



# BrahMos

**BRAHMOS AEROSPACE PRIVATE LIMITED**

(Joint Venture of Ministry of Defence)

**REQUEST FOR PROPOSAL**

**FOR**

**HIRING OF VEHICLE ON MONTHLY RENTAL & SPOT RENTAL BASIS  
FOR PERIOD OF 3 YEARS W.E.F 1<sup>ST</sup> FEB 2026**

**BM/Contracts/BS/RFP/HVMRB/21225/001**

**Dated. 7<sup>th</sup> Jan 2026**



**REQUEST FOR PROPOSAL (RFP) FOR**  
**PROVIDING OF VEHICLE TO BAPL, NEW DELHI ON MONTHLY RENTAL AND SPOT**  
**RENTAL BASIS**

1. Brahmos Aerospace Private Limited, hereinafter referred to as Buyer, intends to conclude service contract for hiring of Vehicles on Monthly Rental basis and Spot Rental basis and seek participation of the procurement process from prospective Bidders on subject requirements of BAPL.

2. This RFP is divided into Five Parts as follows:

- i. **PART I** : **General Information**
- ii. **PART II** : **Scope of work**
- iii. **PART III** : **Standard Terms & Conditions of RFP**
- iv. **PART IV** : **Special Terms & Conditions**
- v. **PART V** : **Vendor Evaluations Criteria**

3. This RFP is neither an agreement and nor an offer by Buyer to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Buyer in relation to the Project. This RFP document and any assumptions, assessments and statements made herein do not purport to contain all the information that each Bidder may require. The Bidder shall bear all its costs associated with or relating to the preparation and submission of proposal pursuant to this RFP. Wherever necessary, Buyer reserves the right to amend or supplement the information, assessment or assumptions contained in this RFP. Buyer reserves the right to withdraw the RFP or foreclose the procurement case at any stage. The issuance of this RFP does not imply that Buyer is bound to shortlist a Bidder for the Project. Buyer also reserves the right to disqualify any Bidder should it be so necessary at any stage on grounds of National Security.

4. The receipt of the RFP may please be acknowledged.

Thanking you.

**For Brahmos Aerospace Private Limited**



Abhishek Panigrahi,  
Addl. General Manager (Commercial)



## **PART-I: GENERAL INFORMATION AND INSTRUCTIONS FOR THE BIDDERS**

5. The salient aspects and timelines of the acquisition are tabulated below.

Bids to be addressed to:	<b>Addl. General Manager (Commercial)</b>
Postal address for sending the Bids	<b>BrahMos Aerospace Pvt. Ltd 16, Cariappa Marg, Kirby Place Delhi Cantt. New Delhi-110010</b>
Contact Nos. & E-mail	<b>011-4228 5103, 133 <a href="mailto:contracts@brahmoss.com">contracts@brahmoss.com</a></b>

6. **LAST DATE AND TIME FOR DEPOSITING THE BIDS:** The sealed Bids under One/Two Bid system (combined / separate Techno-Commercial Bid & Price Bid) should reach at the above given address through post/in person latest by **19<sup>th</sup> Jan 2026 at 11:00 Hrs**. The responsibility to ensure this lies with the Bidder. Early submission of the Bids is acceptable to the Buyer. E-mail quotes shall not be entertained and rejected

7. **FORWARDING OF BIDS:** Bids shall be forwarded by the Bidder under their original memo/letter pad inter alia furnishing details like GST number, BAPL address with EFT Account, if applicable, etc. and complete postal & e-mail address of their office. The Techno Commercial and the Price Bids should be put in two separate envelops and then be put in a single envelope with the 'Bidder Details, RFP No., Last Submission Date' pasted on top with the '**Proforma format**', as enclosed, pasted on top, should be dropped in the Tender Box marked as **TENDER BOX NO 3**. so as to reach by the due date and time. Late tenders will not be considered. Bids forwarded by the Bidder shall also include the following documents along with the technical bid, failing which, bids are liable to be rejected: -

- (a) Confirmation of their acceptance of the Standard Terms & Conditions of the RFP mentioned below (refer **Appendix-A**).
- (b) An unconditional acceptance of all tender terms and conditions of RFP as per **Appendix –B** to be submitted by BIDDER.
- (c) **Past experience.** Past experience Minimum 5 years' experience for providing the said services to any central/state Govt Organisation and its undertaking. / PSU/Reputed Private Companies. Copies of relevant and authenticated documents (indent/supply orders/contract documents/ documentary evidence of successful execution /completion in support of past experience of services to be provided along with documents, considering 2023,2024,2025 (Pre-Qualification criteria)
- (d) **Annual turnover:** Average Annual Turnover of last three financial year duly audited by a certified Chartered Accountant. The average annual turnover should be at least **Rs. 10 Lakh**
- (e) **UDYOG Aadhar No. for MSME.** UDYAM Certificate printed on or after 01 April 2024 to be clearly indicated along with supporting documents for MSME/SME (i.e. MSME/SME registration certificate) should be submitted along with the tender.
- (f) The office of service provider should be in Delhi NCR. Necessary documents/Certificate support of the registered Office Should be provided self-attested.



- (g) The Service provider should have Delhi NCR Network for Providing car services.
- (h) PAN Card Number along with clear and legible photocopy (**Self attested**). (refer Appendix-C).
- (i) Photocopy of GST registration certificate clearly specifying the name of the firm/proprietor and GST registration number. Self-attested. (refer Appendix-C).
- (j) The bidder should submit Income Tax Return of last three years. In case of exemption of ITR. The scanned copy of document in support of exemption will have to be uploaded by the bidder along with technical bid, failing which tender is liable to be rejected (**Self attested**).
- (k) **Financial Stability Certificate** issued during current financial year (i.e **01 Apr 2024 onwards**) from Scheduled BAPL, preferably Nationalised BAPL mentioning the approximate value up to which the tenderer is capable of undertaking the contract.
- (l) All bidders are required to submit **non-blacklisting** certificate as per Appendix 'D' attached with the RFP along with technical bid documents. (**Self-Attested**)

**8. LOCATION OF THE TENDER BOX:** Tender Box is placed in front of Reception Area of BrahMos Aerospace HQ, New Delhi. **Only those Bids that are found in the tender box will be considered and opened.** Bids dropped in the wrong Tender Box will be rendered invalid.

