / No
13.	GST Certificate of Firm/ Travel Agency Last three months return from date of submission of bid must be enclosed	Yes / No
14	Turn over certificate certified by Chartered Account for the last three years 2018-19, 2019-20,2020-21 must be enclosed	Yes/No
15	Covering letter	Yes/No
16	Letter Comprising the Bid for Qualification	Yes/No
17	Power of Attorney for signing of Bid	Yes/No
18	Bank Gaurantee	Yes/No

Note:-

1. The information shall be filled-in by the tenderer in the check list and shall be enclosed to the bid for the purpose of verification of all the certificates, documents, statements with attested as per check list shall be submitted by the tenderer online.

Sign. of **Bidder:**  
**Firm/ Travel Agency**

**K. DECLARATION**

I / WE .....owner of M/s .....  
..... .. have gone through carefully all  
the tender documents and solemnly declare that I / We will abide by any  
penal action such as disqualification of contract or any other action deemed  
fit, taken by the Department against us, if it is found that the statements,  
documents, certificates produced by us are false / fabricated.

Sign. of **Bidder:**

**Firm/ Travel Agency**

## **L.Covering Letter**

*(To be submitted on the Letter head of the applicant)*

**To,  
(Address)**

Ref: Tender Notification No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

1. Having examined the document, we, the undersigned, herewith submit our response to your Tender Notified vide Tender. No.....\_ dated.....\_\_\_\_\_ for AP MARKFED, in full conformity with the said Tender document.
2. We, the undersigned, offer to provide services to AP MARKFED in accordance with your Tender schedule.
3. We have read the provisions of the Tender schedule, confirm our acceptance for the same and we are hereby submitting our Financial Bid.
4. We agree to abide by this Tender schedule, consisting of this letter, financial bid and all requisite supporting documents, for a period of 90 days from the closing date fixed for submission of bid as stipulated in the Tender schedule.
5. We hereby declare that we have not been charged with any fraudulent activities by any Central/State/UT Government.
6. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
7. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988" and its amendments.
8. We understand that AP MARKFED, is not bound to accept any bid received in response to this Tender schedule.
9. In case we are engaged by AP MARKFED for executing the services, we shall provide any assistance/cooperation required by the Department/auditing agencies appointed by it/ the Department officials for performing auditing and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of service.
10. In case we are the successful bidder, we agree to abide by all the terms & conditions of the Contract that will be issued by AP MARKFED.



11. Our correspondence details with regard to this Tender are:

No	Information	Details
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Name, Designation and contact address of the person to whom all reference shall be made regarding this Tender	
4	Telephone number of the Contact Person	
5	Mobile number of the Contact Person	
6	Fax number of the Contact Person	
7	Email ID of the Contact Person	
8	Corporate website URL	

Yours sincerely,

Signature of Authorized Signatory [*In full as well as initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm:

\_\_\_\_\_

Address:

\_\_\_\_\_

M.Letter Comprising the Bid for  
Qualification (Instruction - On the letter  
head of the Bidder)

To

Managing Director

AP MARKFED

D. No.56-2-11, Phase 3<sup>rd</sup>, AP MARKFED Layout No.49/84,  
APIIC COLONY ROAD, JAWAHAR AUTO NAGAR, VIJAYAWADA, Vijayawada (Urban),  
Krishna (Andhra Pradesh)-520007.

Sub: "

