



IFCI Financial Services Limited

Request for Proposal [RFP]

For procurement of the service of car hiring agencies for providing car with driver
on monthly hire basis for office use

RFP No: IFIN/CPD-HO/Tender/2025-26/Admin/1

Date: 30th October 2025

To be submitted before

5.00 p.m on 19/11/2025

Addressed to:

IFCI Financial Services Limited

Corporate office: Kamak Towers, 4th Floor, Plot No.12-A (SP), Thiru Vi Ka Industrial Estate
Ekkatuthangal, Guindy, Chennai 600032.

Disclaimer

1. This RFP document is neither an agreement nor an offer by IFCI Financial Services Limited (hereinafter referred to as IFIN) to the prospective applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
2. IFIN does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for IFIN to consider particular needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by IFIN in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. Each prospective applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFP document and obtains independent advice from appropriate sources.
3. IFIN will not have any liability to any prospective Applicant/ Firm/ or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the assignment, the information and any other information supplied by or on behalf of IFIN or their employees, any Agency or otherwise arising in any way from the selection process for the assignment. IFIN will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon any statements contained in this RFP.
4. IFIN will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that IFIN is bound to select an applicant or to appoint the selected applicant, as the case may be, for the services and IFIN reserves the right to accept/reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. IFIN also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application. The same shall be updated on our website www.ifinltd.in
5. The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IFIN accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. IFIN reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on the website of IFIN www.ifinltd.in

SL No	Contents	Page No
1.	Invitation to Bid	4
1.1	Instruction to Agencies	5-6
1.2	Eligibility Criteria	7
1.3	Service provider obligations	7-9
1.4	Preparation of Proposals	9-10
1.5	Submission of Proposals	10
1.6	Opening of Proposals and Selection process	10-11
1.7	Payment Terms	11
1.8	Terms and Conditions	12
	Appendix – A – Bid form	13-14
	Appendix – B – Disclaimer certificate cum undertaking	15
	Annexure I	16
	Annexure ii	17

SECTION 1: INVITATION TO BID

IFCI Financial Services Ltd. (herein after referred to as “IFIN”), having its Corporate office at Kamak Towers, 4th Floor, Plot No. 12-A (SP), Thiru Vi Ka Industrial Estate, Ekkatuthangal, Guindy, Chennai 600032. The Request for Proposal (RFP) has been issued by **IFIN** on behalf of above mentioned office for procurement of the service of car hiring agencies for providing car with driver on monthly hire basis for IFIN’s Executives / senior management personnel.

1.1. The purpose of providing a motor car with “RENT A CAR” permit of Chennai RTO on hire for use by IFIN’s Executives / Senior management personnel in Chennai on monthly hiring basis, for a period of 12 months.

1.2. Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.

1.3. IFIN reserves the right to change the dates mentioned in this Tender document, which will be communicated to the bidders or posted at IFIN’s website www.ifinltd.in

1.4. The information provided by the bidders in response to this Tender document will become the property of IFIN and will not be returned. IFIN reserves the right to amend, rescind or reissue this Tender and all amendments will be advised to the bidders and such amendments will be binding on them.

1.5. This RFP document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

1.6. Interested Bidders are advised to go through the entire RFP before submission of Bids to avoid any chance of elimination. The eligible Bidders desirous of taking up the project for providing of proposed services of IFIN are invited to submit their technical and commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful Bidder will be entirely at IFIN’s discretion. This RFP seeks proposal from Bidders who have the necessary experience, capability & expertise to provide IFIN the proposed services adhering the IFIN’s requirement outlined in this RFP.

SECTION 1.1 INSTRUCTIONS TO AGENCIES

1.1.1 IFCI Financial Services Ltd. Is a subsidiary of IFCI Limited engaged in financial services having presence Pan-India basis.

1.1.2 IFIN proposes to appoint agency for providing car on monthly hire basis at Corporate office situated at Kamak Towers, 4th Floor, Plot No. 12-A(SP), Thiru Vi Ka Industrial Estate, Guindy, Chennai 600 032.

1.1.3 The agency should be an established company in the respective area with proven track record.

1.1.4 The agency will be appointed for a period of one year; the contract will be further renewable for a period of another year depending upon the performance of the agency.

1.1.5 Interested agencies are invited to submit the proposals, which must include the following, as detailed subsequently in this document: a. A Technical Proposal and b. A Financial Proposal

1.1.6 It may be noted that (i) The costs of preparing the proposal are not reimbursable and (ii) IFIN is not bound to accept any of the proposals submitted.