**9. PRE-BID CLARIFICATION:**

- (i) Prior to preparation of the Techno-Commercial Bid, clarifications regarding the technical terms & conditions be obtained from the Sr. AGM (Admin) within 5 working days from the date of RFP.
- (ii) Prior to preparation of the Techno-Commercial Bid and Price Bid, clarifications regarding the commercial terms be obtained from Sr Exe. Officer (C) within 5 working days from the date of RFP.
- (iii) Un-willingness of the Bidder to participate in Bid may be communicated to commercial Dept vide email at contracts@brahmoss.com within 10 working days of receipt of RFP.

**10. CLARIFICATION REGARDING CONTENTS OF THE BIDS:** During evaluation and comparison of Bids, the Buyer may, at its discretion, ask the Bidder for clarification of his Bids. The request for clarification will be given in writing and no change in prices or substance of the Bids will be sought, offered or permitted. No post-Bid clarification on the initiative of the Bidder will be entertained.

**11. CONDITIONS UNDER WHICH THIS RFP IS ISSUED:** This RFP is being issued with no financial commitment. The Buyer reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the procurement case at any stage. The Buyer also reserves the right to disqualify the Bidder, should it be so necessary at any stage.

**12. VALIDITY OF BIDS:** The Bids should remain valid for 3 months from the last date of submission of the Bids.



## PART II – SCOPE OF WORK

13. The Bidder is required to give confirmation of their acceptance of the Standard Terms & Conditions of the RFP mentioned below (refer **Appendix-A**) which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Vendor in the Contract) as selected by the BUYER. **Failure to do so may result in rejection of the Bid submitted by the Bidder**

14. BrahMos Aerospace Pvt. Ltd (BAPL) is desirous of appointing Transport Service Provider for the Company on monthly rental basis **w.e.f. 1<sup>st</sup> Feb 2026 for period of 3 years**. The Service provider will provide the cars as per rates given in the financial Bid. These rates will be valid upto **31<sup>th</sup> Jan 2028**. At the time of the renewal, the rate will be enhanced by mutually agreed rate if services are found to be satisfactory.

15. The Vehicles should have Commercial Registration. The vehicles should have excellent mechanical condition with neat & clean interiors with no dents/ scratches on exteriors and vintage of not more than 2 years.

16. **Monthly Rental Vehicle:** The service provider has to supply the below mentioned model of vehicles or their equivalent or higher latest models as far as price range is concerned.

S. No	Type of Vehicle	Make/Model	Qty
1	<b>Sedan (4-seater)</b>	Etios Toyota/ Honda Amaze/ Hyundai Xcent/ Swift Dezire, Or any higher latest models	5 Nos /Month
2	<b>PREMIUM SUV (6-seater)</b>	Maruti Ertiga or any higher latest models	5 Nos /Month
3.	<b>Sedan (4-seater)</b>	Etios Toyota/ Honda Amaze/ Hyundai Xcent/ Swift Dezire, Or any higher latest models	On need basis
4.	<b>PREMIUM SUV (6-seater)</b>	Toyota Innova Crysta, Toyota Fortuner Or any higher latest models	On need basis
5.	<b>PREMIUM SEDAN (4- Seater)</b>	Toyota Corolla Altis, Hyundai Verna, Honda City, Or any higher latest models	On need basis

**Note: Only Petrol & CNG Cars to be quoted**

17. The general area for pick-up and drop for monthly rental vehicles are:

S. No	Areas	Type of Vehicle	No. of vehicles
1.	Dwarka	Ertiga	2
2.	Chanakya Puri (Russian Embassy)	Swift Dzire	2
3.	Green Park	Swift Dzire	1
4.	Office	Swift Dzire	1
5.	Office	Ertiga	2
6.	Sena Bhawan	Swift Dzire	1
7	Noida	Swift Dzire	1
	<b>Total</b>		<b>10</b>



18. Exact Numbers of cars will be provided prior to contract finalization. The specific requirement for operation with the company is as follows:

- i. AC Vehicles with 3000 Kms per month.
- ii. 12 hours per day with flexible time.
- iii. Other than daily pick & drop duty, this vehicle will also be used for other miscellaneous job like, pick up & drop of personnel/local purchase transportation of items etc. as and when required within in the stipulated time frame of 12 hrs/day.
- iv. Charges for extra KM /beyond 3000 kms and extra charges per hour beyond 12 hours per day separately for type of vehicle referred at para 16 (S. No 1 & 2) above.
- v. Starting time and closing time for vehicle will be from pick up Point / Drop off point for monthly rental vehicles.
- vi. **Outstation trip will be adjusted against the authorized KM with No restriction on the number of trips.**
- vii. Extra charges per day will be paid to the driver for the out-station trip. The same needs to be quoted by you.
- viii. Tolls/ Parking charges will be paid as per actual. All the parking/ toll receipt to be signed by the user.
- ix. The maximum distance that claimed in respect of garage and point of Pick up and back to garage would be restricted to 10Km per vehicle /day. and this would not be applicable in the case of airport drop/pick up.
- x. The duty starting time and KM will be from BAPL/ Airport/ designated Locations for spot rental vehicles.
- xi. Night Charges to be quoted on hourly basis by the vendor.
- xii. Fuel filling in the vehicles will not be permitted during duty hour and no meterage will be catered for the same.
- xiii. Weekly Off of one day could either be on Saturday or Sunday depending upon the requirement.
- xiv. Outstation driver duty charges if any.
- xv. Any other charges

19. **Vehicle On Need Basis:** Above mentioned vehicles at Para 16 will also be required on need basis for Airport pick up and drop, also for one way trip from Airport to various designated location in Delhi NCR viz-versa as per the requirement of BAPL (pick and drop).

20. The selected Tenderer/s shall provide the vehicles as and when requisitioned by the BAPL.

21. All vehicles provided to the BAPL shall have valid permit and all other statutory compliances in place.

22. All vehicles shall be in good and proper condition with neat and clean upholstery.



23. The driver shall have a valid driving license, which should be produced by him as and when demanded by traffic personnel.

24. Renewal of driving license from time to time shall be the sole responsibility of the Service Provider

25. The Agency will ensure and comply with all the regulations of the Regional Transport Office and other safety and security regulations that are in vogue, and firm will be responsible for any deviation / non-adherence to the rules/regulations in place

26. The driver should report to pick up point at least 15 minutes before specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – reporting and release time of the vehicle and kilometre in & out and have it signed by the guest. Bills will not be settled unless the signed duty slips are attached with it. Meter showing Kilometre should be in good condition.

27. Night charges will be payable between 10:00 pm and 06:00 am.

28. The drivers deployed shall have reasonable experience with good driving record, shall be well-mannered courteous and fully conversant with the routes of Delhi / NCR possess a valid commercial driving license and upto date vehicle related papers and carry a smart Mobile Phone. The Driver will be in uniform as specified by the service. He should be able to converse in Hindi and English. He should be able to attend to the minor repairs of vehicles en-route, in case of need. The driver should provide mobile number to the guest on demand.

29. **The character verification / antecedents check of drivers** by local Police should be done by the firm and report to be submitted to BAPL.

30. One weekly off for the driver will be organized by BAPL as per the administrative requirement.

31. Driver of the particular monthly rental vehicle should not be changed before a minimum period of 3 months unless there is an emergency.

32. The vehicle plying at BAPL on monthly rental basis will be exclusive for BAPL use and it will not be used for any other clients.

33. Insurance of two occupants other than driver will be obtained by the firms for each vehicle.

34. In case, vehicle booked with agency comes late, BAPL, may return vehicle without any compensation. In case of any breakdown of the vehicle en-route, replacement vehicle should be immediately sent.

35. The driver shall always be available at the place where the car is parked and strictly follow all traffic rules. The driver shall carry a placard containing particulars of the arriving Guest / Officer at the Airport/ any other stations.

36. The Service Provider shall ensure that there is no room for complaints from the BAPL Employee/ Guest(s).

37. The drivers shall carry out the orders given by the authorized officers of the BAPL and shall also observe the rules and regulations regarding safety and security

38. The Service Provider shall provide vehicle on written or verbal instructions over phone/ email or through a dedicated web portal for which booking is given by the BAPL within the time specified therein. The Service Providers shall also be required to provide vehicle on short notice from the BAPL (within an hour in case of urgent requirement). In case the service provider fails



to provide vehicle on our request either verbal over phone or written or through web portal, the BAPL may take action of removing the agency from the panel of transport providers.

39. The Service Provider shall ensure that the cars provided are well maintained, without dents/ scratches and are not older than 36 months in any case and preferably not older than 24 months.

40. In case of bulk car bookings (more than 10 cars) for any big event, a dedicated manager shall be provided at our office premises for overall coordination, at no extra cost.

41. The Service Provider shall convey (by e-mail and SMS) without fail the confirmation of booking to the Car Booking Desk of the BAPL and to the guest followed by e-mail and SMS of car details i.e. Car makes, Car Registration No., Driver's Name and mobile number at least four hours prior to the time specified in the requisition.

42. The service provider shall have ability to arrange emergency transport/ touring facility providers, in case of breakdown of a vehicle provided to the BAPL. Alternate vehicles shall also be arranged immediately, in case of Break-down.

43. Feedback Form (which shall be provided by the BAPL), shall be made available in the Cars/ vehicles provided by the agency.

44. The agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the BAPL, shall render itself liable for summary termination of the agreement forthwith by giving one month's notice. Vendor intending to discontinue the service may do so by giving 3 months' notice.

45. During the notice period for termination of the contract, the tenderer shall keep on discharging his contractual obligations till the expiry of notice period.

46. All the incidental charges like parking charges, toll charges, etc., will be borne by the Agency and included in the relevant bills.

47. For outstation duty journey of minimum 250 kilometres per day will be paid.

48. Drivers will always be available with the car and would not proceed for lunch etc., without obtaining permission of the concerned officer(s).

49. BAPL will not be liable for any type of damage caused to the vehicle like material / theft. The contractor shall indemnify the BAPL for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the BAPL reserves the right to recover the cost of loss or damage suffered to the BAPL from the pending bill of the agency.

50. The bidder shall be responsible to ensure that compliance of payment of taxes, including GST, transfer/ lease/ hire/ rental taxes, Govt. of NCT Delhi and/ or Central Govt. permits, levies etc. is done in time and have all documents complete in all respects from respective authorities required for operation of the cars. When the car is taken for official/ personal journeys, state entry taxes, toll tax, levies, GST etc. if any, shall be paid by BAPL New Delhi against original receipts in proof of such payment.

51. Parking charges at all places including outstation duties shall be reimbursed by BAPL New Delhi to bidder on actual basis on production of proof/ cash receipts. Parking charges will not be entertained if the vehicle is reporting at BAPL's New Delhi and BAPL's employee/ Guest residential quarters. Rates quoted by the bidder for different nature of duty will be exclusive of GST.



52. Whenever cars are sent to airport/ railway station for pick-up, driver must carry placard in the name of the guest and park the car in VIP parking only to avoid any inconvenience. BAPL New Delhi will reimburse any toll or car parking charges incurred on our duty against production of documentary evidence.

53. Bidder shall ensure following accessories in the car hired on monthly rental basis at all times without any additional cost to BAPL New Delhi

- i. Neat & clean interior & exterior
- ii. Neat & clean seat covers
- iii. Sanitizer
- iv. Tissue Paper box
- v. Car perfume
- vi. Mobile phone with GPS Facility with Driver
- vii. Umbrella
- viii. Night torch
- ix. Mineral Water bottle – 500 ml. X 2 bottles (Reputed Make)
- x. English News Paper
- xi. Small Hammer for breaking the window glass in case of emergency
- xii. Fire Extinguisher
- xiii. First Aid Medical Box
- xiv. Face wipes.

54. Comfort of our executives shall be of utmost importance, and we shall not compromise on this. The Bidder shall ensure this while deploying the vehicle.

55. BAPL reserves the right to inspect the car at any point of time during the entire contract period and failure of meeting any of the contractual obligations on part of contract will result in penalty.

56. In case of any complaint of non-fulfilment of any obligation under the contract, BAPL reserves the right to withhold payments due to the bidder and out of such amounts or payment of security held, if any, or the amounts likely to fall due to the bidder (but without obligation to do so) to make such payments as it may consider necessary for smooth and unhindered working.

