Indo-German Science & Technology Centre

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Request for Proposal (RFP)

seeking proposals for hiring office vehicles

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Section I: Introduction

Indo-German Science and Technology Centre (IGSTC) has been registered as Society under Society Registration Act, 1860 to promote research partnerships of industrial relevance on a PPP mode, connecting academia and industry from both countries for socio-economic benefits/development of people of both India and Germany. IGSTC mandate is towards facilitating and promoting Indo-German bilateral collaborations in basic and applied science, research & technology, nurturing contacts between young and mid-career scientists and technologists to develop a sense of mutual trust, partnership/leadership, and entrepreneurship. For more details of IGSTC and its activities, please refer www.igstc.in.

Section II: Terms of Reference (ToR)

The IGSTC desires to seek offers to hire official vehicles from reputed and experienced taxi/car service providers for hiring of one vehicle on monthly rental basis and on a daily basis along with the driver as per the requirement of IGSTC. The type of monthly vehicle would be **"Mid-Size SUV/Premium Sedan**" and **"Sedan/Premium Sedan/MPV"** for daily basis. The detail assignment may be referred under "Section V: Scope of Work."

Crucial details

Document No.	IGSTC/Admin/Car hiring/2025-26
Document Date	27th October 2026
Client/Owner	Indo-German Science & Technology (IGSTC)
Estimated Cost of Project	Rs. 9,00,000/- (Rupees Nine lakh only)
Number and type of vehicle required on monthly basis	One ***"Mid-Size SUV/ Premium Sedan"*** with 1.5-liter petrol/diesel engine. The number of vehicles may increase depending upon requirements.
Number and type of vehicle required on daily basis	No minimum commitment. Requirement (Sedan; Premium Sedan or MPV) will be conveyed in advance.
Validity of contract	The contract is initially for one year, which can be extended to two years on yearly basis or as any other duration depending on the service delivered and IGSTC requirement.
Prebid Meeting	**Date: 5th November 2026** Mode: Online Meeting (MS Teams) Meeting link: **https://teams.microsoft.com/meet/476507628722745?p=mPAQ7SeSycAoPSIjR6**
Last date of submission of bids (*in password protected PDF)*	**13th November 2026**
Mode of submission of bid (*in password protected PDF)*	Email at: admin.igstc@igstc.org with CC to admin.igstc@igstc.in
Date of the start of contract	**01st December 2026**

Section III: General instructions

(i) The quantum of requirements of monthly and/or daily vehicles may increase depending upon IGSTC need.
(ii) The interested bidder may submit their quotations through email or before due date referred to in this RFP documents ONLY to prescribed email: admin.igstc@igstc.org with CC to admin.igstc@igstc.in.
(iii) The pre-bid meeting will be conducted in virtual mode (MS Teams) on 05th November, 2026 from 15:00 hours (IST) onwards and interested bidder may join meeting using the link below. **https://teams.microsoft.com/meet/476507628722745?p=mPAQ7SeSycAoPSIjR6**
(iv) No bids shall be entertained after due date under any circumstances.
(v) IGSTC reserves the right to amend any terms and conditions/scope of work or cancel entire RFP or accept or reject any or all bids without assigning any notice or reasons whatsoever and without incurring any liability. IGSTC decision shall be final and binding on all.
(vi) Incomplete bids, bids not in format and conditional bids shall be rejected outrightly. Alterations, amendments, or modifications are not allowed after submission of proposal.
(vii) As token of acceptance, the bidder is required to sign all the pages of this RFP documents.
(viii) The selection of bidder shall be done through "Least Cost System" i.e., the work will be awarded to eligible bidder quoting lowest price. IGSTC may entrust the work of providing vehicles on monthly and daily basis separately to the lowest bidder.
(ix) The RFP shall be valid until last date of submission of bid and/or entrustment of work as per the requirement.
(x) Bidder should refrain from using or disclosing any confidential information, except for the purpose of providing services under this RFP, neither during nor after expiration of this RFP contract.
(xi) At any stage during bidding process or even after entrustment of work, it is found that the information and documentation provided by the bidder are incorrect, false, misconducted, or manipulated, the bid shall immediately be considered invalid and summarily rejected.
(xii) In case the selected bidder fails to comply with the terms and conditions laid down in this RFP or any has failed to perform any instructions issued which are necessary to execute the scope of work, IGSTC reserves the right to take necessary steps as deemed appropriate, including, termination of contract/recovery of cost/others.

