

E - Tender for Shuttle Services (Bus Transport Service)



RFP No. SHCIL/CPT/RFP/19-20/002

Date: 30th, January, 2020

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Document Control Sheet

Name of the company	Stockholding Corporation of India Ltd.		
RFP Reference No.	SHCIL/CPT/RFP/19-20/002		
Date of Issue:	30 th January, 2020		
Last date for submission of Pre-Bid Queries	13 th February, 2020		
Pre Bid Meeting	14 th February, 2020		
Last Date and time for submission of Bids	Date:	26 th , February, 2020	
	Time:	03:00 PM	
Cost of Bid Document	INR	5,000/- (Non Refundable)	
Earnest Money Deposit (EMD)	INR	1,00,000/- (Refundable)	
Schedule for Opening of Technical Bids	Date:	26 th , February, 2020	
	Time:	03:30 PM	
Schedule for Opening of Commercial Bids	Date & Time will be intimated to the shortlisted Bidders		
Place of Pre–bid meeting/ Opening of Bids / address for Communication & Contact Person	Stockholding Corporation of India SHCIL House, Plot No, P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai-400710		
	Viraj Prabhu M: +91 8879625737 Viraj.prabhu@stockholding.com Anand Shankar M: +91 8356095049 Anand.shankar@stockholding.com	Raj Kumar Kachroo M: +91 9987776198 Raj.kachroo@stockholding.com	

Note:

1. This tender document is the property of Stockholding (SHCIL) & is not transferable.
2. This bid document has 24 pages.
3. If a holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

Disclaimer

The information contained in this Request for Proposal ("RFP / Bid Document") or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Stockholding Corporation of India Limited ("SHCIL"), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is neither an offer nor an invitation by STOCKHOLDING to any parties other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this RFP is to provide the Bidder(s) with information to assist them in formulation of their proposals ("Bids"). This RFP does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. STOCKHOLDING makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. STOCKHOLDING may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

The information contained in the RFP document is selective and is subject to update, expansion, revision and amendment. STOCKHOLDING does not undertake to provide any Bidder with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein, which may become apparent. STOCKHOLDING reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available / accessible to all recipients by STOCKHOLDING.

STOCKHOLDING reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this RFP at any stage without assigning any reason whatsoever. The decision of STOCKHOLDING shall be final, conclusive and binding on all the parties.

It may be noted that notice regarding corrigenda, addendums, amendments, time-extensions, clarifications, response to bidders' queries etc., if any to RFP, will not be published through any advertisement in newspapers or any other media. Prospective bidders shall regularly visit STOCKHOLDING's website for any changes / development in relation to this RFP.

1. Background

Stockholding was incorporated as a Public Limited Company in 1986. It has been jointly promoted by leading Banks and Financial Institutions. Stockholding is a subsidiary of IFCI Limited. The equity capital of Stockholding is presently held by LIC, GIC, IFCI Ltd., SU-UTI, NIA, NIC, UIC, and TOICL, all leaders in their respective fields of business. Stockholding began by offering custodial and post trading services, adding depository services and other services to its portfolio over a period of time. Stockholding has established itself in India as a one-stop solution provider in the Financial Services domain.

2. Purpose of RFP

Stock Holding Corporation of India Limited invites quotations in the prescribed formats for Shuttle Service Contract (Bus Transport) for STOCKHOLDING/SSL/DMS/Outsource Employee at Stockholding Office at Mahape for an initial period of THREE years i.e. from **Period of Contract April, 2020 to March, 2023** (3 years) from reputed vendors based in Mumbai, Navi Mumbai & Thane. Fresh work order will be issued every year subject to review of performance and work satisfaction. Stockholding reserves the right to terminate the contract by giving One months' notice.

The successful bidder shall be responsible for proving shuttle service between SHCIL House, Mahape and Ghansoli Station (TO and FRO) for an initial period of three years as per the scope of work and services defined in point no. 18 on page no. 11 of this RFP/Bid Document.

Due Diligence

The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP and study the RFP document carefully. Bid shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information required by this RFP or submission of a Bid not responsive to this RFP in each and every respect will be at the Bidder's own risk and may result in rejection of the Bid and for which STOCKHOLDING shall not be held responsible. Any decision taken by STOCKHOLDING as to completeness of the Bid or rejection of any / all Bid(s) shall be final, conclusive and binding upon the Bidder(s) and shall not be question / challenged by the Bidder(s).

3. Cost of Bid

The Bidder shall bear all costs and expenses associated with the preparation and submission of its Bid and STOCKHOLDING shall in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment or annulment of the bidding process.

4. Cost of RFP / Bid Document.

Cost of RFP / Bid document is INR 5,000/- (Rupees Five Thousand Only). The prospective Bidder is required to pay the prescribed amount in the form of Demand Draft or pay order in favor of "Stockholding Corporation of India Limited", payable at Mumbai. Since the Bid/RFP Documents are downloaded from the Internet (STOCKHOLDING website or e-procurement portal); the prescribed amount towards the cost of Bid Document should be paid along with the submission of the Bid response. Bids without the payment of amount towards the cost of Bid Document shall be rejected. The Demand Draft (DD) should be submitted at Mahape on or before last date for submission of BIDs.

The Cost of RFP / Bid document is non-refundable.

5. Earnest Money Deposit (EMD)

The Bidder shall furnish, as part of its Bid Security of INR 1,00,000/- (Rupees One Lakh only) by way of demand draft or pay order from any scheduled commercial bank drawn in favor of "Stockholding Corporation of India Limited", payable at Mumbai. The Bid Security shall be furnished in Indian Rupees (INR). The Demand Draft (DD) should be submitted at Mahape on or before last date for submission of BIDs.

Rejection of Bid: Any submitted bid not accompanied by EMD as mentioned above, shall be summarily rejected by STOCKHOLDING, without any further correspondence.

The Bid Security shall not bear any interest.

The Bid Security shall be forfeited:

1. if a Bidder withdraws his bid during the bid validity period; or
2. if a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time prior to signing of contract and/or conceals or suppresses material information; or
3. if the Successful Bidder fails to sign the contract and or furnish performance security and other guarantee(s)/security in the form and manner to the satisfaction of STOCKHOLDING, as mentioned in the Bid Documents; or
4. in the event of any evasion, avoidance, refusal or delay on the part of the Successful Bidder to sign and execute the order/ purchase order/ service order or any document, as may be required by STOCKHOLDING in case the Bid is accepted. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

The EMD and Tender fees to be submitted at the Address mentioned in control sheet, ON or Before Last day of submission of BID/application.

6. DISCHARGE OF BID SECURITY

1. STOCKHOLDING shall promptly request the Successful Bidder to provide performance security / performance guarantee. EMD of such Bidder shall be discharged on signing of the Contract and upon furnishing the performance guarantee / security to the satisfaction of SHCIL.
2. The EMD of all unsuccessful Bidder(s) shall be discharged / returned as promptly as possible as but not later than 90 (ninety) days after the expiry of the period of Bid Validity Period.

7. Period of validity

1. Bids should be valid for 120 (One Twenty) days from the last date of submission. A Bid valid for a shorter period may be rejected by STOCKHOLDING as non-responsive. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.
2. In exceptional circumstances, STOCKHOLDING may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of Bid Security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be permitted to modify its Bid. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

8. AMENDMENT OF BID DOCUMENT/RFP DOCUMENT

1. STOCKHOLDING reserves the right in its sole discretion of inclusion of any addendum to this entire Bid process. The Bidders shall not claim as a right for requiring STOCKHOLDING to do the aforesaid.

2. At any time before the deadline for submission of Bids / offers, STOCKHOLDING may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify this RFP / Bid Document and all such modifications shall be binding on them.
3. All prospective Bidders who have received this RFP shall be notified about the amendment in writing via website or e-mail, and all such amendments shall be binding on them.
4. If required in order to allow prospective Bidders reasonable time in which they need to take the amendment into account in preparing their Bids, STOCKHOLDING at its sole discretion reserves the rights to extend the deadline for the submission of Bids. In no circumstance, the deadline for submission of Bids shall be extended beyond a period of 7 days. However, no request from the Bidder, shall be binding on STOCKHOLDING for the same. STOCKHOLDING's decision in this regard shall be final, conclusive and binding on all the Bidders.
5. Any attempt by the Bidders to visit or meet Top management officials of the STOCKHOLDING in connection with or incidental to the Bid process, shall be construed by the STOCKHOLDING as an unlawful attempt by the prospective Bidder, to influence the RFP/ Bid process and may invite disqualification from bidding. Only one authorized representative of each bidder would be permitted to visit for submitting the RFP Document/ or when called by the STOCKHOLDING.