57. The bidder will be solely responsible for payment of wages/ salaries, OT, bonus and allowances including other facilities to his employees that might become applicable under any Act. BAPL shall have no liability whatsoever, in this regard. The BAPL liability is restricted to the payments towards the mileage used by our staff in respect of the cars, so hired.

58. The driver deployed should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the responsibility of the agency.

59. The bills will be raised on Monthly basis and would be settled normally within a period of 15 working days. All payments will be made through e-payments after due statutory deductions.

60. The driver must always be available with the car once he has reported to the guest/ user officer of BAPL.

61. Car Diary /logbook have to be maintained and get it signed by the user/ customer on a daily basis which will be the basic document for calculating extra usages if any. All trips from commencement of duty are to be entered. Starting time and closing time for vehicle will be from pick up Point / Drop off point for monthly rental vehicles.

62. In case of break-down of the vehicle or non-availability of driver, the firm must provide **replacement** immediately at its own cost. This contingency will not be accepted beyond one occurrence in 3 months.



63. **Liquidity Damage:** In case a vehicle is requested and the same does not reach at the required time and place, BrahMos will be **free** to call another vehicle from open market and the expenses on this account will be deducted from the pending bills/ etc. In addition, a **penalty of Rs. 2000/-** will be also imposed for every such lapse.

63. In case the condition of a vehicle is not found to be satisfactory, it shall be returned for immediate replacement. No payment will be made for cars found in unacceptable state/condition. The firm shall be liable for any prosecution in the event of any accident or challan / injuries from the violation of the Rules / Law of the Motor Vehicle Act in force. The firm will bear all the financial implications due to accident to the vehicle, driver and passenger.

64. The firm also should be able to provide vehicle on **Holidays / Sundays**.

65. In case the user complaint in respect of the PO is not resolved within 5 working days a penalty of Rs. 2,000 per day will be levied till the complaint is resolved and this amount will be deducted from the pending bills.

66. Vehicle provided at BAPL should be replaced on completion of 1,00,000 KM/ 3 years/ in case of accident / when found in poor mechanical condition.

**67. FUTURE PRICE ESCALATION FOR FUEL:**

- i. The price escalation on account of increase in cost of fuel at the end of each contractual year shall be payable if it increases by more than 10%. The rate of price escalation shall be calculated at the base price i.e. the rate prevailing on date of conclusion of contract
- ii. The price per litre shall be price charged by the petrol pumps including all taxes and levies. Bidder shall have to submit the documentary evidence of increase in fuel cost in the form of newspaper cutting, petrol pump bill etc.
- iii. The average mileage/ fuel consumption shall be @ 15 KM per litre for petrol / diesel car.
- iv. Increase in price per kilometre for every 10% increase in petrol / diesel price will be based on mutual consent between the bidder and BAPL. No other escalation like increase in price of spares, mobiles, labour cost, lubricants etc. shall be payable other than that for petrol / diesel price variation
- v. Formula for calculation of fuel price impact will be: -

$$= \frac{\text{No of KM Used} \times (\text{New Price} - \text{Old Price})}{\text{Mileage (15 KM/Litre)}}$$



### **Part III –STANDARD TERMS & CONDITIONS**

68. The Bidder is required to give confirmation of their acceptance of the Standard Terms & Conditions of the RFP mentioned below (refer **Appendix-A**) which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Vendor in the Contract) as selected by the BUYER. **Failure to do so may result in rejection of the Bid submitted by the Bidder.**

69. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

70. **Effective Date of the Contract:** The contract shall come into effect on the date of placement of Purchase Order and shall remain valid until the completion of the obligations of the parties under the contract.

71. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration.

72. **Penalty for use of Undue influence:** The Bidder shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Buyer. Any breach of the aforesaid undertaking by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the vendor) or the commission of any offers by the Bidder or any one employed by him or acting on his behalf, as defined in the Bhartiya Nyaya Sanhita (BNS), 2023 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the BUYER to cancel the contract and all or any other contracts with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of the BUYER or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the vendor. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the BAPL Guarantee and refund of the amounts paid by the Buyer.

73. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

74. **Termination of Contract.** During the currency of work, if the work is found to be unsatisfactory/not as per agreed terms and conditions, the work order will be cancelled by BrahMos Aerospace Private Limited, Delhi Cantt., by giving one month notice. The balance work will be get done by some other agency at the vendor risk and cost. BUYER Rep. may also issue notices for unsatisfactory/poor services, as and when required, under intimation to this office. However, one month notice and final cancellation notice shall be issued only by the Competent Authority of BUYER.

75. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent



76. **Force Majeure clause:** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within **30 (Thirty) days** of its occurrence informs in a written form the other party. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of, the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party.

77. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performances of its obligations under this contract. **A meeting with reps of BUYER and BIDDER will be conducted before invoking Force Majeure Clause.**



## **PART - IV SPECIAL TERMS AND CONDITIONS**

78. The Bidder is required to give confirmation of their acceptance of Commercial Terms & Conditions of the RFP mentioned below (refer Appendix-A) which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

**79. Performance Security Deposit / Performance BAPL Guarantee (PBG).** On successful negotiation, selected Service provider needs to submit PBG equivalent to 5% of the total basic value of contract issued by any Nationalized BAPL or Private BAPL (HDFC BAPL/ ICICI BAPL/ Axis BAPL/ Kotak Mahindra BAPL) in favour of 'BrahMos Aerospace Private Limited', valid for a contract period plus additional three month claim period. (**Format for BG is placed at APPENDIX E.**) within 10 days from date of issuance of PO. BG will be in favour of BrahMos Aerospace Pvt. Ltd. Any loss to the BAPL shall be made good from this amount. The Security Deposit will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.

80. In case, the Service provider fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof BUYER is put to any loss, obligation, monetary or otherwise, BUYER will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit / Performance cum Warranty (PWB) of the Service provider, to the extent of the loss or obligation in monetary terms.