Dear Sir/Madam,

1. I/we, having examined the Tender document and understood its contents, hereby submit my/our unconditional and unqualified Bid for the project.
2. I/ We acknowledge that AP MARKFED will be relying on the information provided in the Bid and the documents accompanying such Bid for qualification of the Bidders for the aforesaid project, and we certify that all information provided in the Bid documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a Bidder for Selection of Consultancy services
4. I/ We shall make available to AP MARKFED any additional information it may find necessary or required to supplement or authenticate the Qualification statement.
5. I/ We acknowledge the right of AP MARKFED to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I/ We certify that in the last three years, we have neither been blacklisted/banned by the GST authorities/Central/State Government or any Public Sector Undertaking/Corporation nor have failed to perform on any contract, as evidenced by imposition of a penalty by any arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/ We declare that:
- a) I/ We have examined and have no reservations to the Tender schedule, including any Addendum/corrigendum issued by AP MARKFED;
  - b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender schedule, in respect of any Tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - c) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Tender schedule, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders.
9. I believe that our proposed bid satisfies the Turn-over criteria and meet(s) all the requirements as specified in the Tender schedule and are/ is qualified to submit a Bid.
10. I/We certify that we have not been convicted by a Court of Law and sentenced to imprisonment for a period of 3 years or more.
11. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers/ employees.
12. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this Tender schedule, we shall intimate AP MARKFED of the same immediately.
13. The power of attorney for signing of application, as per format provided at Appendix I of the Tender schedule, are also enclosed.
14. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by AP MARKFED in connection with the selection of Bidders, or in connection with the selection/Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
15. I/ We agree and undertake to abide by all the terms and conditions of the Tender schedule.

16.I/ We certify that in terms of the Tender, my/our Turnover is (Rs. \_\_\_\_\_ *in* words) and we meet the Threshold Technical Capacity and Financial Capacity prescribed in the Tender document for the projects listed.

17.I/We confirm that I/we have read the entire Tender schedule including appendix, annexures, Instructions, corrigendum and other documents as issued by AP MARKFED in connection with this Tender schedule and I/we shall abide hereby the terms / conditions / clauses contained herein.

In witness thereof, I/ we submit this Bid under and in accordance with the terms of the Tender schedule. The list of documents being submitted along with the Bid is listed below.

Date:

Place:

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

(Name and seal of the Bidder/ Lead Member)

**N. APPENDIX-I**

**Power of Attorney for signing of Bid**

Know all men by these presents, we, ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (Name), son/daughter/wife of ..... an  
d

presently residing at....., who is presently employed with us and holding the position of ....., as our true and lawful attorney(hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the \*\*\*\*\* Project proposed or being developed by the AP MARKFED including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to AP MARKFED, representing us in all matters before AP MARKFED, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our bid, and generally dealing with AP MARKFED in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into the Agreement with AP MARKFED. AND we hereby agree to ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS THERE OF WE,....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS..... DAY OF ....., 20.....

For.....  
(Signature, name, designation and address)

Witnesses: 1.  
2.

Accepted

Notarized

(Signature, name, designation and address of the Attorney)

**O. PROFORMA FOR BANK GURANTEE IN LIEU OF EARNEST MONEY/SECURITY DEPOSIT**

In consideration of Managing Director, AP Markfed. D.No.56-2-11, 4<sup>th</sup> & 5<sup>th</sup> floors AP Markfed Building , APIIC colony road Phase III Jawahar Autonagar , Viajayawada A.P. -520007 (hereinafter called the AP Markfed ) having agreed to accept bank Guarantee of Rs

..... in lieu of Earnest Money Deposit/ Security Deposit from ..... (hereinafter called the Supplier/ Contractor/Consultant, which expression shall include its heirs, successors and assignees) in respect of the Tender for

.....  
We, ..... bank having its registered/head office at ..... (hereinafter referred to as the Bank) do hereby agree and undertake to pay to AP Markfed without demur or protest an amount not exceeding Rs ..... on demand by AP Markfed.

We the above said Bank further agree and undertake to pay the said amount of Rs..... without any demur on demand within 48 hours. Any demand made on the Bank by AP Markfed shall be conclusive as regards the amount due and payable by the Bank under this guarantee.

We the above said Bank further agree that the guarantee herein contained shall be in full force and in effect until ..... date .....

Unless a demand or claim under this guarantee is made on us in writing on or before ..... date ..... , we shall be discharged from all liabilities under this guarantee thereafter.

We, the above said Bank, further agree that AP Markfed shall have full liberty, without our consent and without affecting in any manner our obligation to verify, modify or delete any of the conditions. We, the above said Bank, lastly undertake not to revoke this guarantee during its currency except with the prior consent of AP Markfed in writing.

Dated.....this day of .....200.

For and on behalf of the Bank

NOTE: on a Non-Judicial stamp paper of Rs. 100/- (Rupees One hundred only)