

# **REQUEST FOR PROPOSAL (RFP)**

## **For Hiring of CNG-Powered Hatchback Vehicle with Driver on Lease**

**Directorate General of Shipping (DGS), Ministry of Ports, Shipping and Waterways,  
Government of India**

### **1. INTRODUCTION**

The **Directorate General of Shipping (DGS)**, under the **Ministry of Ports, Shipping and Waterways**, Government of India, invites **sealed quotations** under the **Local Purchase Committee (LPC)** method (as per Rule 155 of GFR 2017) for the **leasing of one CNG-powered hatchback vehicle** (Maruti Wagon R CNG or equivalent) along with a trained, uniformed driver for official use.

This RFP outlines the **terms, conditions, scope, and eligibility** criteria for interested and eligible vendors to submit their proposals.

### **2. OBJECTIVE**

The objective of this RFP is to engage a reliable and professional vehicle leasing service provider who will supply a **roadworthy, air-conditioned, insured, and CNG-powered hatchback vehicle** along with a driver. The vehicle will be used for 24x7 secretariat and official transport duties of DGS personnel.

### **3. SCOPE OF WORK**

The selected service provider shall:

- Provide one (01) CNG-powered air-conditioned hatchback (Maruti Wagon R CNG or equivalent).
- Provide a qualified, uniformed, and trained driver with a minimum of 2 years of experience and a valid commercial LMV driving license.
- Be responsible for fuel (CNG), maintenance, driver salary, insurance, and statutory compliance.
- Ensure the vehicle is available 24x7 for both local and outstation duties.
- Ensure cleanliness and readiness of the vehicle at all times.
- Ensure the driver has a working mobile phone with internet for navigation and communication.

## **Terms & Condition :-**

### **Buyers Obligations**

- The location for reporting shall be provided by the buyer to the service provider.
- The toll charges, parking fee or entry taxes payable locally or outstation shall be reimbursed by the Buyer to the Service Provider on actual basis as paid by the service provider.
- In the event that the vehicles run more than the package kms as mentioned in the order details, the charges for additional km travelled will be paid as per the factor given above or as per the unit rate defined by the buyer in bid.
- In the event of outstation travel, outstation night charges will be paid to the service provider if the duty hours end between 10:30 pm and 6:00 am at an outstation location.
- The Buyer/ passenger must immediately report to the designated representative of the Service Provider for any problems, complaints, incidents, or accidents that occur during the trip, including any form of inappropriate behavior/ improper uniform by the driver.
- It is fundamental that the driver does not under any circumstance directly or indirectly approach, solicit or accept work in any form the buyer/ passenger. If the driver of the vehicle communicates directly with the Buyer/passenger (either by telephone, in writing or verbally, and either before, during or after a trip) to make alter or change the nature of service provided the Buyer must immediately inform the Service Provider.
- Buyer may validate the registration from e-vahan portal for authenticity of the vehicle proposed by the service provider.

### **Service Provider Obligations**

- Service Provider shall ensure that the level of service rendered is of the highest professional standard and shall ensure full compliance to the terms and conditions of the contract.
- Service Provider shall ensure that proper inspection of vehicle has been done before deploying it to the Buyer/ Consignee location as per the contract.
- The Service Provider shall ensure that all maintenance works related to the assigned vehicle will be carried out in off duty hours. It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning and other vehicle systems shall be periodically checked and maintained by service provider to avoid any inconvenience to the buyer.
- The service provider shall provide at his own cost proper uniform and badges and photo identity cards to the drivers in compliance with the Motor Transport Workers Act. The service provider shall pay the toll charges, parking fee or entry taxes payable locally

or outstation which shall later be reimbursed by the Buyer on actual basis as paid by the service provider.

- The service provider must ensure that all necessary measures are taken by the driver to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
- The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to the buyer.
- In an event that, for any reason, the drivers provided change their contact number during the tenure of the contract then service provider will immediately notify the buyer of the above change.
- The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules/Guidelines/Notifications/Regulations/Orders shall rest with the service provider only and the buyer will not be liable in any manner.
- The Service Provider shall not deploy or shall discontinue deploying the driver(s), if desired by the Buyer and must ensure prompt replacement of the driver(s) without any additional cost to the Buyer. The drivers being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with Buyer.
- A mandatory, detailed contingency plan(s) in the event of mechanical breakdown of the vehicle shall be provided by the service provider.
- In an event that service provider fails to deliver or fails to carry out tasks as per schedule due to non-delivery of vehicle, break-down, servicing and repairs of vehicles, or if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, the Service Provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into, without any extra charges. Failure to do so will evoke deductions then buyer shall have right to make necessary deductions as per the provisions mentioned in the deductions of this document.
- The Service Provider would be bound by the conditions with regard to police verification of the deployed staff and their medical fitness.
- The Service Provider will deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services. The service provider shall be

personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

**Other Terms & Conditions:**

- The vehicle provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.
- The vehicle provided shall be air conditioned and shall be equipped with an emergency medical first aid kit and a fire extinguisher.
- The vehicle should be always in excellent working condition (both internally and externally). The service provider shall ensure that the vehicles deployed by him are cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, bad odour and any personal belonging of drivers.
- The vehicle deployed shall arrive at designated location on time and with full or sufficient tank of fuel.
- The vehicle deployed shall be parked at the Buyer's/User's premises after duty hours if desired so by the Buyer/User and cannot be taken-out without written permission from the Buyer/User.
- The driver of the vehicle must possess a valid driver license and must have a minimum 2 years of driving experience
- The driver of the vehicle must have a working mobile number for easy contact by the passenger. It must also always have an active internet connection where google maps can be accessed, to navigate the shortest and/or fastest route possible avoiding traffic jams. The driver shall be always reachable during duty hours.
- The driver of the vehicle deployed should maintain polite & courteous behaviour towards the buyer/ passenger. "Misbehaviour" which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by user, use of abusive language, theft, shall attract deduction as per provisions of the contract.
- The Service Provider shall not sublet any part of the Contract. The Service Provider may act as an aggregator of vehicles/ individual drivers. However, it is the Service Provider who shall be responsible and liable to deliver the services as per the contract.
- The time of service provided shall start from the point of pick up to the point of final drop off and the garage hours and km shall not be included.

- The Buyer shall be entitled to use the vehicle within the scope of service specified under this contract and at no time during or after the completion of the contract, will the ownership of hired vehicle be transferred to the Buyer.
- The vehicle deployed for duty shall at no point of time carry any person other than personnel authorized by the buyer.
- The drivers/ staff provided by the service provider shall not be deemed employees of the buyer hence the compliance of the applicable labour laws and acts, Transport Motor workers Act and other relevant laws will be the sole responsibility of the service provider.
- Buyer shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle. The Service Provider shall be solely and exclusively liable for the losses / damages caused by the driver of the Service Provider and shall indemnify the Buyer in case of any such losses / damages.
- The buyer will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider.
- During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk.

#### 4. DEFINITIONS

- **Buyer:** Directorate General of Shipping, Ministry of Ports, Shipping and Waterways.
- **Service Provider:** The selected vendor/fleet operator supplying the vehicle and driver.
- **Local Travel:** Within 50 km of the city limits or within the city.
- **Outstation Travel:** Travel beyond 50 km from city limits.

#### 5. CONTRACT PERIOD

- **Duration:** 12 months from the date of commencement may be extended for another 2 years on mutual party consent.
- **Commencement:** Within 15 calendar days from issuance of Work Order.

#### 6. VEHICLE REQUIREMENTS

- Type: Hatchback (CNG-powered)

- Make/Model: Maruti Wagon R CNG or equivalent
- Age of Vehicle :- 2022 or newer (Odometer reading not more than 50,000 km)
- Fuel: Compressed Natural Gas (CNG)
- Air Conditioning: Mandatory
- Vehicle Fitness: Valid fitness certificate, PUC, insurance, commercial registration, and all required statutory approvals.

## 7. DRIVER REQUIREMENTS

- Valid driving license
- Minimum 2 years of commercial LMV driving experience
- Familiar with Mumbai/Navi Mumbai/Thane routes
- Working smartphone with internet and Google Maps access
- Neat uniform and well-groomed
- Polite and courteous behavior
- No alcohol or substance abuse

## 8. SERVICE LEVEL REQUIREMENTS

- The vehicle must be made available **24x7**, including weekends and public holidays.
- The Monthly usage of the vehicle is 2000 km beyond this extra km charges will be paid according to clause 10 (Price structure)
- The driver should report punctually to the assigned location.
- Any **breakdowns, delays, misbehavior, etc** will invite penalties as detailed in the penalty schedule (See Section 14).
- Alternate vehicle must be arranged in case of breakdown or unavailability of the assigned vehicle.

## 9. STATUTORY COMPLIANCE

The service provider must ensure compliance with the following:

- Minimum Wages Act
- Motor Vehicles Act

- ESI and EPF Acts
- Labour Laws (Central and State)

## 10. PRICE STRUCTURE

The proposal must clearly quote the **monthly leasing cost** (including driver charges, fuel, insurance, maintenance, taxes) and **annual cost** for providing the CNG hatchback vehicle with driver on a 24x7 basis.

**Extra per km charges** - Monthly package cost divided by no. of kms in monthly package multiplied by factor 0.4 in case of 24x7 service.