81. The Service provider shall also be liable for depositing all taxes, levies, etc. on account of service rendered by it to the BUYER to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

82. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax act 1962, as amended from time to time and a certificate to this effect shall be provided to the Service provider by the BUYER /it's paying authority. Any new law to vogue, will be automatically become a part of contract

**83. Payment Terms.** Payment will be done on monthly basis on completion of services per contract on submission of following: -

- a) On submission of Invoice in original.
- b) The payment shall be made as per the financial quotes submitted by the service provider and accepted by the buyer.
- c) TDS/ statutory taxes as applicable shall be deducted from the payment.
- d) No advance payment shall be made to the service provider.
- e) The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
- f) Nonetheless, any charges borne by the service provider with respect to toll charges, parking fee or entry taxes shall be reimbursed on actual basis upon submission of proof of payment.
- g) Except under cases of circumstances beyond the control of the BAPL, the payment of bills will be made within fifteen days and not later than forty-five days of production of bills. Payment will be made through electronic mode.
- h) Photocopy of Log Book will be submitted along with monthly bill.
- i) **GST will be reimbursed only when the GST claimed in the invoice is matched and credited to BUYER Account in relevant portal of GOI.**

84. The above documents shall be verified and authenticated by the BUYER and forwarded to Finance for effecting payment to the Service provider as per terms and conditions of the work Order.



85. **Invoice Preparation.** All Invoices shall contain the following information:

- i. All Invoices shall be raised and submitted to Dir (Finance), BUYER, New Delhi.
- ii. GSTIN No. for BUYER unit is 07AABCR8269E2Z6 and the same shall be mentioned in all invoices as applicable

86. **Price.** The price is required to be submitted separately in the Price Bid (refer at **Annexure I**).

87. **Validity of Contract.** The Contract period will be valid for **period of 3 years initially**. However, based on satisfactory performance, the contract may be renewed further, on mutually agreed term & conditions by both the parties.

88. **Liability to Damages.** The contractor at his own cost shall make good all the damages, losses, burns outs etc. which have occurred on account of faulty operation, inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of BrahMos in this regard shall be final and binding.

89. **Admin Review Committee:** An exclusive Admin Review Committee (ARC) will be constituted by Commercial Head at HQs with due approval of Competent Authority and the ARC will monitor and review the performance of the contract periodically (once in a year). It shall also address the dispute if any between BAPL and Service provider and recommend suitable suggestions.

90. **Dispute resolution:** In case of any dispute arising out of this contract, same will be deliberated in Admin Review Committee (ARC) exclusively constituted for this contract & shall be settled amicably with participation of the Service provider and the BUYER.

91. The performance evaluation will be done by the BAPL defined periodic interval and the contract would be terminated without cost in case of non-satisfactory performance.

92. The Contract may be extended for further period if required subject to meeting the following specific conditions.

- a) Satisfactory performance of the Contract, on recommendation of BUYER for monitoring the performance of the contract.
- b) Acceptance of same terms and conditions of this contract for the proposed extension of the contract. No change in the % value of the Service provider's Service charge.

93. **Termination for Convenience:** Either party may terminate this agreement by serving a written notice to the other party, of not less than Ninety (90) days.

94. **Termination for Cause:** Either Party may terminate this Agreement immediately by written notice to the other Party if:

- i) The other Party commits a material breach of any term or condition of this Agreement and fails to remedy such breach within 90 days after receipt of written notice requiring it to do so.
- ii) The other Party becomes insolvent, files for Bankruptcy, goes into liquidation, or has a receiver or administrator appointed over its assets.



## Part V- Vendor Evaluation Criteria

95. The Bidder is required to submit detailed Techno-Commercial Bid containing all Terms & Conditions as enumerated at Part II, Part III and Part IV of this RFP and give confirmation of their acceptance of all Terms & Conditions (refer **Appendix-A**) which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. The deviations, if any, may be clearly indicated in the Techno-Commercial Bid along with the Compliance Statement. Failure to do so may result in rejection of Bid submitted by the Bidder.

97. The bids shall remain valid and open for acceptance for 90 days from the date of opening of Price Bid. BAPL reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever. The decision of the BAPL in this regard shall be final.

98 **Evaluation of Price Bid.** The Price Bids of only those Bidders will be evaluated, whose technical bids have been cleared by TCEC. The price negotiation will be carried out by a Price Negotiation Committee (PNC). The Price Bid will be opened in front of TCEC qualified Bidders and negotiation will be carried out with the L1 Bidder. The Price Bids will be evaluated on the basis of total scope.

99. The Price/Financial Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of price/ financial bid shall be intimated separately to the technically qualified bidders only.

100. The Price/ Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

101. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.

102. BAPL does not bind itself to accept the lowest bid (L1), BAPL reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever.

103. BAPL reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final.

104. BAPL reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on BAPL website. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to "Addl. General Manager (Commercial) BAPL who will review the queries and if information sought is not clearly indicated or specified, BAPL will issue clarifications to all the tenderers which will become part of the Tender Document , BAPL will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of BAPL before 5 working days prior to the last date of submission of the tender.



105. Technical scrutiny evaluation of bidders will be based on following criteria: -

S. No	Information required	Information to be Submitted by the vendor		
1.	<b>Name of the Organisation:</b>	MSME <b>(20 Marks)</b>	Pvt Ltd <b>(10 Marks)</b>	Proprietorship, Partnership <b>(5 Marks)</b>
2.	<b>Register Officer in Delhi NCR</b>	Own Office <b>(20 Marks)</b>		Rented Office <b>(10 Marks)</b>
3.	<b>Work Experience - Departments during the preceding 5 years.</b>	RBI/ SBI / Central Govt. <b>(20 Marks)</b>		Public Sector Banks/ PSUs <b>(10 Marks)</b> Private Sector Industries (Fortune 500) <b>(5 Marks)</b>
4.	<b>Annual business turnover in the last three financial year ending March 2024 i.e. (2021-22, 2022-23 &amp; 2023-24) (Must be verified by competent authority)</b>	More than 20 Lakh <b>(20 Marks)</b>		Upto 10 lakh <b>(5 Marks)</b>
5.	<b>Number of self-owned vehicles</b>	More than 20 Vehicles (Innova Crysta/ Swift Dzire/ Toyota Etios/ Honda City etc.) out of which minimum 10 cars should be of Swift Dzire /Honda City/ Toyota Camri/ Verna etc. <b>(20 Marks)</b>	More than 15 and less than 20 vehicles (Innova Crysta/ Swift Dzire/ Toyota Etios/ Honda City etc.) out of which minimum 5 cars should be of /Maruti Ertiga Honda City/ Toyota Camri/ Verna etc. <b>(10 Marks)</b>	More than 10 and less than 15 vehicles (Innova Crysta/ Swift Dzire/ Toyota Etios/ Honda City etc.) out of which minimum 5 cars should be of Innova Crysta/ Honda City/ Toyota Camri/ Verna etc <b>(5 Marks)</b>
6.	<b>Fleet of latest cars</b>	All cars manufacturing later than Dec 2024 <b>(20 Marks)</b>	All cars manufacturing between than 01 Jan to 31 Dec 2023 <b>(10 Marks)</b>	All cars manufacturing before 01 Jan 2023 – Dec 2023 <b>(Mark 0)</b>
7.	<b>Location of Office and / or Garage</b>	Within radius of 10 Kms from BAPL / T1 & T3 Terminal of IGI Airport <b>(20 Marks)</b>	Within radius of 10-15 Kms from BAPL / T1 & T3 Terminal of IGI Airport <b>(10 Marks)</b>	Outside radius of 15 Kms from BAPL / T1 & T3 Terminal of IGI Airport <b>(0 Marks)</b>

