

Terms of References for empanelment for hiring vehicles on monthly and as on required basis

Title	Empanelment For Hiring Vehicles as and when required and/or On Monthly basis
Timeline	1 Year
Expected area of expertise	<ul style="list-style-type: none">• Have a minimum of 5 years of experience.• Have a strong presence in the target regions.
Apply Link	https://forms.gle/wYAwbyCM7sJUwZkXA

About SELCO Foundation

SELCO Foundation has been established with a vision of achieving rural development and conservation of the environment by promoting the use of sustainable energy. The Foundation has been working on field-based R&D projects for the past 15 years and has developed various models and processes in the sectors of basic Energy Access, Health, Education, Livelihoods, Financial Inclusion, Built Environment and so on which can be replicated and scaled to bring about social inclusivity and equity. SELCO Foundation has been working towards enabling socio-economic growth by using renewable energy alternatives and developing decentralized renewable energy integrated energy efficient machinery on the technology front.

In order to take forward such activities of SELCO Foundation, the procurement of goods and services is carried out throughout the year and across various departments. The procurement based on the procurement policy of the organization includes activities such as identification, sourcing, soliciting of offers, evaluation and award of orders/contracts that are essential for smooth conduct of the Foundation's operations. SELCO Foundation's procurement policy adopts the "Best Value Proposition" concept by where the value of the offer is based on multiple parameters and not just the most competitive price quoted.

SELCO Foundation is now extending an invitation to vendors to apply for Empanelment of Transport service providers for the year 2025-26 across various states in India.

Eligibility criteria

- I. Reputed Taxi Operators/ Tour Operators/ Service Providers/ Agency/ Firm/Individual owners of vehicles/ Central or State Government Undertaking (hereinafter referred to as '**bidder**') are eligible to participate in this tender.

Attach a copy of Registration Certificate of the firm, TIN Number, PAN Number and Service Tax Registration Number from the competent authority as applicable.
- II. The above-mentioned bidders should have a minimum of Five-years' experience of similar type of work. Similar type of work means that they have provided vehicles on outsourcing basis to any State Government Department/ Government Agencies or Government of India Departments/ Public Sector Undertakings/ Private Limited firms.

Attach copies of Work Experience for the relevant period from the Hiring Government Department/Agency/Private Company, etc.
- III. The bidder shall own or have on lease vehicles that shall be of models not older than 03 year (as on the date of the tender). Vehicles should be registered as commercial vehicles in their name or firms name for use as commercial vehicles and should not have a mileage more than 1 Lakh kilometers.

Attach the proof of ownership of the vehicles and lease deed/agreement for the vehicles, if any.
- IV. The concerned bidders should have its own and Service Tax Number. Attach copies of Service Tax Number issued by the competent authority. In case the same is not available as on date of the Tender, the bidders shall submit an affidavit on legal paper for the allotment of Service Tax registration before allotment of the work. The bidders shall also submit Driving License of the drivers to be employed, PUC Certificate, Road Tax Paid Receipts, Required insurance documents and Taxi license.
- V. Undertaking or Self declaration stating that the firm has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU, Pvt Ltd Firms.
- VI. Undertaking or self-declaration stating that the bidder's business or any of the vehicles therein does not belong to any employee of Foundation or his/her relative.
- VII. Rates must be quoted only as per format- Annexure 1

Scope and Terms

- I. The bidder will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
- II. The bidder shall ensure that the vehicles are refueled at the beginning of the day and/or before the trip has commenced.
- III. The bidder is required to provide clean vehicle with good quality clean seat covers and Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made by the Foundation. The vehicles shall not have any pending litigation in relation to the same at the time of providing the services to SELCO Foundation. No additional payment shall be made in relation to the mileage if the vehicle has been used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his food expenses, personal work etc by SELCO Foundation.
- IV. Payment of Road Tax shall be borne by the bidder.
- V. Salary and all other work benefits entitled to the driver shall be borne by the bidder and SELCO Foundation shall not be held liable for any default done by the bidder in relation to the same.
- VI. The hired vehicles shall have all necessary valid documents under the Motor Vehicle Act and other applicable laws such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, proofs of up-to-date tax payments, D.L.s of the Drivers, etc. available all the times. Foundation shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The bidder shall be responsible for all such litigations arising in relation to the vehicles or the drivers hired by the bidder for the purpose of this contract.