Section IV: Eligibility criteria for submission of quotation

i. The bidder must be a registered legal entity eligible to carry out business in India.
ii. The bidder should have been in operation for at least three years and complied with Indian Statutory Laws.
iii. The bidder should have a minimum average annual turnover of Rs. 30 lakhs for last three financial years.
iv. The bidder should own a minimum of five operational vehicles at the time of submission of bid.
v. The bidder should have at least one office in Delhi/NCR.
vi. The bidder should have not been blocklisted/debarred by Government of India/Autonomous Institutions/PSU's/Government bodies on the date of bid submission.
vii. Submit self-certified copies of entity documents.

a. Incorporation Certificate.
b. PAN Card.
c. GST Certificate.
d. Any two work order for similar work.

Section V: Scope of Work

The scope of work for seeking quotation for hiring the office vehicle on monthly rental basis and daily rental basis are as follows.

(1) For the monthly rental basis, the vehicle should be ***"Mid-Size SUV/ Premium Sedan" with preferably 1.5-liter petrol/diesel*** engine category.
(2) For the daily rental basis, the vehicle should be ***"Sedan/Premium Sedan/MPV"*** *as per* IGSTC requirement depending upon the operational feasibility.
(3) The vehicle should not be more than 1(one) year old and should not have run more than 10,000 Km at time of contract. The vehicle should be mechanically sound with valid registration. Petrol/Diesel variants of vehicle(s) shall be preferred under the contract.
(4) The bidder should ensure that sufficient fuel in the car is always available before deputing the vehicle for duty, preferably full tank.
(5) The bidder should ensure all the compliances and road safety measures.
(6) The vehicle should be equipped with;
    (a) Clean and good upholstery.
    (b) In vehicle digital infotainment system (touchscreen) navigated with parking camera and parking sensors, preferably 360-degree camera.
    (c) Tissue paper boxes.
    (d) Car perfume/Camphor.
    (e) Mobile charger with adaptor/USB cable/type C cable.
    (f) Water bottles.
    (g) BS-VI compliant with airbags.
    (h) Stepony, tyre inflator, and tyre puncture kit must be available in the vehicle.
    (i) A valid Fast tag.
    (j) Defogger and AC with rear vent. AC system with temperature control preferred
    (k) Door/ignition lock sound should not be loud.
    (l) No after-market fitment/alternation in the vehicle.
(7) IGSTC is an equal opportunity employer, a lady driver may be encouraged. It is, however, that the selection of drivers will be done in consultation with IGSTC after driving test, if required. Driver should be well versed with the operational controls of the vehicle being offered.
(8) The bidder should ensure that driver shall:
    (a) At least five years of experience in driving the car for official/dignitary in Govt of India offices/Autonomous Institutions/PSU's/reputed Private Companies/Bilateral Missions/ Embassies or the International agencies.
    (b) Well-mannered, courteous, and professional behavior and maintain confidentiality regarding officials' meetings and travel schedules.
    (c) Aware of the routes, especially Government offices in Delhi/NCR and able to write and speak basic texts in English and comfortable using GPS navigation/Maps.
    (d) Maintain proper personal hygiene and professional appearance.

(e) Operate the vehicle in a safe, prudent, and lawful manner, executing all the professional driving skills and standards in the overall interest of passengers and other commuters.
(f) Maintain the vehicle internally & externally on daily basis and always keep the vehicle neat and clean with hygiene.
(g) Report on duty in neat and clean uniform, preferably Safari suit/ formal blue trousers with white shirt/ formal black trousers with grey shirt/any formal dress with formal black shoes. The lady driver, if deputed, may opt for a similar type of aesthetic attire.