**Note:** a) Bidders who do not fulfil the above-mentioned criteria will not be evaluated for the same category.

b) The information rendered above by the bidders must be supported by documentary evidence.

c) Bidders who fulfil the criteria in different categories will be evaluated by taking average mean marks of different years.

d) The minimum marks for qualification in technical scrutiny is 50 and above.

e) The bidder must submit details of work experience to be supported by work orders/ certificates etc. from the institutions with whom they are working / have worked.



106 List of Documents to be submitted by BIDDER / SELLER at various stages of execution of order: -

<b>S No.</b>	<b>Documents</b>	<b>Reference in RFP</b>	<b>Remarks</b>
1.	Techno-Commercial BID	Para 1 PART of RFP	Part of Techno-Commercial Bid
2.	Price-Bid Format	Para 45 PART IV of RFP	Part of Price-Bid
3.	Acceptance of Terms & Conditions of Tender	Para 1 Part I of RFP	
4.	Electronic Payment System Mandate Form	Para 2 Part I of RFP	
5.	Non-Blacklisting Certificate	Para 2 Part I of RFP	
6.	Performance BAPL Guarantee	Para 33 Part III of RFP	To be submitted after finalizing of Contract
7.	Non-Disclosure Agreement (NDA)	Para 39 Part IV of RFP	To be submitted after finalizing of Contract
8.	Documents for Claiming Payment	Para 46 Part IV of RFP	During payment claim



107. The broad criteria for qualification of bidders should be in the following terms:

<b>S. No</b>	<b>Criteria</b>	<b>Requirement for Qualification</b>	<b>Supporting Document to be provided</b>
1.	Working experience in providing vehicle to Govt., Semi Govt /Govt undertaking/ Autonomous bodies /corporate sector or large MNCs	Minimum experience of Five Years (5 Years)	Copies of work Orders.
2.	Infrastructure & Operation Set Up	Bidder should have full-fledged Operational office in Delhi /NCR with necessary infrastructure with digital platform for daily use and support staff	Local address / GST Certificate
3.	Annual Turnover during each of the three Years ending 31 <sup>st</sup> March  2022-2023 2023-2024 2024-2025	Not Less than 10 Lakh	Audited Account Statements (Balance Sheets/ P &L A/c)
4.	Type of Organization Private Ltd. Public Limited, Partnership, Proprietorship)		Trade License Valid MSME, PAN & GST Registration
5	Registered under Shop & establishment Act	The agency should be registered under shop & Establishment Act and have necessary certificate to run Tours and Travel Services	Valid Trade License Registration under Shops and Establishment
6.	Should have minimum 15 Owned cars (Ertiga/Swift Dzire) Innova Toyota of Commercial Registration)	A minimum of 10 nos. cars should be owned by the firm preferably Ertiga and Swift Dzire	Copies of RC of vehicle registered on the name of tendering firm/ agency



**108. Basic Information of the Vendor to be submitted along with Technical Bid**

<b>S. No</b>	<b>Information required</b>	<b>Information to be Submitted by the vendor</b>
1.	Name of the Organisation:	
2.	a) Type of organisation (whether Proprietorship, Partnership, Pvt. Ltd Company/Ltd. Company)	
3.	b) Date of Establishment Details of Registration (Firm, Company etc.), Registering Authority, Date, Number etc. (not applicable in case of sole proprietorship) Please enclose relevant documents in support of the same	
4.	Shops & Establishment Certificate. Please submit a copy	
5.	Name of the proprietor / partner / directors of organization with designation	
6.	Authorized person of the Tender to make commitment to the BAPL (Name, Contact Details including Telephone /fax/email) Communication with regard to the bidder:	
7.	Regd. Office/ Business Address of the organization along with telephone No., mobile No., Fax No and email a. Whether having own office in Delhi NCT b. Address of the local office in Delhi NCT. Name of the authorized official and his/ her telephone number Please enclose relevant documents in support of the same.	
8.	Experience (in years)	
9.	Office address through which the work will be handled	
10.	Name and Address of the BAPLers and BAPL Account details ( <b>A cancelled Cheque should be attached</b> ) along with duly filled format attached at Annexure- II	BAPLer name Branch: Address: Contact No Type of Account: Account No: IFSC No
11.	Annual turnover	Balance Sheet of CA certificate may be attached
12.	2022-2023	Rs.
13.	2023-2024	Rs.
14.	2024-2025	Rs.
15.	Registered Office address and telephone No	
16.	Office address through which the work will be handled	
17.	Address of Garage	
18.	Whether working with any of the govt./semi govt. as approved supplier and if so furnisher details <b>Work order /experience certificate from the Clients (Govt /Semi Govt Public undertaking / autonomous Body / Large MNC etc.) indicating the period of car hire services provided by the bidder</b>	
19.	PAN	
20.	GSTIN	
21.	MSME Certificate	



22.	Whether the organisation is registered under shops & Establishment Act and has necessary Certificate too run Tours and Travel Pls enclosed the registration Certificate	
23.	Name and address of the Bank Please enclose a certificate regarding financial standing ( <b>as per Annexure II</b> )	
24.	List of cars owned in the name of the applicant with registration Numbers /permit Number/date of purchase, along with copies of RC book and current comprehensive insurance Policy. List of all variants of cars owned not older than 36 months, along with photocopy of their RC/ fitness and permit owned to be submitted as per format at ( <b>Annexure: III</b> )	



**COMPLIANCE STATEMENT**

<b>Sl. No.</b>	<b>Clause</b>	<b>RFP Requirement</b>	<b>Comments by Bidder</b>
	<b>Part I</b>	<b>General Instructions</b>	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
	<b>Part II</b>	<b>Scope of Work / Services required</b>	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
	<b>Part III</b>	<b>Standard Terms and Conditions of RFP</b>	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
	<b>Part IV</b>	<b>Special Terms &amp; Conditions of RFP</b>	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
	<b>Part V</b>	<b>Evaluation Criteria &amp; Price Bid issues</b>	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details

Based on the requirement the Bidder needs to submit the Compliance to the Bid in excel sheet format (.xlsx) in soft copy.



