



NOTICE INVITING TENDER

N.I.T. No. 06/2023

Dated: 9 November 2023

For and on behalf of the All India Football Federation (AIFF), sealed tenders are invited from vendors providing transport services (taxi/bus).

INTRODUCTION

The All India Football Federation, commonly referred to as AIFF, is the governing body for the sport of football in India. Established in 1937, the AIFF is responsible for organizing and developing football at all levels across the country. It is affiliated with the Asian Football Confederation (AFC) and FIFA (Fédération Internationale de Football Association), the global governing body for the sport.

We, at the AIFF, are looking for hiring an appropriate agency that provides transport services (taxi/bus) for a period of two years.

SCOPE OF WORK

The scope of work is as follows: -

Sl.No.	Description	Category of vehicles
1	Day to day requirement of taxies	<ul style="list-style-type: none">❖ Toyota Innova Crysta/Mahindra Xylo/Scorpio or cars of the same kind❖ Mercedes Benz S Class/E Class or cars of the same kind❖ Maruti Suzuki Swift Desire/Toyota Etios/Tata Indigo/Honda Amaze or cars of the same kind
2	Day to day requirement of buses (along with Driver & Conductor)	<ul style="list-style-type: none">❖ AC Deluxe Bus Services (35 Seaters)❖ AC Deluxe Bus Services (42 Seaters)❖ Volvo Multi Axle (42 Seaters)

TIME SCHEDULE

- | | |
|---|------------------------------|
| a. Date of issue of tender: | 9 November, 2023 |
| b. Last date for submission of application: | 16 November, 2023 (5 PM IST) |
| c. Opening of Technical and Financial Bids: | 17 November, 2023 |

ELIGIBILITY CRITERIA

Sl. No.	Description of Information & Documents required	Criteria
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 are 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 stamped 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

CONDITIONS OF CONTRACT

- The intending vendors should apply in writing applying for the instant tender. The application would invariably be signed by the contractor himself/herself. The application shall be submitted for the work listed above with all required documents & information as indicated under.

BIDS

- The Tender Documents with quoted offer should be placed in a sealed cover with the name of the Tenderers and the name of the work subscribed on it and titled "Application for Transport Services for AIFF". Supporting documents as required above should be enclosed with the offer. Sealed tenders including Technical and Financial Bids shall be deposited in



the Tender Box at the Reception Desk, All India Football Federation, Football House, Sector 19, Phase 1, Dwarka, New Delhi – 110075, on the date and within the time indicated above.

- Both the Technical and Financial Bids have to be submitted online at legal@the-aiff.com. Only bids which are both online and offline submitted within the due time will be considered valid.
- 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 in Annexure I and the Financial Bid should be superscribed as “FINANCIAL BID FOR SUPPLY OF TAXIES/BUSES” as mentioned in Annexure II.
- Tender is open to the eligible Vendors/Firms of appropriate class and skills.
- Tenders will be opened by a Tender Opening Committee constituted as prescribed by the AIFF.
- The Tenderer should sign on every page of the Tender Documents as acceptance of the general direction and conditions of contract and other laid down norms. The rate quoted should be both in figures and words and should be inclusive of Goods and Service Tax and all other Taxes and Levies. Over writing and correction should be avoided and if made should be authenticated. In the incidence of discrepancy in figures, the rates given in words shall prevail. Incomplete/conditional tenders shall be rejected forthwith.
- Avoidable damages due to negligence of the contractor shall be at his own risk and cost. The Department shall not be liable for payment of such damages (if any).
- The tender offer shall remain valid for a period of 30 days.
- All the conditions as mentioned in the Notice shall be deemed to be a part of the agreement to be entered with the contractor/vendor.
- The Department reserves the right to accept/reject any or all tenders without assigning any reason thereof.
- Subletting of contract work is against the norms and if it comes to the notice, the original contract shall be cancelled, and appropriate action shall be initiated as per the rules.
- In case the manpower employed by the contractor is from outside the state or neighboring countries, it shall be the responsibility of the contractor to get them registered with the Labor Department, Government of India, as per the relevant labor laws.
- It is expected of the tenderer to have its own correct assessment before submitting the bid.
- The contractor will have to pay all taxes and duties applicable and notified by the State/ Central Government and no claim shall be entertained in this regard whatsoever.

EARNEST MONEY DEPOSIT (EMD)

- EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Pay Order/Banker’s Cheque from any Nationalised /Commercial Bank in favour 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.

- The EMD shall be without interest and no interest shall be payable during the period of holding with AIFF for completion of tender process.
- The EMD should remain valid at least for a period of 45 days beyond the final tender validity period.
- EMD of the bidder will be forfeited, if the bidder withdraws or amends its bid in any respect within the period of validity of its bid.
- EMD without interest, shall be collected by all unsuccessful bidders from “Football House” after completion of tender process within 30 days.

OTHER TERMS AND CONDITIONS

- The vehicles provided should be authorized to be used as taxis 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. The contractor should be able to provide taxis at a short notice/within 1-2 hours.
- The drivers engaged in the taxis 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. The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered. The driver engaged should be broadly familiar of the major routes of Delhi/NCR/other cities.
- 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.
- 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.
- 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.
- In case of hiring of taxis, 40 km 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.
- Decision of the Tender Opening Committee regarding acceptance or rejection of tender will be final and binding.

APPLICATION FORM FOR TECHNICAL BID

Sl. 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 taxis 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 Dept. 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 the 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

Sl. No	Particulars	Dzire/Indigo/Amaze/Etios or cars of similar kind	Crysta/Xylo/Scorpio or cars of similar kind	Mercedes Benz "S" Class or cars of similar kind	Mercedes Benz E-Class or cars of similar kind	AC Buses (35 Seaters Deluxe)	AC Buses (42 Seaters Deluxe)/Volvo Multi Axle
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						

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