(h) Also require performing official duties on late evening/nights for diplomatic, outstation travel and other official events & engagements, besides airport pick & drop as per travel requirement.
(i) Consume alcohol, tobacco, smoking, or any intoxicating substance during performing duty.
(j) No use of mobile phones while driving except through hand free devices i.e., pre-connected Bluetooth.
(k) Maintain the log sheet for utilization of vehicle for office use, especially place of visit, time, and distance, subject to verification of concern officials at IGSTC. The log sheet shall be the essential part for settlement of bills.

(9) The monthly cost shall also include outstation travel. Extra hours, night charges, driver outstation charges and extra KMs beyond monthly charges will however be paid as per approved rates.
(10) The bidder needs to arrange an alternative vehicle in case of any breakdown or absence of driver.
(11) A long-term driver is preferred and prior intimation to IGSTC is necessary in case of change of driver. Frequent change of vehicle and driver is not permitted and should work under overall IGSTC supervision.
(12) The vehicle once hired should not be used for other purposes by the bidder.
(13) In case the vehicle is requisitioned and does not arrive at the appointed time and place, IGSTC shall reserve the right to book another car through the open market and all the expenses in this account or the double the pro-rata daily charges whichever is more will be recoverable from the bidder.
(14) The time and distance in respect of hired vehicles will commence and terminate from Point to point. There will be no dead mileage permissible.
(15) The quoted rates for monthly/daily charges include remuneration of the driver per month and all running costs such as fuel, lubricants, routine maintenance, insurance charges, cost of spares etc. Toll Tax, Octroi, Parking Charges and other statutory levies, if any, paid during the journey would be billed on actual only.
(16) The bidder shall solely be responsible for fulfillment of all the compliance related to payment of remuneration and statutory deductions to driver as per applicable laws from time to time. The driver shall not be deemed to be employees of the IGSTC. IGSTC will not be responsible for any dispute/liability whatsoever in this regard.
(17) Bidder should undertake to pay the remuneration to driver on a fixed date under an email intimation to IGSTC. Bidder, however, is not under any obligation to declare the remuneration. While submitting the monthly bill, the selected service provider will certify that he remuneration to the driver as agreed between the driver and the service provider has been paid.
(18) Besides monthly vehicle, bidder needs to provide the vehicles on daily basis based on IGSTC requirements from time to time as per the approved rates.

(19) The bidder will ensure safety of vehicles before starting the duty every day. In case of any accident, the bidder will meet the claims arising out of it. IGSTC will not be liable in any manner whatsoever.
(20) IGSTC will not be responsible for any kind of injury or loss of drivers/passenger(s) that may take place while on duty. Any compensation or expenditure towards treatment of such injury or loss shall be sole responsibility of the bidder.
(21) The bidder should provide the vehicle on any day including holiday, if required by IGSTC which will be forming part of this contract on monthly rate. In case of hiring vehicles on day to day basis, the approved rate will be applied.
(22) The bidder shall undertake regular and timely maintenance for smooth running of the vehicle and shall bear all the expenses.
(23) The bidder should ensure valid pollution clearance certificate and comprehensive insurance of vehicles including driver and passengers.
(24) The deployment of the vehicle shall be normally 12 hours per day. The vehicle utilization hours may increase as per requirements of IGSTC. IGSTC will not be responsible for boarding and lodging facilities for driver(s) even during the outstation duty. IGSTC will, however, be paying the Night charge and Driver charges etc. as per the approved rates.
(25) The contract can be cancelled by either of the parties by giving one month's notice in writing. In case of breach of any terms and conditions during the contact period, IGSTC reserves the right to cancel.
(26) The requirement of vehicles may be increased or decreased depending upon the requirements of IGSTC.
(27) The selected bidder needs to submit following documents before deputing the duty;
    (a) Police verification of Driver.
    (b) Medical fitness certificate of the driver from Medical Practitioner at least MBBS doctor.
    (c) Valid driving license of driver.
    (d) Address proof of driver.
    (e) Vehicle details along with RC.
    (f) Any other information required by IGSTC.
(28) IGSTC reserves the right to inspect the deployed vehicle and verify driver credentials and examine statutory documents at any time during the contract period.