**ACCEPTANCE OF TERMS & CONDITIONS OF TENDER**  
(To be given on Company Letter Head)

To,  
AGM(Commercial)  
M/s BrahMos Aerospace Pvt Ltd,  
16 Cariappa Marg, Kirby Place,  
Delhi Cantt, New Delhi – 110010

**ACCEPTANCE OF TERMS & CONDITIONS OF TENDER**

Tender Reference No. \_\_\_\_\_

Name of Tender: \_\_\_\_\_

Dear Sir,

1. I / We have obtained the tender document(s) for the above mentioned 'Tender/Work' from your office namely: -

\_\_\_\_\_ as per your advertisement / RFP, given above.

2. I / We hereby certify that I / we read entire terms and conditions of the tender documents from Page No. \_\_ to \_\_ (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. The Tech Bid and its enclosures as submitted in physical form as mentioned in part-I of RFP.

6. In case any provisions of this tender are found violated, your department / organization shall be at liberty to reject this tender / bid absolutely and we shall not have any claim / right against dept in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official)



**APPENDIX- C**  
(refer para 4 of RFP)

**ELECTRONIC PAYMENT SYSTEM MANDATE FORM**

<b>SI No</b>	<b>Description</b>	<b>Details</b>
1	Name of the Firm & Address	
2	Email ID	
3	PAN No.	
4	Name of the BAPL	
5	Name of Branch & Address	
6	Branch IFSC Code	
7	MICR Code	
8	Type of Account	
9	BAPL Account No.	
10	Type of EPS	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the institution responsible.

(Signature of the Bidder, with Official Seal)

Date:

Certified that the particulars furnished above are correct as per our records.

BAPL Stamp:

Date:

(Signature of Authorized Official from the BAPL)



**APPENDIX-D**

(refer para 8 of RFP)

**NON-BLACK LISTING CERTIFICATE**

(To be given on Company Letter Head)

1. I, \_\_\_\_\_ son of shri \_\_\_\_\_ age about \_\_\_\_\_ by profession proprietor/ partner of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ do hereby solemnly affirms and declare as under: -

- (a) Undertakes to the effect that the firm/l represent is not blacklisted by any Government Organization.
- (b) I am not Proprietor/ Partners/ Director of any other firm or business organization with whom Government has banned/ suspended business dealing.
- (c) I do not have any concern/ subsidiaries with any business organization or agency blacklisted by Government Organization.

**Company Seal**

**(Authorised Signatory of Company)**

**Place:**

**Dated:**

**Signature of Bidder & Stamp**



PERFORMANCE BAPL GUARANTEE (PBG) FORMAT

1. This deed of guarantee executed on ..... day of ..... by ..... BAPL, Branch ..... hereinafter called the 'BAPL' (which term shall mean and include its successors and assigns wherever the context so admits) in favour of BrahMos Aerospace Pvt. Ltd., a Company incorporated and registered under the Companies Act, 1956, having its registered Office at 16, Kirby Place, Cariappa Marg, Delhi Cantt-110010, INDIA (hereinafter referred to as 'BrahMos', which term shall include its successors and assigns.)
2. In consideration of BrahMos Aerospace Pvt. Ltd. (BrahMos) having placed the: Purchase Order No. ..... dated ..... (hereinafter called the Agreement) on M/s ..... (here in after called the said "Contractor/Seller" ) (which term shall mean and include its successors assigns and legal representatives) and whereas the Contractor/Seller has undertaken to provide a BAPL Guarantee for an amount of Rs..... (RUPEES..... ONLY) (Being the amount equivalent to ( )% of the total value of Agreement), to secure its obligation to you for warranty of the material as mentioned in para ..... of the Agreement, we.....(name of the BAPL, address) hereinafter referred to as " the BAPL") at the request of Contractors do hereby undertake to pay BrahMos an amount not exceeding Rs..... Against any loss or damage caused to or suffered or would be caused to or suffered by BrahMos by reason of any breach by the said agreement.
3. We.....(BAPL) do hereby unconditionally and irrevocably agree and undertake to pay to BrahMos the amounts due and payable under this guarantee without any demur merely on a demand from BrahMos stating that the amount claimed is due by the way of loss or damage caused to or would be caused to or suffered by BrahMos by reason of breach by the said "Contractors" / "Seller" of any of the terms and conditions contained in the said agreement or by reason of the contractor's failure to perform the said agreement. Any such demand made on the BAPL shall be conclusive as regards the amount due and payable by the BAPL under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....
4. We undertake to pay BrahMos any money so demanded notwithstanding any dispute or disputes by the "Contractors" / "Seller" in any suit or proceedings pending before any court or tribunal relating thereto, our liability under this guarantee being absolute and unequivocal. The payment so made by us under this guarantee shall be valid discharge of our liability for payment there under and the "Contractors" / "Seller" shall have no claim against us for making such payment.
5. We .....(BAPL) further agree that the guarantee herein contained shall remain in full force and effect during the period that, would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of BrahMos under or by virtue of the said Agreement have been fully paid and its claims satisfied or, discharged or till BrahMos certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said "Contractors" / "Seller" and accordingly discharges this guarantee. Provided that if BrahMos together with the Contractor / Seller seeks an extension of term of the guarantee, such extension shall be guaranteed by the BAPL and the guarantee shall be in full force till the expiry of such extended period.
6. We .....(BAPL) further agree with BrahMos that BrahMos shall have the fullest liberty without our consent and without affecting in any manner our obligations



hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) / Seller from time to time or to postpone for any time or from time to time any of the powers exercisable by BrahMos against the said Contractors / Seller and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) / Seller or for any forbearance, act or omission on the part of BrahMos or any indulgence by BrahMos to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

7. It shall not be necessary for BrahMos to proceed against the Contractor / Seller before proceeding against the BAPL and the guarantee herein contained shall be enforceable against the BAPL notwithstanding any security, which BrahMos may have obtained or obtains from the Contractor / Seller.