9. STOCKHOLDING'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

STOCKHOLDING reserves the right to accept / reject any bid and to annul the Bid process at any time prior to award of Contract, 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 STOCKHOLDING's action. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

10. ACCEPTANCE OF BID

Prior to the expiration of the period of Bid validity, STOCKHOLDING will notify the successful Bidder in writing, that its bid has been accepted

11. EXECUTION OF DOCUMENTS

1. After STOCKHOLDING notifies the Successful Bidder that its bid has been accepted; the Bidder should sign the Contract and complete the execution of all other documents within 15 business days of the acceptance of LOI / PO.
2. The signing of Contract should be accompanied by the submission of Performance Bank Guarantee, or any other legal Document etc.
3. Payment of stamp duty would be as per laws applicable in the State of Maharashtra.
4. The Bidder shall bear all costs and expenses for the execution, stamp duty and submission of the contract and agreements. STOCKHOLDING shall not be responsible or liable for reimbursing / compensating these costs and expenses.
5. The incidental expenses of execution of the Contract as well as the conditions stipulated in the contract shall be strictly adhered to and any breach / violation thereof shall entail termination of the Contract without prejudice to the other right of STOCKHOLDING including but not limited to the right to levy / impose and recover penalties as specified in this RFP or Contract.

12. PERFORMANCE BANK GUARANTEE

1. The value of the Performance Bank Guarantee will be 2% of the total annual contract value.
2. The successful Bidder shall furnish the Performance Bank Guarantee within 15 business days of the receipt of acceptance of the LOI / Purchase Order / Contract by Stockholding.
3. The bidder shall submit a fresh Bank guarantee at the time of annual renewal of the contract. Every bank guarantee shall be valid for a period of 12 months (excluding a claim period of three months) from the date of acceptance of the Contract / LOI / Purchase Order issued for each year.
4. The Performance Bank Guarantee (PBG) should be issued by a scheduled commercial bank and directly forwarded to STOCKHOLDING.
5. The performance Bank Guarantee for a respective year will be discharged by STOCKHOLDING and returned to the successful Bidder after 180 days from the completion of each year of service respectively from the date mentioned in acceptance certificate.
6. The proceeds of the performance security shall be payable to STOCKHOLDING as compensation for any loss or damage resulting from the Vendor's failure to complete its obligations under and in accordance with the Contract.
7. Failure of the successful Bidder to comply with the requirement of the performance bank guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event STOCKHOLDING may award the Contract to the next best evaluated Bidder or call for new Bids. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

13. TERMINATION OF CONTRACT

1. STOCKHOLDING reserves the right to terminate the contract without any compensation by giving the Bidder 30 day's prior notice & the Bank Guarantee will be invoked forthwith, if the performance of the Bidder is found to be unsatisfactory or not meeting Service Level Requirement at any point of time. Any decision in this regard of STOCKHOLDING shall be final, conclusive & binding on the Bidder.
2. The agreement may be terminated by either-side by giving one-month notice on infringement of any terms & conditions of the agreement or failure to perform any obligation under the agreement or inability of any of the parties to continue with the performance of the agreement. However, it would be the responsibility of each party to assist the other party in orderly termination of the agreement.
3. The bidder agrees that in the event of termination of this agreement, the bidder shall continue to provide services in the same manner for the notice period. The bidder agrees to co-operate with STOCKHOLDING for the smooth transfer of the subject matter of this agreement to any other party appointed for the purpose by STOCKHOLDING.
4. Where the Bidder's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against the Bidder, any failure by the Bidder to pay any of its dues to its creditors, the institution of any winding up proceedings against the Bidder or the happening of any such events that are adverse to the commercial viability of the Bidder. In the event of the happening of any events of the above nature, the STOCKHOLDING shall reserve the right to take any steps as are necessary, to ensure the business continuity.
5. Termination for Insolvency: The STOCKHOLDING may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the STOCKHOLDING.