Section VI: Financial Bid

a. The bidder shall submit its profile in **Annexure-I** and provide the financial bid (***in password protected PDF***) in the format attached at **Annexure-II** of this RFP. **No other format will be accepted.** The bid should be signed and stamped by the authorized representative.
b. The bidder should also submit duly signed checklist attached at **Annexure-III** as a token of understating the RFP provisions and IGSTC requirements.
c. Annexure I; Annexure-II and Annexure-III form integral part of the bids. Incomplete bids will be treated as an unqualified bid.
d. The bid should be submitted on or before due date. No correction in financial bid is permissible once submitted.
e. Only one bid is permissible from a bidder.
f. All the prices mentioned are in accordance with the terms specified in the RFP documents. Amount of bid should be in INR only.

g. All prices should be exclusive of taxes. Taxes should be separately mentioned. Any change in rate of taxes during the intervening period to be claimed by the bidder at the time of final settlement. The amount claimed as a result of a change in rate of taxes, if any, must be supported by Govt. Notification in this regard.
h. IGSTC shall be authorized to deduct any tax as applicable from the bidder as per Government orders prevailing at the time of payment. Additionally, IGSTC may deduct any other amount attributable to the non-compliance or breach of any terms and conditions stipulated in this RFP documents, as deemed applicable.

Section VII: Award of contract

IGSTC shall award the contract to the selected bidder by issuance of a purchase order with terms & conditions. The contract shall initially be issued for one year, which can be extended to two years on yearly basis or at any other duration depending on the service delivered and IGSTC requirement. The contract can be terminated/discontinued by either of the parties by giving one month's notice in writing. In case of breach of any terms and conditions during the contact period, IGSTC reserves the right to cancel the contract with immediate effect. The selected bidder must furnish the acceptance of purchase order with three days of its issuance. The bidder is expected to deliver services as per IGSTC's requirements and satisfaction.

Section VIII: Payment Terms

a. Payment will be made on monthly basis on submission of the bill along with other supporting documents/vouchers. No advance payment will be paid. All necessary recovery will be deducted from the bill, if any.
b. The payment will be transferred through RTGS/NEFT/Cheque.
c. Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations in respect of the any of the item of scope of work within the set time frame will face penalties at double the rate of the item concerned which could not be provided or the actual cost of hiring/ availing the alternative from any other source by IGSTC, whichever is higher.

Section IX: Dispute Resolution

IGSTC and Bidder shall make every possible effort to resolve amicably any dispute arising between them in connection with the contract. In event of non-resolution of dispute arising off in connect with contract awarded under this RFP including its interpretation, execution, performance, breach of any contract terms, termination or any other reasons, the same shall be resolved through mutual consent and/or through Arbitration in accordance with the provision of the Arbitration and Conciliation Act, 1996 as amended from time to time. The arbitration shall be conducted by a sole arbitrator to be mutually appointed by both parties. The seat and venue of arbitration shall be Delhi, and the proceedings shall be conducted in the English language.

Annexure -I

Bidder Profile

1. Name of the Company:
2. Address of Company:
3. Date of Establishment:
4. Bidder's PAN (enclosed copy):
5. Bidder's GST (enclosed copy):
6. Last three years' turnover:

Financial Year	***Turnover (in Rs)***
2023-24	
2024-25	
2025-26	

7. List of work carried out for Govt of India/Autonomous Institutions/PSU's/Government bodies in last five years.

S No	***Name of Govt India/Autonomous Institutions/PSU's/Government bodies***	***Financial Year***

(add column, if needed)

Date:

Place:

Signature of the authorized signatory:

Bidder entity stamp:

Annexure -II

Financial bid

(A) Monthly Vehicle Rates for "Mid-Size SUV/Premium Sedan" category of vehicle (e.g., Hyundai Creta, Kia Seltos, Maruti Suzki Grand Vitara, Toyota Hyryder, Honda Elevate, Honda City, Hyundai Verna Skoda Slavia etc.)