An example of calculation for extra kms illustrated below for reference:

Calculation of extra Kms cost for extra 100 Kms beyond package Kms |

Particulars	Description
<b>Package</b>	Package - 2000 Kms/month
<b>Package Cost (in INR) (Suppose)</b>	60000
<b>Per Km cost as per package</b>	Per Km cost as per package (Rs. 60000/2000 Kms) = 30
<b>Multiplied by factor</b>	Multiplied by factor 0.4 = 12
<b>Cost for extra 100 Kms</b>	1200

## 11. PAYMENT TERMS

- Payment shall be made **monthly** after receipt of a **valid invoice** from the Service Provider.
- Payment will be made only after generation of **Service Delivery Acceptance Certificate (SDAC)** by the consignee.
- Payment will be made via **electronic bank transfer**.
- No advance payment or cash/cheque payments will be made.
- Applicable taxes (GST) must be included in the invoice.
- All **deductions**, if applicable due to SLA breaches, shall be made prior to final settlement each month.

## 12. PENALTIES AND DEDUCTIONS (LD Clause)

#	Nature of Default	Default Details	Deductions	Remarks
			1st instance	2nd instance
1	Non deployment of vehicle/driver (no replacement provided)	Non deployment for 30 min or more, no replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a deduction of 5% of monthly vehicle hiring cost
2	Non deployment of vehicle/driver (replacement provided)	Non deployment for 30 min or more, replacement provided within 2 hours	Warning	Deduction of 3% of particular monthly vehicle hiring cost
4	Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a deduction of 4% of monthly vehicle hiring cost
5	Breakdown of vehicle during trip (replacement provided)	Replacement provided within 2 hours	Warning	Amount of charges for vehicle hired by Buyer from third party and a deduction of 2% of monthly vehicle hiring cost
6	Delay in arrival of vehicle/driver	For 30 mins or more	Warning	Deduction of 1% of monthly vehicle hiring cost
7	Misbehaviour by driver/ unacceptable behaviour by driver	Any instance	Deduction of Rs. 1000	Deduction of Rs. 2000



8	<i>Driver in intoxicated state</i>	<i>Any instance</i>	<i>Deduction of Rs. 2500</i>	—
9	<i>Failure to address deficiencies pointed out at inspection</i>	<i>Deficiencies not addressed after 24 hours of inspection</i>	<i>Deduction of Rs. 500/-</i>	<i>Deduction of Rs. 800/-</i>

*Note: Buyer reserves right to terminate the contract if cumulative penalties exceed 10% of the contract value or due to repeated non-compliance.*

### **13. PROPOSAL FORMAT & SUBMISSION GUIDELINES**

#### **Submission Deadline**

- 21 days from the publication of this tender in E-Publish portal

#### **Submission Mode**

- This is a single Cover bid i.e both the financial and technical bid shall be provided in a single cover or envelope.
- Physical sealed cover submission to:

#### **Directorate General of Shipping**

9th Floor, Beta Building, i-Think Techno Campus,  
Kanjurmarg East, Mumbai – 400042

SPOC: Kuldeep Singh

Contact No.: 7415603132

#### **Proposal Contents**

Each proposal must contain the following documents in a sealed envelope:

1. **Covering Letter** (on company letterhead)
2. **Company Profile**
3. **Vehicle Details** (make, model, registration documents)
4. **Driver Credentials** (license, ID, background)
5. **Price Bid** (Monthly and Annual cost) as per Annexure I provided
6. **Eligibility Documents** (see Section 14)

7. **Proof of Office Location** in Mumbai/Navi Mumbai/Thane
8. **Delivery Commitment** (within 15 days of Work Order)
9. **Validity of Quotation** (minimum 60 days)
10. **Self-Declaration** (not blacklisted by any government body)

#### 14. ELIGIBILITY CRITERIA

Sr. No.	Criteria	Supporting Document
1	Registered firm/company in India	Certificate of Incorporation
2	Valid PAN/TAN and GST registration	Copy of PAN and GST
3	3 similar experience in vehicle rental/driver services in last 10 years	Work Orders or Client Experience Letters
4	Registered office in Mumbai/Thane/Navi Mumbai	Address proof (e.g., utility bill, rent agreement, company registration)
5	Not blacklisted by any government entity	Self-declaration on firm's letterhead

#### 15. EVALUATION PROCESS

- **Eligibility Check:** Based on submitted documents.
- **Financial Evaluation:** L1 (lowest) bidder among technically qualified proposals will be selected.
- Evaluation will be conducted by **Local Purchase Committee (LPC)** of DGS.