- VII. The bidder shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax, etc.
- VIII. SELCO Foundation will not be responsible for any dispute arising between the bidder and any third party.
- IX. The Bidder shall provide vehicles during office hours and beyond office hours, on request, on all working days. The bidder shall also provide the vehicles on Sundays as well as other public holidays as and when required by SELCO Foundation for the official work.
- X. SELCO Foundation only reserves the right to substitute the vehicle with another similar vehicle for any reason whatsoever if SELCO Foundation is not happy with the condition of the vehicle provided, the bidder will be informed of such change of vehicle request immediately and the bidder shall accept such request and shall be liable to replace it as per the requirement at the bidder's own expense.
- XI. In the event of any mechanical failure/ break down of vehicle after its reporting duty, the bidder shall arrange for replacement by another Commercial Vehicle with his own expenses.
- XII. It is the sole discretion of Foundation to extend the period of the contract or terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behavior of drivers and so on.
- XIII. The bidders shall ensure they comply with the provisions of applicable including applicable labor laws, anti-corruption and anti-bribery legislations and so on. The bidders shall also be in compliance with the provisions of Prevention of Sexual Harassment at Workplace (POSH) Act, 2013 and similar legislations and applicable laws.
- XIV. **Payment:**
 - a. On a daily basis (for Local & Long trips), duplicate duty slips have to be maintained and one slip has to be retained by the reporting drivers using the vehicle and a copy to the same shall be providing to SELCO Foundation noting the starting/ closing Kilometers (in relation to milage) and time and signature on the duty slip (both original & duplicate). Such reports shall also include the fuel, toll charges and driver charges and so on.
 - b. The payment shall be made by SELCO Foundation to the selected bidder by the 10th of every month.
 - c. The toll gate charge, parking charge **and similar charges**, if any during the travel shall initially be borne by the **bidder** and are to be paid by the driver at the point of charging. The charges incurred during each travel will be reimbursed **by SELCO Foundation** as per the actual amount paid on producing the original receipts along with the bill/invoice.
 - d. All invoices raised by the bidders shall be inclusive of GST and other applicable taxes.
- XV. SELCO Foundation shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by bidder during the course of performing the functions/ duties, or for any payment as compensation.
- XVI. In case, Foundation is put to any loss / obligation, monetary or otherwise attributable to the bidder, SELCO Foundation shall be entitled to get itself reimbursed out of the outstanding bills due to the bidder, to the extent of such loss or liability in relation to such monetary claims.
- XVII. SELCO Foundation will not pay any kind of fine/challan on account of violation of traffic rules by the driver. SELCO Foundation will not be responsible for any damage / accidental loss to the vehicle on duty or to any other vehicle by the vehicle on duty. SELCO Foundation will not be responsible for any injury/loss of life involving the vehicles. Contracting bidder will settle such issues at their own cost. Damage/Loss to SELCO Foundation officials/guests in such cases shall be borne by the bidder and SELCO Foundation shall have the right to claim compensation regarding the same. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability in such cases shall be solely borne by the bidder. SELCO Foundation will not be held liable or responsible in any manner whatsoever and will not entertain any claim in this regard under applicable law. The Bidder shall execute an indemnity bond to make good any claim arising on account of the contractor providing transport services to Foundation.
- XVIII. Sustained default in providing the appropriate/requisitioned vehicle, will lead to termination of contract with the contracting bidder.

XIX. SELCO Foundation shall be solely responsible to pay the bidder the amount for providing the services as stated in this Tender.

XX. **Driver:**

- The drivers of the vehicles being hired must be from same city as the SELCO Foundation office (including local offices).
- The drivers of the vehicles shall possess valid driving license. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws.
- The drivers should be well experienced, well mannered, polite, disciplined and should have unblemished record in safe driving.
- The drivers of the vehicles should have full knowledge of local city, state and national highways and traffic rules.
- Drivers reporting at Airport/Railway Station for pick-up duties shall display placards containing the names of employees and guests for the purpose of convenience.
- The driver should have at least 1 year of driving experience and should be well versed with the roads of the city as well as roads.
- The driver should be well-dressed, disciplined, well behaved and have not consume any illegal substances including alcohol.
- It shall be the responsibility of drivers to get the log sheet regularly and accurately filled in by the users i.e. reporting, starting & ending time, opening & closing Km., starting & ending destinations, users signature.
- The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival.
- The bidder should ensure that sufficient cash is available with the drivers to cover essential contingent expenditure viz. refilling of fuel, urgent repairs, toll charges etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of taxis etc., fitness certificate of the vehicle, valid driving license etc.
- SELCO Foundation is a total tobacco and alcohol-free campus hence drivers of the vehicles should not be smoking, chewing of tobacco etc. while on duty. No prohibited items such as explosives, liquor, drugs etc. in the vehicle should be carried. The bidder shall indemnify the Foundation and be responsible in the event any such substances are found within the car.
- In case, the driver of the vehicle does not discharge his duties or commits any misconduct or offence, he shall be replaced immediately by the bidder.
- Drivers must strictly follow the speed limits and avoid rash driving and breaking traffic rules.

