

**PRESIDENT'S SECRETARIAT**  
(Garage Section)

**REQUEST FOR PROPOSAL**

No. PMG-05/10/2024-Garage


25 April, 2025

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Name of Work: Hiring of Electric Carts [special electric carts for Divyangjan] for ferrying within the President's Estate.

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Certified that this RFP (Request for Proposal) contains pages 1 to 7.

  
(Davinder Kohli)  
Under Secretary (Transport)



**PRESIDENT'S SECRETARIAT**  
**(GARAGE SECTION)**

**REQUEST FOR PROPOSAL FOR HIRING OF ELECTRIC CARTS**

No. PMG-05/10/2024-Garage


25 April, 2025

The Under Secretary (Transport), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India invites Request for Proposal for **"Hiring of Electric Carts [ 04 nos. Special Electric Carts for Divyangjan) under Two-bid system from reputed transporters/fleet owners having capacity to supply the above vehicles on monthly hire basis for a period of one year for ferrying within the President's Estate Rashtrapati Bhavan, New Delhi.**

S. No.	Name of work	Estimated cost in (Rs.)	EMD	Contract period	Time & last date of submission of bids	Opening date of bids
1.	"Hiring of Electric Carts [04 nos. Special Electric Carts for Divyangjan) for ferrying within the President's Estate Rashtrapati Bhavan, New Delhi	49.00 Lakh	1,50,000/-	12 months		

**Eligibility**

1. The bidder should have executed any similar works ending with 31.03.24 in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities.
2. The firm must have Goods and Service Tax (GST) Registration Number. A copy of the GST Registration Certificate should be uploaded with the Technical Bid.
3. The bidder must send a copy of PAN No. along with Income Tax Return for last **3 financial years** ending with **31.03.2024 (FY 2021-22, 2022-23 & 2023-24)** with technical bid.
4. All registered agencies who are providing similar kind of services for last three years and having annual average turnover of Rs. 12 lakh during the last three financial years ending with **31.03.2024 (FY 2021-22, 2022-23 & 2023-24)** may submit proposal. A certificate duly certified by Chartered Accountant should be sent with the technical bid

  
(Davinder Kohli)  
Under Secretary (Transport)



**TECHNICAL BID**

A. Details to be furnished by the bidder in all respect:

1.	Names, address of firm/Agency and Telephone numbers and email	
2.	Registration No. of the Firm/Agency (if any)	
3.	No. of years of existence/ incorporation certificate	
4.	Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency to deal with.	

B. The bidder will be required to submit the copies of following documents/ certificates along with technical bid failing which the firm will be disqualified for opening of financial bid.

Sl. No.	List of documents to be submitted.
1.	Earnest Money Deposit (EMD) of Rs.1,50,000/-
2.	Valid registration or enlisted contractors in Ministries/Department, Govt of India, State Govt. or PSU or Autonomous body or the firm should be reputed having experience in providing electric carts, ending with 31.3.2024.
3.	A copy of Pan Card
4.	GST registration certificate
5.	Provident Fund Account No.
6.	Income Tax return acknowledgement for last 03 financial year ending with 31.03.2023 <b>(FY 2021-22, 2022-23 &amp; 2023-24)</b>
7.	Experience certificates in similar works ending with 31.03.2024.
8.	Details of turnover during last 03 financial years ending with 31.03.2024 <b>(FY 2021-22, 2022-23 &amp; 2023-24)</b> duly certified by CA as eligibility criteria.

I hereby certify that the information furnished above is full and correct to the best of our knowledge. I undertake that in case any deviation is found in the above statement at any stage, the company/ firm will be black-listed and will not be allowed to have any dealing with President's Secretariat in future.