8. This guarantee shall not be discharged due to the change in the constitution of the BAPL or the Contractor(s) / Seller.

9. We.....(BAPL) lastly undertake not to revoke this guarantee during its currency except with the previous consent of BrahMos in writing.

10. Our liability is limited to a sum not exceeding Rs..... Unless a claim is made on us in writing on or before 3 months beyond the date of completion of delivery period as specified in the contract, we shall be discharged from liability under this guarantee.

In witness whereof these presents are executed at ..... on the date, month and year first herein above written.

Notwithstanding anything contained herein

- I. Our liability under this BAPL Guarantee shall not exceed Rs.....
- II. This BAPL Guarantee will be valid up to.....(Date) (Inclusive of claim period)
- III. We are liable to pay the guarantee amount or any part thereof under this BAPL Guarantee only and if you serve upon us a written claim or demand on or before .....(Date) (Inclusive of claim period)

FOR AND ON BEHALF OF THE BAN

Date:

Place:

Witness

(With full name & Address)

1.

2.



**Details of Bank Account**

1.	<b>Name of the Vendor/Firm</b>	
2.	<b>Name of the Account Holder</b>	
3.	<b>Address of the Vendor/Firm</b>	
4.	<b>Name of the Bank, Branch and Address</b>	
5.	<b>Bank Code and Branch Code</b>	
6.	<b>IFS Code of the Bank Branch</b>	
7.	<b>Type of Account (Saving/Current/Cash Credit)</b>	
8.	<b>Account Number</b>	

**Note: Please also enclose a CANCELLED CHEQUE in respect of the above account number.**

Signature of the Tenderer with seal & date



## Price Bid Format

A) Monthly Rental Vehicle (3000 KMS. / 12 HRS. / 6 Working Days)					
S. No	Type of Vehicle	Qty	Unit Rate / Vehicle / Month (In Rs.)	Total Amt. / Month (In Rs.)	Extra KM. /Vehicle (Rate in Rs./KM)
1	Maruti Swift Dzire any higher latest models	5			
2	Maruti Ertiga any higher latest models	5			
	Total Cost / Month				
	Total Cost / Year				

## B) Spot Rental

S No	Type of Vehicle	Qty	Rates / Day 40 KMs, 4 Hrs (Rate in Rs.)	Rates / Day 80 KMs, 8 Hrs. (Rate in Rs.)	Rates /Day 120 KMs, 12 Hrs. (Rate in Rs.)	Extra KM / Vehicle (Rate in Rs./km)	Extra Hr. /Vehicle (Rate in Rs./Hr.)	Retention Charges (10 PM – 6 AM)
1	Innova Crysta	1						
2	Honda City	1						
3	Maruti Ciaz	1						
4	Maruti Ertiga	1						
4	Swift Dzire/Amaze	1						
	Out Station TA for Chauffer	1						
	Dead Mileage							

## C) Airport- Pick &amp; Drop (One Way Charges)

S. No	Vehicle Type	City I	City II
S. No	Vehicle Type	Unit Rate (In Rs.)	Unit Rate (In Rs.)
1	Dzire/ Accent/Etios/ Or any higher latest models		
2	Toyota Innova Crysta,or any higher/ latest models		
3	Toyota Corolla or any higher, latest models		



**Note**  
City I - Delhi & Gurgaon  
City II- Noida & Gr. Noida

**Note:**  
i) GST will be extra as applicable  
ii) Permit, Parking, inter State Taxes, User fee will be extra at actuals

The rates quoted above comply with the following terms and conditions:

- a) The quoted rates are inclusive of insurance charges, uniform charges, and any other duties/ levies whether existing or future, levied by the Central Government or any State or Local Authority, as applicable, for which no separate claim shall be made. The quoted rates shall be exclusive of GST (Goods and Services Tax). As per law, taxes as applicable may be deducted at source and a certificate for the same may kindly be issued.
- b) The lowest rates quoted under each category of vehicles for different categories of duties by qualified bidders shall be applicable for L 1 & L 2 bidders.
- c) Toll taxes and parking charges would be paid on production of original receipt.
- d) If the service provider provides, on his own, any higher make or model of car, he will be paid according to the rates approved for vehicle requested by the BAPL.
- e) The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
- f) Night Charges will be applicable between 10 PM to 6 AM only.
- g) The mileage will be calculated from first reporting point to last reporting point. However, the maximum distance that will be claimed in respect of garage and point of pickup and back to garage would be restricted to 10 kms for monthly rental vehicle. (i.e. garage to first reporting point and last reporting point to garage) or at actual Kilometres, whichever is lowest shall be taken into account for calculation of total mileage.

**Signature & Seal of Bidder/ Tenderer**



### List of Self Owned Vehicles



**2026-00056A**

**LAST DATE OF SUBMISSION**

**TENDER ID**  
**16-Jan-26**      **1100 HRS**

**TENDER BOX  
NO.**

**3**

**TENDER FOR**

**RFP FOR PROVIDING OF VEHICLE TO BAPL, NEW  
DELHI ON MONTHLY RENTAL AND SPOT RENTAL  
BASIS**

**RFP NO.**

**BM/Contracts/BS/RFP/MRV/060126/001**

**RFP DATE**

**06-Jan-26**

**VENDOR**

**VENDOR SEAL**

**TENDER OPEN DATE**

**16-Jan-26**

**1430 HRS**

**NOTE: THE BID (SINGLE / 2-BID) SHOULD BE PUT IN ONE ENVELOPE AND THIS PROFORMA SHOULD BE PASTED ON TOP. THE TENDER (SEALED ENVELOPE) SHOULD BE DROPPED IN THE BOX (BOX NO. SHOWN AT THE TOP RIGHT CORNER) ONLY, WITHIN THE LAST DATE OF SUBMISSION.**