6. Termination for Default: The STOCKHOLDING, without prejudice to any other right or remedy for breach of Contract, by a written notice of default sent to the Vendor, may terminate the Contract in whole or in part.

14. Dispute Resolution

1. The Parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this Contract in the following manner:
 - 1.1. The Party raising the dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within ten (10) days of receipt of the notice.
 - 1.2. The matter will be referred for negotiation between Authorized Representative from Stockholding and Vendor/Contractor. The matter shall then be resolved by them and the agreed course of action documented within a further period of 30 days.
2. The Parties agree that any dispute between the Parties, which cannot be settled by negotiation in the manner, described above, may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Mumbai, India and conducted in accordance with the provision of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint 1 arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Mumbai alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
3. The Bidder shall not be entitled to suspend the provision of the Services or the completion of the job, pending resolution of any disputes between the Parties and shall continue to render the Services in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.
4. The provision under this section survives the contract.

15. ADHERENCE TO SAFETY PROCEDURES, RULES REGULATIONS AND RESTRICTION

1. Bidder shall comply with the provision of all laws including labor and industrial laws, rules, regulations and notifications issued there under from time to time. All safety and labor and industrial laws enforced by statutory agencies and by STOCKHOLDING shall be applicable in the performance of this Contract and Bidder shall abide by these laws. The Vendor / Contractor shall keep Stockholding indemnified for any loss, damage, claims, costs, charges, expenses, etc. arising out of and/or suffered on account of actions, litigations, proceedings, suits, arising out of breach of the above laws.
2. Bidder shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions.
3. The Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
4. Bidder shall also adhere to all requirement/regulations of the STOCKHOLDING during the execution of the work.

16.GOVERNING LAW

This Contract shall be governed in accordance with the laws of India. These provisions shall survive the Contract.

17.JURISDICTION OF COURTS

The courts of India at Mumbai have exclusive jurisdiction to determine any proceeding in relation to this Contract. These provisions shall survive the Contract.

18.Scope of Work

1. Purpose

Stock Holding Corporation of India Limited invites quotations in the prescribed formats for Shuttle Service Contract (Bus Transport) for STOCKHOLDING/SSL/DMS/Outsource Employee at Stockholding Office at Mahape for an initial period of THREE years i.e. from **Period of Contract April, 2020 to March, 2023** (3 years) from reputed vendors based in Mumbai, Navi Mumbai & Thane. Fresh work order will be issued every year subject to review of performance and work satisfaction. Stockholding reserves the right to terminate the contract by Giving One months' notice.

The successful bidder shall be responsible for proving shuttle service between SHCIL House, Mahape and Ghansoli Station (TO and FRO) for an initial period of three years as per the scope of work and services defined in next point

2. Scope of work

The Scope of work would involve,

1. Minimum 2 (Two) no. of 49 Seat Bus should make 3 trips each in the morning (i.e. from Ghansoli Railway Station to SHCIL House Mahape) and evening (from SHCIL House Mahape to Ghansoli Railway Station) as per our requirement (Monday to Friday).
2. Minimum 2 (two) no. of 17 Seat Bus should be exclusively for StockHolding on full time, making 40 trips throughout the day, i.e. from 06:00 AM to 10:30 PM, To and Fro between Ghansoli Railway Station - SHCIL House Mahape (Monday to Saturday).
3. The Contractor has to depute ONE Full Time Supervisor/Coordinator exclusively for arrangement and coordination of Busses.

Timing will be decided by StockHolding and is subject to change as per need.

This facility is being used by approximately 800 (Eight Hundred) employees, guest and outsourcing staff of Stockholding and its subsidiary companies extensively and all the shuttle service will be used to its full capacity.

The vehicle provided to STOCKHOLDING for transport should be clean and tidy all the time till in use. The agency/contractor shall deploy helper/cleaner in all the buses failing which penalty @ 500/- per trip per person shall be imposed on the contractor.

19. Procedure for Submission of Application for Technical Bid and Financial Bid (Online)

1. Technical and Financial Bid to be submitted Online on or before Last date for Submission of Bids.
2. The Bids/documents are to be submitted Online at <https://stockholding.auctiontiger.net>
3. Technical and other non-commercial queries (not impacting price) can be routed to the respective e-mail id indicated in the e-tender document.
4. Online bids submission related queries could be addressed to M/s. e-Procurement Technologies Ltd. personnel indicated in the document.
5. M/s. e-Procurement Technologies Ltd. responsibility is limited to technical assistance of bid event. Finalization of bidding process and selection of Bidder would be directly between Bidders and StockHolding.
6. The Bids submitted by telegram/Fax/Email shall not be considered and is liable to be rejected. No correspondence will be entertained in this matter.
7. No other documents or new terms and conditions are to be uploaded in Bids.
8. The Bidder is requested to submit its application prior to last date and time of submission to avoid any inability due to telephone line glitch, internet response issues, software or hardware hands will not be the responsibility of M/s. e-Procurement Technologies Ltd or of StockHolding. However, M/s. e-Procurement Technologies Ltd. shall make every effort to ensure availability of technology resources to enable submission of application.
9. All uploaded documents copies needs to be attested.
10. StockHolding will consider only such applications that satisfy the eligibility criteria.
11. The Bidder need to have Minimum Requirement for submission of tender:
 - a. Computer / Laptop with internet connection
 - b. Operating system – Window XP Service Pack -3/VISTA/WINDOWS 7
 - c. Digital Certificate – Class II or III, Signing + Encryption and it should be organizational certificate
12. The Bidder shall submit that Technical Bid through online on website <https://stockholding.auctiontiger.net>. For any issues / clarifications, the Bidder may contact
 - a. Jaymeet Rathod & Sujith | Implement & Support
 - b. E-Procurement Technologies Limited
 - c. Email: jaymeet.rathod@eptl.in / sujith@eptl.in
 - d. Phone: +91 798 136 6829 | 40 | 57 | 35 | 63 | 31 | 53 | 43 | 52 | 20 |
 - e. 908 100 0427 | 990 440 7997
13. The bidders are required to upload all the documents in Portable Document Format (.pdf).
14. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all relevant details.
15. The auction tiger's server time shall be the time stamp for the submission of the bids on the system and the said time stamp shall be final. The bidders are advised not to wait till the last minute or last few seconds to enter their bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.
16. The bidder shall submit that Financial Bid (as per page no. 20) through online on website <https://stockholding.auctiontiger.net>.
17. The Financial Bids once made, cannot be cancelled and withdrawn, however, can be modified till the last date and timing of submission of tender and the bidder shall be bound by the same.
18. The bidder shall quote rates for all the variables mentioned in the Financial Bid.
19. The bidder is required to check the prices / amount carefully before uploading financial Bid.

20. The prices quoted in the Financial Bid should be inclusive of all charges except applicable taxes.
21. The Financial Bid shall be unconditional and any conditional/incomplete Financial Bids shall not be accepted.
22. Upon the successful and timely submission of bids, the portal will give a successful bid submission message which will be displayed with date and time.

EVALUATION OF TECHNICAL BID

The authorized representatives of STOCKHOLDING will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorization from their firm/ agency at the time of opening of the bids failing which they will not be allowed to participate in the opening of process.

The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

The bidder must produce the original documents towards the eligibility/qualifying criteria on the date of opening of tender for verification. Besides this STOCKHOLDING reserve the right to verify the document so submitted from those Institutes/ organizations who have issued such certificates.

OPENING OF COMMERCIAL BID

The commercial bids of only those firms, who are found qualified on evaluation of the technical bids, shall be opened on a later date with intimation only to the Qualified bidders. In case the date of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day. However, opening/closing time of tender will remain the same.