1.1.7 The agencies are required to provide professional, objective, and impartial service at all times and hold the IFIN's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

1.1.8 Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of IFIN, or that may be reasonably perceived as having this effect. Failure to disclose such situations by the agency may lead to disqualification of the agency or termination of the contract.

1.1.9 Agencies must observe the highest standards of ethics during the selection and execution of the contract. IFIN may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

1.1.10 The family members/ blood relations of employees and/or consultants of IFIN shall not be eligible to participate in the RFP process. Any proposal submitted by them may be summarily rejected. In case, IFIN comes to know of the relationship subsequent of the award of contract, the contract shall be liable to be cancelled. It is clarified that the term consultants of IFIN does not refer to agencies/people, which may have been shortlisted for an assignment/project of IFIN through RFP process.

1.1.11 Schedule of Events, contact & communication details

1. RFP No	IFIN/CPD-HO/Tender/2025-26/Admin/1
2. Brief Description of the RFP	Providing car with driver on monthly basis for office use
3. Company's Address for Communication and Submission of Tender	IFCI Financial Services Ltd. Kamak Towers, 4 th Floor, Plot No. 12-A (SP), Thiru Vi Ka Industrial Estate, Ekkatuthangal, Guindy, Chennai 600032.
4. Date of issue /publication	30.10.2025
5. Last date of submission of Queries for Pre-Bid Meeting	7.11.2025
6. Pre Bid Meeting	10.11.2025 at 3.30 p.m At conference room of Company address given in Sl. No.3
7. Last date & time for Submission of Bids	19.11.2025 EOD ie. 5.00 p.m.
8. Date and time of Opening of Eligibility and Technical Bid	20.11.2025 – Time 4 p.m
9. Date and time of Opening of Financial Bid	21.11.2025 – will be intimated via online
10. Contact Person for any Clarification	Ms K Jayasudha
11. Contact E-mail id	admin@ifinltd.in

1.2 Eligibility Criteria

1.2.1 The bidder should not have been blacklisted by any Govt./PSU/Banks for corrupt or fraudulent/unethical practices or non-delivery or non-performance during the last three years as on the date of issuance of tender.

1.2.2 Disclaimer certificate / undertaking in this regard is to be submitted on company's letter head by the agencies.

1.2.3 Any effort on the part of bidder to influence bid evaluation process or award of contract may result in the rejection of the bid

1.2.4 The Agency / Company to have at least one office in Chennai and should be registered for the purpose of GST as applicable, and GST number shall be within Chennai jurisdiction and conform to all such rules of RTO Chennai & policies of the state government.

1.2.5 The Agency / Company should be an assessee of Income Tax and should have valid PAN number.

1.2.6 The Agency / Company should be in business of hiring of cars for the last 3 years. The relevant Rent a Car permit from Chennai RTO should be valid as on the date of submission of the Technical Bid. Expired Rent a Car permit submitted for renewal with Chennai RTO and its renewal is in process will not be accepted, in such cases it shall have been duly renewed on date of submission of technical bid. Applied for Rent a car permit with Chennai RTO is also not acceptable.

Bid is open to all Bidders who meet the eligibility and technical criteria as given in Appendix – B of this document. The Bidder has to submit the documents substantiating eligibility criteria as mentioned in this RFP document.

1.3 Service provider obligations

1.3.1 The Service provider shall provide a motor car (Dzire / ETIOS) to the client on monthly basis

1.3.2 The Service provider shall provide a motor car (Dzire / ETIOS) with driver to the client for 26 days per month, excluding Sundays.

1.3.3 The client shall bare the complete cost of the fuel of the motor car.

1.3.4 The service provider shall provide the motor car which must be less than 2 years old, commercially registered and have properly complied with FC, Insurance and road tax etc.

1.3.5 The Drivers provided by the service provider shall hold a valid commercial driving license, wear uniforms and identity badges as required by RTO or any other regulations as per the Motor Vehicles (Amendment) Act, 2019 and maintain duty slips.

1.3.6 The service provider shall ensure that the motorcar 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 (Amendment) Act 2019, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.

1.3.7 The service provider shall ensure that the motorcar provided shall be air conditioned and shall be equipped with an emergency medical first aid kit and a fire extinguisher. The motor car should be in excellent working condition (both internally and externally) at all times. The service provider shall ensure that the motorcar deployed by him are cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, bad odor and any personal belongings of the driver.