#### 16. GENERAL CONDITIONS OF CONTRACT

- No part of the contract shall be sublet by the service provider.
- The vehicle shall remain the **property of the service provider**; DGS assumes **no ownership**.
- Any damage, accident, or third-party claim shall be the **liability of the service provider**.
- Vehicle must **not carry unauthorized passengers**.
- In case of force majeure, appropriate amendments will be made upon mutual consent.

- Breach of contract terms or repeated SLA violations will result in **termination with penalties**

### **Amendment to contract**

During service delivery period some conditions may occur where the Buyer and/or Service Provider may require to amend the Contract, some of such conditions may be as followed:

- **Amendment of the Contract after event of Force Majeure:** A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as war, strike, riots, crimes (but not including negligence or wrongdoing, predictable/seasonal rain) and any other events specifically quoted in the clause). In case of occurrence of such event which has affected either party directly to perform the agreed services, the contract can be amended. However, cause, evidence and nature of such effect shall be notified to the other party.
- **Amendment in statutory variations:** All statutory variations leading to increase in the cost of the contract will be debited to the buyer accounts.

### **Termination of contract**

The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for the following reasons:

- **Mutual consent:** The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.
- **Breach of contractual obligations:** The Buyer shall have the right to terminate the Contract effective immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract where that breach is not capable of remedy; or if the Service Provider breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.
- **Breach of SLAs:** The contract may also be terminated by the Buyer if (i) the cumulative penalties rise to 10% of the contract value or (ii) the same instance of default as mentioned in the SLA.

However, termination of this Contract shall not affect any accrued rights or remedies of either party.



## ANNEXURE – I

### FINANCIAL PROPOSAL FORMAT

(To be submitted along with the Techno-commercial bid only)

Sr. No.	Item Description	Quantity	Monthly Cost (INR) (Inclusive of all taxes)	Annual Cost (INR) (Inclusive of all taxes)
1	CNG Hatchback Vehicle with Driver (24x7 basis)	1	₹ _____	₹ _____

**Note:**

- The cost must be inclusive of driver wages, fuel (CNG), maintenance, insurance, statutory compliance, etc.
- No hidden costs will be accepted.

## ANNEXURE – II

### SELF-DECLARATION (BLACKLISTING/NON-LITIGATION)

(To be submitted on company letterhead, signed and stamped)

text

To

The Director,  
Directorate General of Shipping,  
9th Floor, Beta Building, i-Think Techno Campus,  
Kanjurmarg East, Mumbai – 400042

Subject: Declaration Regarding Non-Blacklisting

Dear Sir/Madam,

This is to certify that our company/firm, [Name of Company], having its registered office at [Full Address], has never been blacklisted, debarred, or suspended by any Central/State Government Department, Public Sector Undertaking, Autonomous Body, or Local Authority.

We also certify that there are no pending litigations or legal disputes that may affect our ability to perform the obligations under the contract if awarded.

Thank you.

Sincerely,  
Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Company Seal)

## **ANNEXURE – III**

### **FORMAT OF COVERING LETTER**

(On Company Letterhead)

To  
The Director,  
Directorate General of Shipping,  
9th Floor, Beta Building, i-Think Techno Campus,  
Kanjurmarg East, Mumbai – 400042

Subject: Submission of Proposal for Leasing of CNG Hatchback Vehicle with Driver

Dear Sir/Madam,

With reference to your Request for Proposal (RFP) for the leasing of a CNG hatchback vehicle with a driver on a 12-month lease basis, we hereby submit our proposal as per the prescribed format and enclose the following documents:

1. Company Profile
2. Vehicle Model Details and Statutory Documents
3. Driver Credentials
4. Price Bid (Sealed)
5. Proof of Eligibility Criteria
6. Delivery and Service Commitment
7. Declaration (Annexure-II)

We agree to abide by the terms and conditions mentioned in the RFP and undertake to deliver the service within the stipulated time from the issuance of the Work Order. The quotation shall remain valid for 60 days from the date of submission.

Sincerely,  
Authorized Signatory  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_  
(Company Seal)

## ANNEXURE – IV

### CHECKLIST FOR SUBMISSION

Sr. No.	Document Description	Attached (✓/X)
1	Covering Letter (Annexure-III)	
2	Financial Proposal (Annexure-I) – Sealed	
3	Company Registration Certificate	
4	PAN and GST Registration	
5	Past Work Orders/Experience Certificates	
6	Office Address Proof (Mumbai/Thane/Navi Mumbai)	
7	Self-Declaration (Annexure-II)	
8	Vehicle Documents (RC, Insurance, Fitness, PUC)	
9	Driver's License and ID Proof	
10	Delivery Commitment (within 15 days from Work Order)	
11	Validity of Quotation (min. 60 days from date of submission)	