

TENDER FOR EMPANELMENT OF AGENCIES FOR HIRING OF TAXI/BUS SERVICES BY ALL INDIA FOOTBALL FEDERATION FOR A PERIOD OF ONE YEAR

TENDER No. 006/23 Dated 7th April 2023

All India Football Federation (AIFF) is the governing body of football in India recognized by the Ministry of Youth Affairs & Sports having its office at Football House, Sector-19, Phase I, Dwarka, New Delhi - 110 075. The All India Football Federation is in process for empanelment of agencies for hiring of taxies/buses for official use for a period of two years.

1. Invitation of Sealed Tenders under Two Bid System:

Sealed Bids are invited from the reputed transport service providers from Delhi/New Delhi/NCR and other cities on PAN India basis. The details of the requirement of vehicles are as under :-

S.No.	Description	Category of vehicles
1.	Day to day requirement of taxies	1. Crysta Innova 2. Mercedes S Class/E Class or equal cars 3. Maruti Desire/Toyota Etios/Honda Amaze or equal cars
2.	Day to day requirement of buses	1. AC Delux Bus Services (35 Seaters) 2. AC Delux Bus Services (42 Seaters) 3. Volvo 42 Seaters Multi Axel *along with Driver and Conductor

2. Last date for submission of bid :

The last date for submission of technical and financial bids are as per following schedule :

1	Last date and time for deposit of bid at AIFF Office, New Delhi	A soft copy of the bid AS WELL AS a Hard copy to be submitted by 5 PM on Thursday,20th April, 2023. The E mail for queries ,if any and submission of the soft
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		copy along with attachments is aiff.tenders@the-aiff.com
2	Date and time for opening of Technical and financial bid	21st April, 2023 (Friday) at 2.30 p.m. Representative of the firms/agencies may attend the bid opening process as per schedule, if desired so. No separate invitation/intimation shall be issues in this regard.
	*In case the date specified for submission of bid falls on or is subsequently declared a holiday or closed day for this office due to unforeseen circumstances , the bids will be received upto the appoint time. i.e. 5.00 p.m. on the next working day of this office.	

3. Two bid system :

The bid should be submitted in a sealed cover in two parts (Technical Bid) and (Financial Bid).

The Technical bid should be submitted in the prescribed application form (Annexure - I) and the Financial Bid should be submitted in the prescribed application form (Annexure - II). Both the Technical Bid and Financial Bid should be signed and stamped by the authorized person. The Technical Bid should be superscribed as "TECHNICAL BID FOR SUPPLY OF TAXIES/BUSES" as mentioned Annexure I and Financial Bid should be superscribed as "FINANCIAL BID FOR SUPPLY OF TAXIES/BUSES" as mentioned Annexure II.

*Please note that each page of the tender should be duly numbered, stamped and signed by the authorized signatory.

GST/Taxes should be mentioned separately.

4. Eligibility Criteria :

S.No.	Description of Information & Documents required	Criteria Fixed by AIFF
1	Minimum number of registered vehicles in the name of firm True copies of Registration Certificates (RCs) of Taxi/Cars in name of company/Firm should be submitted duly self certified and stamped by authorized person	Minimum 05 (Five) Taxies ae mandatory. However, the vendor should be competent enough to provide more number of taxies as per requirement of AIFF from time to time
2.	Minimum 5 years old firm (Submit self certified copies of (1) Firm's registration/PAN or any other Govt. documentary proof for verification)	Mandatory
3	GST Registration (True copy of GST Certificate should be submitted)	Mandatory

4	PAN (True copy of PAN card should be submitted)	Mandatory
5.	Company Profile of Firm/Company (A write up in the field of relevant activities being carried out by the firm/company should be submitted.	Mandatory
6	List of clients (List of clients may be submitted duly self certified and stamps by the authorized person)	Mandatory
7	Banker's Details (Name of Bank/Branch address/Name of Account holder/Account number/CA or SB Bank Account/IFSC Code number)	Mandatory
8	Income Tax Return (ITRS) (True copy of ITRs for past three years should be submitted duly self certified and stamped by authorized person)	Last three years

5. Earnest Money Deposit (EMD)

- (i) EMD of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Pay Order/Banker's Cheque from any Nationalized /Commercial Bank in favor of ALL INDIA FOOTBALL FEDERATION payable at New Delhi must be submitted with the bid. Bid without EMD and in any other form will not be considered and the bid shall be rejected.
- (ii) The EMD shall be without interest and no interest shall be payable during the period of holding with AIFB for completion of tender process
- (iii) The EMD should remain valid at least for a period 45 days beyond the final tender validity period.
- (iv) EMD of bidder will be forfeited, if the bidder withdraws or amends its bid in any respect within the period of validity of its bid.
- (v) EMD will be returned to all unsuccessful bidders without interest after completion of tender process within 30 days.