1.3.8 The motor car provided by the service provider must be safe, well-maintained, and equipped with first-aid kits and undergo preventive and regular / major maintenance at the Service Provider's expense.

1.3.9 In case of breakdown of the motor car, a replacement vehicle must be provided within 5 hours by the service provider.

1.3.10 If the driver is unavailable (due to strike, leave etc) the service provider shall provide a replacement immediately to avoid disruption.

1.3.11 The service provider is solely responsible for all taxes, fines, insurance and other statutory payments with regard to motor car and driver.

1.3.12 In case of accidents, theft, or insurance shortfall, all costs above insurance claims are to be borne by the Service provider.

1.3.13 The service provider shall provide to the driver at his own cost proper uniform and badges and photo identity cards to the drivers in compliance with the Motor Vehicles (Amendments) Act, 2019.

1.3.14 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.

1.3.15 The service provider would be bound by the conditions with regard to police verification of the deployed staff (driver) and their medical fitness.

1.3.16 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.

1.3.17 The service provider shall send the driver at the designated location on time on daily basis.

1.3.18 The driver shall park the vehicle at the client premises after the duty hours if desired so by the client and cannot be taken out without written permission from the client/user.

1.3.19 The driver of the vehicle must possess a valid driver license and must have a minimum 2 years of driving experience. The driver shall be reachable at all times during duty hours.

1.3.20 The driver of the vehicle deployed should maintain polite & courteous behavior towards the client / passengers. "Misbehavior" 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 default by the service provider leading to termination of the contract.

INSURANCE & LIABILITY

1.3.21 The service provider shall maintain comprehensive insurance coverage for the motor car covering third-party liability and covering personal accident liability for both driver and passenger.

1.3.22 The service provider shall furnish the copy of the insurance policy to IFIN.

1.3.23 The service provider shall indemnify, defend and hold the client harmless from all claims, damages, and liabilities from accidents, violations, third-party claims, or statutory breaches.

1.3.24 The service provider is responsible for complying with the minimum wage requirement, EPF, ESI as per the prevailing labour laws and labour law regulatory authorities and further indemnifies the client against any claims, actions arise out of violation/deviation of such laws.

1.4 Preparation of Proposals

Agencies are required to submit a Technical proposal and a Financial Proposal as specified below.

(a) Technical proposal

1.4.1 The Agencies are expected to provide the Technical Proposal as specified in this RFP Document.

1.4.2 The Technical Proposal shall contain the following:

- a) Bid Form – Appendix A
- b) Disclaimer certificate cum undertaking on the letter head of the agency and signed by its authorized signatory, that the agency will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the agency in the financial proposal (the cost is not to be indicated in the undertaking). The above undertaking submitted by the agencies would be binding on the agency. – Appendix B
- c) All bid and supporting documents shall be submitted in English. All bid pages and supporting documents to be initialled by authorized signatory with company / agency rubber stamp.
- d) MSME registration certificate, if applicable
- e) Entire RFP set to be initialled by authorised signatory with company / agency / company's rubber stamp.
- f) Pan Card copy duly self-attested by authorised signatory
- g) GST registration certificate for Chennai office
- h) In vogue currently valid Rent A Car Permit issued by Chennai RTO

1.4.3 The Technical Proposal shall not include any financial information.

(b) Financial Proposal

1.4.4 In preparing the Financial Proposal, agencies are expected to take into account the requirements and conditions outlined in the RFP document.

1.4.5 Letter of Financial Proposal should include:

- i Total cost (exclusive of applicable taxes) for the service is for a period of one year.
- ii No hidden costs or conditions will be accepted.

- iii. Total 2600 km usage per month for the quote is required to be given and additional charges for additional km usage to be mentioned
- iv. Total 12 hours time limit per day of the driver usage for the quote is required to be given and extra hours rate per day to be mentioned
- 1.4.6** Taxes as applicable in India will be paid as per actuals and the same are not required to be indicated in the financial bid.
- 1.4.7** The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate will be entertained by IFIN.
- 1.4.8** The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

1.5 Submission of Proposals

1.5.1 The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the agency itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals.

1.5.2 The Technical Proposal should be placed in a sealed envelope and superscribed (A) "Technical Proposal for car hiring with driver for IFIN". The Financial Proposal shall be placed in a SEPERATE sealed envelope and superscribed (b) "Financial Proposal for car hiring with driver for IFIN". Proposal for each service should be submitted separately under appropriate heading.