20. Terms and Conditions

1. The vehicle must be in excellent condition.
2. The vehicle provided to STOCKHOLDING for transport should be clean and tidy all the time till in use. The agency/contractor shall deploy helper/cleaner in all the buses failing which penalty @ `500/- per day per person shall be imposed on the contractor. In case of frequent violation, the contract may be terminated by STOCKHOLDING. The Driver(s) and Helper(s) deployed should not be below 18 years.
3. If the vendor fails to provide the Service as per the agreed terms and condition, a penalty @ double the charges on the pro rata basis shall be imposed on the contractor.
4. The agency will take care of Insurance of the Vehicles as well as of the Drivers/ Helpers.
5. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities of Govt. of Maharashtra. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of vehicle.
6. The agency/contractor shall be responsible for any thefts/burglary/damage caused to the employee/guest of SHCHIL/SSL/SPL travelling in the vehicle(s). The compensation arising out of such activities shall be borne by the agency/contractor.
7. All maintenance servicing of the vehicles should be done by the agency/contractor at their own cost. The interior and exterior conditions of the vehicles should be well maintained.
8. In case of break down, the agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within 30 minutes. STOCKHOLDING will not pay any type of compensation for maintenance/damage of the vehicle.
9. In case of frequent violation of the terms and conditions, the contract can be terminated forthwith at the cost of the agency/contractor.
10. The vehicles provided to the STOCKHOLDING must have valid permits from the concerned authorities.
11. All the drivers provided for the vehicles must have a valid driving license from the RTO.
12. STOCKHOLDING reserves the right to relax any of the eligibility criteria given in the tender document for award of contract in the best interest of the STOCKHOLDING.
13. The agency/contractor/Bidder shall abide by all statutory laws, rules and regulations of the State Govt./ Central Govt. as per jurisdiction.
14. It is the responsibility of the agency/contractor to pay the wages to the drivers and helpers as per the Minimum Wages Act., as notified by the Ministry of Labor from time to time. The drivers/ helpers must be paid not less than the minimum wage. The contract may be cancelled if any complaints received from the drivers/ helpers in this regard.
15. The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, noncompliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.
16. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of STOCKHOLDING.
17. The contracting agency/firm/company shall get suitable instructions from the Designated Official of STOCKHOLDING and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.

18. The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period. The vehicle used on STOCKHOLDING site should not be older than two years at any point of contract.
19. In case a vehicle is requisitioned and the same does not reach at the designated time and place, STOCKHOLDING will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.
20. The drivers of the vehicles deployed on the STOCKHOLDING site should be fully conversant with the routes of Mumbai City and the suburbs and should possess valid driving license (T) in his name. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a working mobile phone with him. In the event of misbehavior on the part of drivers, STOCKHOLDING may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.
21. The contracting agency/firm/company shall deploy drivers on STOCKHOLDING site only after **POLICE VERIFICATION**. All drivers deployed on STOCKHOLDING site will carry Identity Card issued by the contracting agency.
22. In case, the drivers employed by the successful agency / firm / company commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from STOCKHOLDING, if required.
23. Upon receiving necessary orders from the competent Official of STOCKHOLDING, the successful agency / firm / company shall immediately replace any of its drivers who is found unacceptable to the STOCKHOLDING.
24. The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with STOCKHOLDING so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying STOCKHOLDING vehicle requirements.
25. All the charges towards repair / servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on STOCKHOLDING site shall be borne by the successful agency / firm / company.
26. In case of any accident or theft etc. all the claims arising out of it will be met by the agency / firm / company. STOCKHOLDING shall not be liable in any matter whatsoever.
27. Hired vehicles will report at STOCKHOLDING at designated timings for the designated hours. In exceptional cases, STOCKHOLDING may call vehicles before designated time or retain vehicles after designated time to cater to sudden work exigencies.
28. Vehicles supplied by the firm/agency will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions.
29. STOCKHOLDING will not be responsible for any kind of fine/challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage/Loss to the STOCKHOLDING will be recovered from the contracting agency / firm / company.
30. The contracting agency/firm /company shall ensure that vehicles and drivers of the vehicles provided on STOCKHOLDING site are not changed. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency / firm / company will educate the driver to be replaced about STOCKHOLDING requirements.

