



Request for Proposal (RFP)

Hiring of Car on Lease Rental Basis.

INVITATION TO BIDS

Corporate Office
Ninth Floor ('A' Wing), Statesman House Building,
Barakhamba Road, Connaught Place, New Delhi - 110 001

DETAILED TECHNICAL SPECIFICATIONS

1. Scope of Works :

The scope of work includes following requirements:

1. Leasing of 01 nos of **New Maruti Suzuki Ciaz top end model petrol car (Alpha A/T Petrol) or equivalent petrol car on Lease** for a period of 4 years and 80000 KMs.
2. Fleet Management of above Cars (i.e. maintenance of above car(s) during the lease period).
3. The fuel for running of the car and Driver would be provided by PFCCL.

Lease-Financing of Cars means the agency shall be paid a monthly lease rent by PFCCL for the 4 calendar years towards the car provided by them on 24 hrs. basis throughout the lease period of 4 years (i.e. 24x7x365x4) and at the end of 4 years option should be available to PFCCL user to purchase the vehicle at Market Residual Value (which will be assessed by any reputed agencies)

Fleet Management of Cars means that the above car(s) will be well-maintained by the agency during the entire lease period of 4 years considering 80,000 km. running and it would be the responsibility of Fleet Management Company to arrange time to time service as well as repair of the car in case of break-down including towing of the car. In case the car could not be delivered duly repaired/serviced by the close of the day, an alternative arrangement will have to be made of the same status car without any extra charges. However, it is made clear the alternate arrangement of the car of similar status is to be provided till such time the car remains off road on any account. The alternate car will be provided from the next day without fail upto 7 days or leased car becomes on road whichever is earlier. The pick-up and drop facility for service of car should also be available without any extra charges. If the firm fails to provide the same status car, then PFCCL will arrange the same on the cost of the contractor. As the vehicle needs to be got repaired by the agency in case of accident also, it will be the responsibility of the Fleet Management Agency to provide insurance cover for the vehicle from day one
i.e. from the time it is taken out from showroom. (i.e. insurance cover for 4 years).

The above is the brief of the requirements of PFCCL Ltd. towards **Leasing and Fleet Management for the cars** being taken on lease.

The contract agreement for providing of cars on lease will be executed between the awardee agency and PFCCL. The terms & conditions incorporated therein shall be binding on the agency and valid for a period of 4 (four) years. Bidders are requested to quote their prices accordingly in the enclosed Financial Bid.

2. Lease Period

The cars shall be taken on lease for a period of 4 years. However, in the event of any unforeseen circumstances, PFCCL is at liberty to terminate the lease before 4 (four) years for which bidder should specify the charges for termination of lease prior to its completion in their commercial terms and conditions

3. Nos. of Vehicles

The likely no. of vehicles required is one nos. of New Maruti Suzuki Ciaz top end model (Alpha A/T Petrol) or equivalent car on Lease. However PFCCL reserves the right to increase/ decrease the quantity of Cars at the time of placing the PO.

4. Delivery:

Within 15 days from the date of Purchase order.

5.. Payment Terms & Conditions

The Monthly Lease Rent/ Fleet Management Charges shall be paid on monthly basis or as mutually agreed. In case of any major fault or in the event of accident and no alternate vehicle is provided, no payment for that period will be eligible.

6. Validity :

The quotation shall be **valid for a period of 01 (One) Month from** the date of opening of the bids.

7. PFCCL reserves the right to reject any or all bids without assigning any reason.

BOQ

S. No.	Description of Item	Likely Qty. (No)
1	New Maruti Suzuki Ciaz top end model (Alpha A/T Petrol) car or equivalent car on Lease for a period of 4 years with running of 80000 Kms on lease rental basis.	One (01)

(Price Bid)

Financial Proposal Sheet for Hiring of New Maruti Suzuki Ciaz top end model Petrol Car (Alpha A/T Petrol) or equivalent car on Lease (WITHOUT DRIVER AND FUEL)

S. No.	Description	New Maruti Suzuki Ciaz top end model Petrol Car (Alpha A/T Petrol)	Other car Option 1 (The Lease EMI of option 1 car should be within the Lease EMI of Maruti Suzuki Ciaz top end model car (i.e. Alpha A/T Petrol))	Other car Option 2 (The Lease EMI of option 2 car should be within the Lease EMI of Maruti Suzuki Ciaz top end model car (i.e. Alpha A/T Petrol))
		<u>Amount Payable per Car per month Rs.</u>	<u>Amount Payable per Car per month Rs.</u>	<u>Amount Payable per Car per month Rs.</u>
	Name & Model of Car	Maruti Suzuki Ciaz top end model petrol car (Alpha A/T Petrol)		
1	Rental per Month for Leasing of Car (Lease EMI)			
2	Fleet Management Charges (charges includes Insurance of vehicle from day one, maintenance & servicing, Door to Door Service, Emergency Break Down and Relief of Car)			
3	GST*			
4	Amount payable monthly for Lease Rental including fleet management charges <u>excluding of fuel & Driver</u> (1+2+3)			
5	Charges for Fleet Mgmt. for every additional KM beyond 80,000 kms. during the lease period of 4 years			
6	Charges on any account payable in addition to amount indicated against Sr. No. 5 shall be indicated with brief description.			
7	Charges for termination of lease prior to Four years period. (May specify in their commercial terms and conditions)			
8	Per month charges towards extension of lease period beyond 4 years period, if required (not more than 6 month period)			

Note: PFCCL is liable to pay only the monthly rental of leased car as indicated against Sr. No. 4 & 5. No additional charges except indicated against Sr. No. 6 shall be payable. The charges at Sr. No. 7 will be dealt in line with clause no. 2 of Detailed Technical Specifications and other relevant clauses. In case of extension of lease period beyond 4 years, charges will be paid in line with S. No. 8 of above price bid.

Bidder has to quote the rate for each individual item above except optional item at s. no. 6. "If a firm quotes Nil charges/ Consideration for these items, the bid shall be treated as unresponsive and will not be considered."

Dated:

Signature & Seal

Place:

(Name & Address)

To be furnished on the Tenderer's Letter head

M/s PFC Consulting Ltd.
Ninth Floor ('A' Wing), Statesman House Building,
Barakhamba Road, Connaught Place,
New Delhi - 110 001

Subject: Hiring of Car on Lease Rental Basis.

Dear Sir,

With reference to your Bid reference No. 02:09:03:I:2021-22:LV dated 07.12.2021 for
" **Hiring of New Maruti Suzuki Ciaz Top end Model petrol Car (Alpha A/T Petrol) car or equivalent car on Lease Rental Basis** ", we hereby confirm that we have read the provisions of the bid documents and further confirm to accept all the terms and conditions contained in the bid documents except deviations mentioned in the bid proposal.

Thanking you.

Yours faithfully,

For and on behalf of.....

Name.....

Designation.....

Common Seal.....

LETTER OF AUTHORITY – PROFORMA

(To be furnished on the Bidder's Letter head)

M/s PFC Consulting Ltd.
Ninth Floor ('A' Wing), Statesman House Building,
Barakhamba Road, Connaught Place,
New Delhi - 110 001

Dear Sir,

Ref No.:

In continuation with your above captioned invitation to Bid Mr.
.....
(Full Name along with designation) (Telephoneand
Mob.....) is authorized to quote, sign, submit, reply, clarify the bid on
our behalf and shall be binding as the same has been made by us.

This authority shall remain valid and binding until revoked with notice to you.

Yours faithfully,
For and on behalf of.....
Name.....
Designation.....
Common Seal.....