1.5.3 If the Financial Bid is not submitted in a SEPARATE sealed envelope duly superscribed as indicated above, this will constitute grounds for declaring the bid non-responsive.

Both the sealed envelopes should be put into an outer envelope and sealed. The outer envelope shall be superscribed "RFP for car hiring with driver for IFIN" with the date of submission. The Bottom Left corner of the outer cover should carry the full name, address, telephone numbers, e-mail ID etc. of the agency submitting the proposal.

1.5.4 The outer envelope containing the sealed Technical and Financial Proposals should be addressed to:

IFCI Financial Services Limited,
Kamak Tower, 4th Floor
Plor No. 12-A (SP), THiru Vi Ka Industrial Estate,
Ekkatuthangal, Guindy, Chennai 600032.
Email: admin@ifinltd.in

The proposals will need to be dropped in the **Tender Box** placed at IFIN office at above address.

1.5.5 The proposals must be submitted on or before 19th November, 2025, 5.00 p.m.

1.5.6 No proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned un-opened.

1.6 Opening of Proposals and Selection Process

1.6.1 The two bid system will be followed; the technical bids will be opened at first instance. It is clarified that prospective bidders scoring 50% and more in the Technical Proposal (please refer to Annexure 1) will be deemed to qualify for the second stage of the bid.

At the second stage, financial bids of only technically qualifying bidding parties will be opened and the **L1** bid from the technically qualifying bidder will be accepted (please refer to Annexure 2). Should it be deemed necessary, the technically qualifying agencies may be invited for a presentation of their proposals.

For final selection of the successful bidder, in case there is a tie in the final rating then highest score of technical bid will be deciding criteria for the award of the successful bid. Successful bidder shall be intimated to join VC/person at the time of opening bids at each stage.

1.6.2 From the time the Technical Proposals are opened to the time the contract is awarded, if any agency wishes to contact IFIN on any matter related to its proposal, it should do so only in writing to admin@ifinltd.in. Any effort by the agency to influence the IFIN in the proposal evaluation or contract award decisions may result in rejection of the proposal of the Agency. The RFP related communication and updates will be posted on www.ifinltd.in

1.7 Payment Terms

1.7.1 The service provider shall submit its monthly invoice to the client before the 5th of every English calendar month and the payments shall be made to the client after deducting applicable TDS within 10 days in the account of the service provider submitted at the time of executing this agreement.

1.7.2 The tolls and parking charges shall be borne by the service provider and it shall be reimbursed by the client upon submission of original receipts along with monthly invoice.

DEFAULT & PENALTIES

1.7.3 The service provider shall provide motor car to the client on all the agreed days without any default as per the mentioned service standards without any material breach. Material breach includes failure to provide vehicles/drivers, non-compliance with service standards, or requests for substitute procurement at service provider's cost.

1.7.4 Failure by the service provider to provide motor car will attract deduction in the monthly payments made by the client and the payment shall be made after adjusting the deductions.

1.7.5 Absence of the driver will attract deduction in the monthly payments made by the client and the payment shall be made after adjusting the deductions.

1.7.6 Repeated breaches may lead to termination of this agreement

1.7.7 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.

1.8 Terms and Conditions

1.8.1 The successful Bidder shall not sub-contract the Contract to any other party without prior permission of IFIN and any breach of this condition shall result in termination of contract without notice.

1.8.2 The successful Bidder shall be responsible for providing services as prescribed in the Service Level agreement which will be entered by IFIN with the successful bidder.

1.8.3 The Agreement / Service Level agreement will be valid for the period of 1 year.

1.8.4 Either party may terminate this agreement by serving 7 days prior written notice to the other party

1.8.5 Either party may terminate this agreement immediately in the event of any breach of this agreement that remains unsolved for 7 days following the written notice of intimation of such breach.

1.8.6 The successful bidder will work in close cooperation and liaison with our concerned officer or with such officers as may be designated by the IFIN in this behalf from time to time

APPENDIX – A

BID FORM (TECHNICAL BID)

(On Company's letter head)

(To be included in Technical Bid)

Date:

To:

< Address of Tendering Office >

Dear Sir,

Ref:IFIN/CPD-HO/Tender/2025-26/Admin/1

We have examined the above RFP, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/ modifications / revisions, if any, furnished by IFIN and we offer to provide services detailed in this RFP. We shall abide by the terms and conditions spelt out in the RFP. We shall participate and submit the commercial price on the date and time advised to us.

- i. While submitting this Bid, we certify that:
 - The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is enclosed to this letter.
 - We declare that we are not in contravention of conflict-of-interest obligation mentioned in this RFP
 - Financial quote will be submitted by us have been arrived at without agreement with any other Bidder of this RFP for the purpose of restricting competition
 - We have not induced or attempted to induce any other Bidder to submit or not to submit a Bid for restricting competition
 - We have quoted for all the services/items mentioned in this RFP in our financial quote.
 - The rate quoted in the financial bid are as per the RFP and subsequent pre-Bid clarifications/modifications/revisions furnished by the Bank, without any exception.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission. Fees, brokerage or inducement to any official of IFIN, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

- ii. We undertake that we will not resort to canvassing with any official of IFIN, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of bidder from further bidding process
- iii. It is further certified that the contents of our Bid are factually correct. We have not sought any deviation to the terms and conditions of the RFP. We also accept that in the event of any of our information / data / particulars proving to be incorrect, IFIN will have right to disqualify us from the RFP without prejudice to any other rights available to IFIN.
- iv. We certify that while submitting our Bid document, we have not made any changes in the contents of the RFP document, read with its amendments/clarifications provided by IFIN
- v. We agree to abide by all the RFP terms and conditions, which shall remain binding upon us.
- vi. Till execution of a formal contract, the RFP, along with IFIN's notification of award by way of issuance of purchase order and our acceptance thereof, would be binding contractual obligation on IFIN and us.
- vii. We understand that you are not bound to accept the lowest or any Bid you may receive and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.
- viii. We hereby certify that our name does not appear in any "Caution" list of RBI/IBA or any other regulatory body for outsourcing activity.
- ix. We hereby certify that on the date of submission of Bid for this RFP, we do not have any past/present litigation which would have adversely affected our participation in this RFP or we are not under any debarment/blacklist period for breach of contract/ fraud/ corrupt practices by any regulatory body.
- x. If our Bid is accepted, we undertake to enter and execute at our cost, when called upon by IFIN to do so, a contract in the prescribed form and we shall be solely responsible for the due performance of the contract.

All our queries we will email in writing prior to submission of bid, we will not make any phone calls individually in this regard to any IFIN official during the bid process.

- xi. We, further, hereby undertake and agree to abide by all the terms and conditions stipulated by IFIN in the RFP document

Dated this Day of2025

(Signature) (Name)
(In the capacity of)

Duly authorised to sign Bid for and on behalf of

----- seal of the company

APPENDIX - B

Format for Undertaking

[Location, Date]

From: [Name of the Firm]

To: IFCI Financial Services Limited, Kamak Towers, 4th Floor, Plot No. 12-A (SP), Thiru Vi Ka Industrial Estate, Ekkatuthangal, Guindy, Chennai 600032 India

Subject: Undertaking for the RFP for providing car with driver on monthly hire basis For IFCI Financial Services Limited

Sir,

This has reference to the IFIN RFP dated 10.10.2025 titled 'RFP for providing car with driver on monthly hire basis For IFCI Financial Services Limited. In this context, I, as an authorized representative of the company_____, certify that we have done similar projects for other clients in the past and will be able to provide a motor car with driver for this project who will be able to work as per the set deadlines. Also, we have been in operation for more than three financial years and have never been blacklisted by any Department of the Government of India. We have an office in Chennai.

Thanking you,

Name of the Bidder:

Authorized Signatory _____

Company Name: Seal:

Annexure 1

Technical Bid Evaluation criteria

Qualifying Score – 50% out of 100.

Technical proposal evaluation criteria

S.No	Evaluation Criteria	Score
1	Similar work experience (in number of years)	
	5 years and above	20
	2 years – 5 years	10
	Below 2 years	5
2	Infrastructure	
	More than 10 vehicle	20
	Between 5 to 10 vehicle	10
	Below 5 vehicle	5
3	Capability to provide uninterrupted service	
	1 day prior intimation	20
	2 days prior intimation	10
	Above 2 days	5
4	At least three client testimonials of similar projects	20
5	No of projects currently running	
	5 and above	20
	Between 2 to 5	10
	Below 2	5

Annexure 2

Financial Proposal

- Total cost of project for a period of one year

(Taxes are excluded)

Sl No	Type of work	Total cost per month (Rs.)	Total cost per annum (Rs.)
1	Motor car with driver		
2	Rate for extra km per hour (exceeding usage of total usage in month)		
3	Rate for extra hours per day (exceeding the permissible use of driver per day)		