Interested and eligible Taxi Operators/ Tour Operators/ Service Providers/ Bidder/ Firm/Individual owners of vehicles/ Central or State Government Undertaking may obtain further information or clarification either in person or through phone during office hours from the office of the SELCO Foundation Ph: 080-2649 3145 or through the email – procurement@selcofoundation.org

ANNEXURE- 1

PRICE SCHEDULE

PARTICULARS TO BE SUBMITTED IN THE COMMERCIAL BID (SECOND COVER)

PRICE SCHEDULE FOR Empanelment for HIRING **VEHICLES ON MONTHLY AND AS ON REQUIRED BASIS**

Rates quoted by the bidder:

- The rates should be mentioned item wise clearly in figures Item-wisedetails of rates quoted
- Rates should be inclusive of applicable GST and other applicable Taxes.
- Rates should in separate tables for each region wise state capitals.

State: _____

City: _____

SI No	Particulars	Amount		
		Toyota Etios /Maruti Ciaz/ Swift Desire and equivalent class	Innova cresta /Scorpio / Ford Fortuner / Tata Safari and equivalent class	Tempo traveler/ Force/ Winger (14-Seater) and equivalent class
1	Local Use			
	4 Hrs. 40 KM (Half Day)			
	If exceeds than 5.5 Hrs. Considered as Full Day – 8 Hrs. 80 KM			
	Rate for Extra Hrs.			
	Rate for Extra Km.			
2	Airport Charges			
	Airport Pickup or Drop			
	Airport Toll			
3	Outstation Charges			
	Minimum KM per day			
	Rate per KM up to min KM per day			
	Extra KM			
	Driver Bata per day			
	Extra Bata after 10:00 PM			

Dated this _____ day of _____ 2025 The above specifications read and understood and signed.

Signature of the bidder and address with seal

ANNEXURE 2

Details of Organization

1	Name of the Contractor/ service provider	
2	Year of starting the organization & registration number (photocopy of registration certificate or any other relevant document to be enclosed)	
3	Address of the Contractor/ service provider (along with phone no.&pin code)	
4	Status of Contractor/ service provider	Proprietorship / individual /Partnership/ Pvt Ltd / Limited/others
5	a) GSTIN b) PAN No.	

Signature of the bidder and address with seal

Date:

ANNEXURE 3

Details to be provided with technical bids for empanelment and rate contract for hiring vehicles on monthly and as on required basis

Sr No	Criterion	Documents to be provided	Whether provided Yes/No
1	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation and Partnership Deed. (As the case may be)	
2	Bidder should be registered with Income Tax and Goods & Service Tax departments	(a) Attested copy of PAN/GIR Card (b) Attested copy of Goods & Service Tax registration certificate	
3	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department	Self-Declaration in the format as appended.	
4	Bidder should have minimum 1 years' experience in providing vehicle on monthly basis, as on required basis to government / semi govt / Pvt organizations of National repute. The period for experience will be calculated on the date of technical bid opening.	Copy of Work Orders /Agreements for the award of work / service.	
5	3 Successfully completed works of providing vehicle on monthly rate basis/rate contract, as on the date of tender opening. This must include the most recently completed work.	Satisfactory Work Completion Certificates of the work, along-with verifiable contact details of certifying authority.	
6	The firm/ contractor shall submit the photocopy of the following self-attested documents along with technical bids.	<ul style="list-style-type: none"> • Photo Copy of Valid RC of vehicle • Photo Copy of Valid Insurance Policy of Vehicle. • Photo Copy of Valid pollution certificate of vehicle. • Valid permit to ply vehicle in the required State • Photo Copy of Valid Driving License of the Driver. 	

I abide by all the above terms & conditions

Signature of the bidder and address with seal

Date:

ANNEXURE - 4

List of existing vehicles owned and hired by the bidder (if hired, the owner of the vehicle should have given written permission to the tenderer-original to be produced for verification along with RC and other relevant documents):

Sl. No	Type of Vehicle	Model	Registration Number	Owner's Name

CONDITIONS

1. If we are empaneled, here by we undertake to abide by the stipulated terms and conditions of vendor empanelment, to supply, install and maintenance of solar energy-based solutions
2. We agree to abide by this Empanelment bid validity of 12 months from 01 April 2025 to 31 March 2026.
3. We agree to abide by this Empanelment bid and any works awarded to us through this empanelment process, will strictly be executed by adhering to the laws against fraud and corruption enforced in India namely "Prevention of corruption act 1988".
4. We accept that all disputes between parties will be adjudicated by a competent court in Bangalore, India.

Dated this. day of 2025

Signature

(Name and Address of the Supplier with seal)

(In the capacity ofDuly authorized to sign the empanelment bid for and on behalf
of _____)