6. Other Terms and Conditions :

- (i) The vehicles provided should be authorized to be used as taxies and should have proper permission of the areas to be traveled in Delhi/NCR and other cities and should not be more than 3 to 4 years old.
- (ii) The contractor should be able to provide taxies at a short notice/within 1-2 hours.
- (iii) The drivers engaged in the taxies should have valid driving commercial license to operate the taxi. Other necessary documents like copy of the Road Tax Clearance Certificate, Pollution Certificate, Insurance etc. should be available in the assigned vehicle.
- (iv) The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- (v) The driver engaged should be broadly familiar of the major routes of Delhi/NCR/other cities.

- (vi) In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- (vii) The AIFF reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- (viii) Billing will start from and end with office premises or designated place and not from & with the taxi stand. The vehicle may directly report to the designated person/officer when asked to report an officer at residence or at designated place where meter reading should be got noted by the user and duty slip should be got signed by the user along with additional signature on closing meter reading.
- (ix) In case of hiring of taxies, 40 kms. Or 4 hours shall be considered half day. In case, if the vehicle is detained above 4 hours, then it shall be treated as full day duty.
- (x) Decision of the Competent Authority of the Department regarding acceptance or rejection of tender will be final and binding.

ANNEXURE - I
APPLICATION FORM FOR TECHNICAL BID

S.No.	Description of Eligibility	Details filled up by the Firm/ Company
1	Name of the organization/ company (Registration document to be submitted duly self certified and stamps by the authorized person)	
2	Name of Proprietor/ Partners	
3	Complete Correspondence Address with pin code number	
4	Registration Certificate (RC) of at least 05 (Five) taxi/ cars Self Certified copies of all RCs should be attached. The vendor should be competent enough to provide more number of taxies as per requirement of AIFF from time to time	
5	Contact details :- Telephone numbers E-mail address Mobile numbers	
6	Company Profile of Firm (A Write up in the field of relevant activities being carried out by the firm/ company should be submitted.	
7	List of Clients List of clients of Central/State Govt./ PSU/ Corporate offices	
8	Banker's Details (Name of Bank/Branch address/ Name of Account Holder/Account Number/ CA or SB Bank Account/ IFSC Code Number	
9	For making online payment through RTGS/NEFT after empanelment for job work awarded by AIFF	
10	Registration of Firm	

	Minimum 5 years old firm. Copy of Reg. Certificate/PAN/Any other Govt. documentary proof should be attached duly self certified and stamped by the authorized person.	
11	GST Registration Copy of GST Certificate should be attached duly self certified and stamped by the authorized person	
12	PAN issued by the Income Tax Deptt. Copy of PAN should be attached duly self certified and stamped	
13	Income Tax Return (ITRs) Copies of the ITRs duly self certified and stamped should be attached for the last three years	
14	Balance Sheet duly certified by the CA should be submitted of the firm for the last three years	
15	EMD by way of Demand Draft/Pay Order in the name of All India Football Federation	Number : Dated : Rupees : Name of the Bank: Branch :
16	Superscribe the bid covers as under:- 1.Sealed Cover number one - Technical Bid 2.Sealed Cover number two - Financial Bid 3.Sealed Master Cover containing Technical and Financial Bids	

DECLARATION : It is certified that all the information provided by us is authenticated and true to our knowledge. The bid may be cancelled/rejected by AIFF in case, any information or document found to be wrong by any means at a later stage. It is also confirmed that all terms and conditions of this tender document of AIFF are acceptable to us.

(Name & Signature of the Bidder)

Full Name of the firm with complete

Company Rubber Stamp

ANNEXURE - II
FINANCIAL BID

S.No.	Particulars	Desize/Indigo/Etios & equal Cars	Crysta/Zyl o Scropio & equal cars	Mercedes "S" class or equal cars	Mercedes E-Class or equal cars	AC Buses (35 Seaters Delux)	AC Buses (42 Seaters Delux)/Volvo
1	Local full day duty 8 hrs. 80 kms.						
2	Local half day 40 kms. 4 hrs. duty						
3	Outstation full day duty (Min. 250 kms.) charges. Toll and State taxes extra at actual						
4	Extra per KM charges for local duty						
5	Extra per KM charges for outstation duty						
6	Per hour rates for extra hours duty						
7	Night charge for driver for local duty						
8	Night charge for driver for out station duty						
9	GST/Taxes should be mentioned separately						

Declaration:-

It is certified that all the information provided by us is authenticated and true to my knowledge. The bid may be cancelled/rejected by AIFF in case any information or document found to be wrong by any means at a later state. It is also confirmed that ll terms and conditions of this tender document of AIFF are acceptable to us.

(Signature of the Bidder)
Full Name of the firm with complete address
Company Rubber Stamp