(Signature of authorized signatory)  
With seal



### **TERMS AND CONDITIONS**

1. The intending bidder must read the terms and conditions carefully. He/she should only submit his/her bid if he/she considers himself eligible and he/she is in possession of all the documents required.
2. The tenderer should sign with seal on each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid
3. The contract shall be valid for a period of one year from the date of signing of the agreement. The President's Secretariat reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the President's Secretariat. The contract will be awarded initially for a period of 03 months, which may be extended for further at the same rate, terms & conditions on satisfactory performance of the agency.
4. Tenderer has to furnish earnest money deposit of **Rs. 1,50,000/- (Rupees One lakh fifty thousand only)** in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favor of the **Pay & Accounts Officer, President's Secretariat** payable at **New Delhi**. The original EMD in the form of Demand Draft should be deposited at **Garage Section, President's Secretariat, Rashtrapati Bhavan, New Delhi**.
5. EMD should reach the undersigned before the last date of bid submission, failing which offer will be liable for rejection. Bidders have to attach Earnest Money Deposit along with bid.
6. The successful tenderer shall need to deposit a "Security Deposit" equivalent to 3% of the tendered cost in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favour of Pay & Accounts Officer, President's Secretariat. **The security deposit will be returned after 60 days of obligations/completion of the term of the contract.** The security deposit shall be **forfeited** in case of the successful bidder refuse or fail to execute the order after the acceptance of tender and/ or unsatisfactory performance. The firm shall be blacklisted in addition to termination of the contract in question.
7. The Earnest Money Deposit shall be returned to the successful bidder after the aforesaid security deposit is received. The earnest money of unsuccessful bidders shall be refunded after the award of the tender. No claim will be entertained for any delay in this regard. No interest on the Earnest Money Deposit shall be paid.
8. The EMD will be forfeited in the following conditions:
  - (a) If at any stage, any of the information/declaration given by the bidder is found false;
  - (b) In case of any lapse/default with regard to the terms and conditions of the RFP at any stage after submitting the bid.
  - (c) In case of final selection, if the bidder fails to furnish Security Deposit in accordance with the terms and conditions of the RFP.
  - (d) If the bidder declared successful for the offer, does not accept the work for any reasons, whatsoever.



9. The bidder shall quote their rates in the financial bid as mentioned in Annexure -II. The rates quoted in the financial bid by the bidder should be unit rate inclusive of all charges other than taxes. The rates may be quoted on monthly basis.
10. **The L-1 will be determined as per overall lowest quoted rates.** The President's Secretariat reserves the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted. The tender can be modified/ postponed /cancelled at the discretion of President's Secretariat, without assigning any reason.
11. The vehicle provided by the contractor on hire will be with Driver. The contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
12. The vehicles should be in good running conditions. The vehicles provided should not be older than two years. The President's Secretariat reserves the right to vary the numbers of vehicles hired as per actual requirement. However, **requirement shall not be increased/decreased beyond 25% of contract value.**
13. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle. The President's Secretariat has the right to hire vehicle from any other sources at the expense of the contractor.
14. The contractor shall provide names, addresses and mobile numbers of the drivers along with their driving license number and copies within one week of the award of the contract. The agency shall ensure the drivers so deployed should have valid driving license, adequate experience and turn out to be in uniform while on duty.
15. The entry of individual into the President's Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the contractor shall submit the details in advance. Persons with good conduct record only would be allowed to work.
16. It is sole responsibility of agency to deploy the drivers with sound mental and physical health and make sure that they should not take alcohol during duty hours and perform duty sincerely and diligently. Police verification of deployed staff shall be ensured by contractor.
17. The contractor shall not deploy any driver who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
18. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor during the period of agreement and after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.
19. Any person, who is in Government service or an employee of President's Secretariat, should not be made partners to the contractor directly or indirectly in any manner whatsoever.



20. The contractor shall indemnify the President's Secretariat against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
21. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 15 days to the contractor.
22. The contractor shall provide vehicles as per requirement of the President's Secretariat including public holidays, Saturdays and Sundays.
23. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
24. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than two years old.
25. Comprehensive Insurance of the vehicle and the risk of passenger travelling in the vehicle should be covered by the contractor to the extent of liability as specified in the Motor Vehicles Act and Rules made there under or any other law in force. (Copy of Insurance should be submitted).
26. The department shall not be responsible for damages of any kind for any mishap/accident/injury caused to the vehicles / driver while performing duty for this office. All liabilities, legal or pecuniary, shall be borne by the contractor.
27. The contractor will maintain separate log books for each vehicle which will also be verified/countersigned by the concerned officer.
28. No advance payment will be made.
29. The bills in duplicate should be made date-wise by the contractor and should be submitted to Garage Section on monthly basis. The payment will be made within 01 month after submission of bill through NEFT/RTGS. Performance of the agency will be reviewed by officer concerned before passing of the bill.
30. The President's Secretariat will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates.
31. **Penalties**
  - (a) For non-providing of vehicle in time: Rs.200/- per hour of delay.
  - (b) For not providing vehicles: Rs.2500/- per default per day or actual hire charges from other sources, whichever is higher.
  - (c) On misbehavior by the Driver: Rs.500/- per default
32. In case of any dispute or differences arising in between the contractor and the President's Secretariat, the decision of the Secretary to the President, Rashtrapati Bhavan shall be final and binding to both the parties.
33. Any dispute shall be subject the exclusive jurisdiction of Delhi Courts.
34. I accept all the terms and conditions as laid down above.

(Signature of the bidder)



**Annexure - II**

**FINANCIAL BID**

**HIRING OF ELECTRIC CARTS**

<u>S.No.</u>	<u>Details of Electric Carts</u>	<u>Unit</u>	<u>Rates be quoted by the bidder inclusive of all charges other than taxes</u>	
			<u>In figure</u>	<u>In word</u>
1		Per month		
2		Per month		
3		Per month		
4		Per month		