31. In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
32. It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at STOCKHOLDING site and STOCKHOLDING shall have no liabilities in this regard.
33. For all intents and purposes, agency / firm / company shall be the "Employer" within the meaning of different Labor Legislations in respect of drivers so employed and engaged at STOCKHOLDING site. The Drivers deployed by the agency / firm / company at STOCKHOLDING shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against STOCKHOLDING.
34. The agency / firm / company shall be solely responsible for the redressal of grievances /resolution of disputes relating to drivers engaged by them at STOCKHOLDING site. STOCKHOLDING shall, in no way responsible for settlement of such issues.
35. The successful agency / firm / company shall provide ID card, two sets of uniforms and two sets of shoe to the staff deployed at STOCKHOLDING.
36. The drivers employed by the successful agency / firm / company shall be medically fit. If and when required, STOCKHOLDING also reserves the right to get the drivers of the agency / firm / company working on STOCKHOLDING site medically examined.
37. The drivers deployed by the contracting agency / firm / company shall not claim nor shall be entitled for pay, perks and other facilities from STOCKHOLDING. On termination of contract on its expiry or otherwise, the staff engaged by the successful agency / firm / company shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in STOCKHOLDING.
38. The Company / Firm / Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, working hours etc. in respect of the drivers deployed by it at STOCKHOLDING site.
39. The Company / Firm / Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to STOCKHOLDING in the Administration section along with duly signed duty slips, photocopy of the extract of the log book.
40. Payment against Bill shall be made only after satisfactory services to be certified by the Administration. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made. The payment will be made by local crossed cheque / bank transfer.
41. STOCKHOLDING shall not be responsible for payments for the services provided by Company / Firm / Agency to the staff on their personal requests.
42. The Company / Firm / Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to STOCKHOLDING to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
43. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by STOCKHOLDING to the agency.
44. In case, the Company / Firm / Agency fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof STOCKHOLDING is put to any loss / obligation, monetary or otherwise, STOCKHOLDING shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
45. If required. STOCKHOLDING may make arrangements for parking space for vehicles deployed on monthly basis on its Site.

46. The Company / Firm / Agency shall submit along with “Technical Bid” the type of passenger vehicles owned by them in the following format:

SR. No.	Name of Vehicle	Year of Manufacturing

47. The successful bidder will have to make agreement with STOCKHOLDING broadly covering scope of work, requirements, terms and conditions of the services to be provided to the STOCKHOLDING on a judicial stamp paper as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.
48. The contractor shall ensure availability of following tools / equipment's in the STOCKHOLDING:
1. Required tools in the bus.
 2. First-Aid box.

21. Eligibility Criteria

1. The Agency/ Firm must have registered as travel agency or operation of transport business (tour operators) with Govt. of Maharashtra.
2. The contracting agency/firm/company should be based at Mumbai/ Navi Mumbai / Thane having its office in Mumbai/Navi Mumbai/ Thane.
3. The Agency must have overall experience of 05 years in supplying vehicles to Govt. organization / PSUs / BFSI sector / educational institution / reputed private firms etc. as on 31st January, 2020.
4. The Bidders should have a minimum turnover of INR 35 Lakhs with positive net worth in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].
5. The Bidder should have GST Registration.
6. Bidders must submit an undertaking for providing Monthly Wages/ Salary to be paid to the drivers and cleaners (not less than the minimum wages) including provision of mobile phones, white uniform (two pairs), black shoes (2 pairs). They must enclose the breakup of the wages for drivers and cleaners.
7. The Bidder shall produce a self-declaration that there are - (a) no vigilance and / or court cases pending against it (b) no inquiry or investigation pending against it from any statutory regulatory and / or investigation agency and (c) The Bidder has not been blacklisted by any public sector organization in last 3-years.
8. The contractor should have valid registration with all statutory authorities such as Registrar of companies/Firms, Central/State Labor departments, ESI, EPF, GST, PAN Etc.
9. The contractor should have proper compliances such as PF, HRA, ESIC, Bonus, etc.
10. The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years. (in case STOCKHOLDING, Performance certificate from issued by STOCKHOLDING should be provided).

22. Documents to be Submitted

Sr. No.	Documents to be Submitted		Submitted (Yes/No)
1	2 DD's (EMD and BID Document Fee)		Upload
2	Unconditional Acceptance of Terms and Conditions of RFP		Upload
3	Bidders Profile		Upload
4	Authorization for signing of RFP Document and or POA/BR.		Upload
5	The Bidder should have GST Registration		Upload
6	Masked Commercial Bid format		Upload
7	Signed copy of the RFP and any Addenda/ Corrigenda		Upload
8	Undertaking for Point no. 7 in Eligibility Criteria		Upload
9	Self-Declaration (No Vigilance/No court case/No Blacklisting)		Upload
10	Customer Satisfactory Performance Reports		Upload
Sr. No.	Parameter/Eligibility Criteria	Documents to be Submitted	Compliance (Yes/No)
1	The Agency/ Firm must have registered as travel agency or operation of transport business (tour operators) with Govt. of Maharashtra.	Certificate of Incorporation/Registration	Upload
2	The Agency must have overall experience of 05 years in supplying vehicles to Govt. organization / PSUs / BFSI sector / educational institution / reputed private firms etc. as on 31 st January, 2020.	Copy of Purchase Order/Letter of Intent	Upload
3	The Bidders should have a minimum turnover of INR 35 Lakhs with positive net worth in each of the last 3 financial years as per the audited financial statement	2016-17 (Turnover)	Upload
		2017-18 (Turnover)	Upload
		2018-19 (Turnover)	Upload
		2016-17 (Profit)	Upload
		2017-18 (Profit)	Upload
		2018-19 (Profit)	Upload

23.Commercial Bid / Financial Bid

Sr. No.	Providing Shuttle Services	Rate per trip	No. of Trips per day	Amount (in INR Excluding Taxes)
1	49 Seat Buses		12	
2	17 Seat Buses		40	
	Total			
	2nd Year (5% on total)			
	3rd Year (5% on 2nd year)			

Note:

1. The lowest bidder will be based on the Total price per day.
2. The total price is exclusive of Taxes
3. Fresh work order will be issued every year subject to review of performance and work satisfaction.
4. For every year 5% increase will be given to the contractor.
5. Stockholding reserves the right to terminate the contract by giving One months' notice

24. Annexure and Forms

1. Bidders Profile

Date:

Sr. No.	Parameters	Details
1	Name and address of Firm	
2	PAN No. copy	
3	Copy of registration certificate regarding GST	
4	Registered Office Address of the Bidder	
5	Correspondence address at Mumbai with contact person/s name/s, telephone number, mobile number etc.	
6	Contact person/s name/s, telephone number, mobile number etc. for the purpose of this RFP if different from the authorized signatory.	
7	Name and designation of the person authorized to sign the Bid / proposal and all other documents incidental to the RFP.	

Signature:

Name of the Authorized Person:
(Authorized for this RFP)

Designation:

Company Seal:

2. FORMAT OF PRE – BID QUERIES

To be submitted in excel file format only

To be sent to the email: shcil.cpt@stockholding.com, viraj.prabhu@stockholding.com,
anand.shankar@stockholding.com

Subject line of email: “RFP for Shuttle Services – Pre-bid queries- “(bidder name)”

Bidder Name: Contact Person: Contact no / email id:				
Sr. No.	RFP Ref Pg. No.	Clause No.	Existing Clause Details	Clarification Sought
1				
2				
3				
.....				

Name of the Authorized Person:

Designation:

3. Self-Declaration

(Undertaking to be submitted on Bidder Company's Letter Head)

To,

STOCKHOLDING

RFP for Shuttle Services

RFP no. _____

We, [•] (name and designation) on behalf of [•] having its registered office at [•] have submitted a Bid proposal to STOCKHOLDING for [•] in response to the Request for Proposal (RFP) dated issued [•] by STOCKHOLDING.

We are duly authorized persons to submit this undertaking.

We have read and understood the aforesaid RFP and we hereby convey our absolute and unconditional acceptance to the aforesaid RFP.

We do not have any business relationship with STOCKHOLDING including its directors and officers which may result in any conflict of interest between us and STOCKHOLDING. We shall on occurrence of any such event immediately inform the concerned authorities of the same.

We have submitted our Bid in compliance with the specific requirements as mentioned in this RFP.

We have provided with all necessary information and details as required by STOCKHOLDING and shall provide with such additional information's may be required by STOCKHOLDING from time to time.

Neither we nor any of our employee/director has been barred from providing the Services nor are we in negative list/blacklisted by any Organizations, statutory or regulatory or investigative agencies in India or abroad in the last 5 years.

There are no vigilance and / or court cases pending against us/company and no inquiry or investigation pending against us from any statutory regulatory and / or investigation agency.

All the information furnished here in and as per the document submitted is true and accurate and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are aware that we would be liable to any punitive action in case of furnishing of false information / documents.

We also undertake that; we were/are never involved in any legal case that may affect the solvency / existence of our organization or in any other way that may affect capability to provide / continue the services to STOCKHOLDING.

It is further certified that we have not modified or deleted any text/matter in this RFP. Dated this _____ day of _____ 2020.

Signature:

(Company Seal)

In the capacity of Duly authorized to sign bids for and on behalf of.