S No	***Description***	***Amount (Rs.)***
Make and model of the Vehicle offered		
Vehicle registration Month/Year & KMs driven		
1	2500 Kms / month 12 Hours / day	
2	Extra kms charges	
3	Extra hour charges	
4	Driver night duty charges	
5	Driver duty charges on Sunday	
6	Driver charges on outstation	

(B) Daily basis vehicle Rates for Sedan/Premium Sedan/MPV category of vehicle

S No	***Description***	***Amount (Rs.)***		
		Compact Sedan *(Dzire, Amaze, Aura, or equivalent)*	***Premium Sedan*** *(Honda city, Hyundai Verna, Skoda Slavia, or equivalent)*	***Mid-Size MPV*** *(Innova crysta, Hycross, Carens, Invicto, Alcazar or equivalent)*
1	100 Kms /day 10 Hours / day (Full day)			
2	50 Kms / day 5 hours /day (half day)			
3	Extra kms charges			
4	Extra hour charges			
5	Driver night duty charges			
6	Driver duty charges on Sunday			
7	Driver charges on outstation			

-Declaration-

a. I, …… authorized representative of M/s …… do hereby declare and certify that;
b. The information provided is true and authentic to the best of my knowledge and belief.
c. I confirm that authority submits the RFP documents and comply the provisions laid down in the RFP documents.

d. I tenderly accept the terms and conditions stipulated in the RFP document and understand that this will form integral part of the contract if awarded to us. Failure to comply with the terms and conditions may entail termination of contract and/or imposition of penalties in accordance with the provisions of the RFP.
e. I further declare that presently bidding firm is not Blacklisted due to any reasons by any State/ Central Government/PSU/Autonomous Body(s) on the date of bid submission.
f. It is confirmed that entity has not been in default under any applicable laws in India.
g. It is confirmed that entity or its employees directly or indirectly are not related to IGSTC.

Date:

Place:

Signature of the authorized signatory:

Bidder authorized signatory name:

Bidder entity addresses:

Bidder entity contacts details:

Bidder entity stamp:

Annexure-III

Checklist

S No	*Particulars*	*Yes/No (Please tick)*
1	The business is in operation for at least three years and complied with Indian Statutory laws	Yes [ ] No [ ]
2	Having minimum Annual Turnover of Rs. 30 lakhs for three Financial Years	Yes [ ] No [ ]
3	Having Minimum five operational vehicles at the time of submission of bid	Yes [ ] No [ ]
4	At least one office in Delhi/NCR	Yes [ ] No [ ]
5	Bidding firm's incorporation certificate, Pan Card, GST Certificate are attached in the RFP	Yes [ ] No [ ]
6	Blocklisted/debarred by Government of India/Autonomous Institutions /PSU's / Government bodies	Yes [ ] No [ ]
7	At least two work orders for similar work is provided in the RFP	Yes [ ] No [ ]
8	Vehicle Offered is as per Para (1) and (2) of **Section V: Scope of Work**	Yes [ ] No [ ]
9	Vehicle is not more than one year old and driven less than 10,000 KMs	Yes [ ] No [ ]
10	The vehicle will be equipped as per **S No 6 of Section V** of **scope of work of RFP**	Yes [ ] No [ ]
11	Driver has minimum five years of experience in driving the car for official/dignitary in Govt of India offices/Autonomous Institutions/PSU's/reputed Private Companies/Bilateral Missions/ Embassies or the International agencies	Yes [ ] No [ ]
12	Is driver aware of the routes, especially Government offices in Delhi/NCR and able to write and speak basic texts in English and comfortable using GPS navigation/Maps	Yes [ ] No [ ]
13	Agrees to provide the documents as stated at **S No 27** under **Scope of Work**	Yes [ ] No [ ]
14	All pages of RFP have been signed along with stamp and submitted as token of confirmation and acceptance of terms and conditions	Yes [ ] No [ ]
15	I have considered all clarifications/requirements discussed in the Prebid virtual meeting held on **05.11.2026** at 15:00 hours	Yes [ ] No [ ]

- I have carefully read and understand the RFP terms and condition along with scope of work.
- I undertake to adhere to the terms and conditions of the RFP and hereby provide unqualified consent to RFP terms.
- All the necessary documents in support to bid as per RFP appended.

Signature of the authorized signatory:

Bidder authorized signatory name:

Bidder entity addresses:

Bidder Entity's stamp: