

Mahesana Municipal Corporation

Notice No- **36035 / MMC / 2025-26**

Dt: - **24/07/2025**

REQUEST FOR PROPOSAL FOR

**SELECTION OF AGENCY FOR TOWING OF ILLEGALLY PARKED VEHICLE UNDER THE JURISDICTION OF
MMC AREA MAHESANA MUNICIPAL CORPORATION AREA**

Mahesana Municipal Corporation (MMC) invites proposals from reputed Agencies for towing of illegally parked vehicle under the jurisdiction of Mahesana Municipal Corporation Area. Interested agencies may participate for this tender and submit their proposal. The detailed Request for Proposal (RFP) document can be downloaded from GeM Portal from **03.00 PM of 24.07.2025 to 04.00 PM of 11.08.2025**. The last date of receipt of technical and financial bids is **11.08.2025** till **4.00 PM** and the same would be opened on **11.8.2025** at

5.00 P.M. The Pre-bid meeting is scheduled on **29.07.2025** at **04.00 P.M.** in the Conference Hall at MMC Office. Further details can be seen from the MMC Website. Any addendum/corrigendum/cancellation of tender can also be seen in the said website.

MMC reserves the right to cancel this invitation and / or invite fresh Bid / RFP with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason. MMC reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

**Sd-
Deputy Commissioner (Revenue)
Mahesana Municipal Corporation**

RFP No. 019 / MMC/ 2025-26

Date: 24/07/2025

Request For Proposal (RFP)

Selection of Agency

for

**Towing of Illegally Parked Vehicle under the
Jurisdiction of Mahesana Municipal Corporation
(MMC) Area**

MAHESANA MUNICIPAL CORPORATION

TABLE OF CONTENTS

Contents

DISCLAIMER	4
DATA SHEET	5
INSTRUCTION TO BIDDERS	6
1. Introduction	6
2. Eligibility Criteria	6
3. Scope of Work.....	7
4. Technical requirements	8
5. Service Level Agreement	11
6. Terms & Conditions	12
7. Tender Document Cost.....	14
8. Earnest Money Deposit (EMD)/ Bid Security	14
9. Performance Security	14
10. Payment Terms	14
11. Number of Bids and Cost thereof	15
12. Validity of Bids	15
13. Right To Accept or Reject Any or All Bids.....	15
14. Consortium	16
15. Contract Period.....	16
16. Pre-bid Meeting	16
17. Amendment of RFP.....	17
18. Format and Signing of Proposal	17
19. Submission of Proposal: Packing, Sealing and Marking of Proposals.....	18
20. Bid Due Date	19
21. Late Bids.....	19
22. Acknowledgement by the Bidder	19
23. Disputes	19
24. Confidentiality.....	20
25. Evaluation of Bids	20
26. Evaluation of Financial Proposal	21
27. Bidding Parameter	21
28. Contacts During Bid Evaluation.....	21
29. Award of Project	21

30.	Signing of the Agreement	22
31.	Commencement of Assignment.....	22
32.	Important Information for Bidders	22
ANNEXURES		23
Annexure–I: Cover Letter		23
Annexure–II: Details of Bidder		25
Annexure– III: Technical Capacity of Bidder		26
Annexure– IV: Financial Capacity of Bidder.....		27
Annexure – V: Power of Attorney		28
Annexure –VI: Undertaking From The Bidder		29
Annexure – VII: Financial Bid		30

DISCLAIMER

The information contained in this Request for Proposal ("RFP") or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of MMC or any of its employees or advisors, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is neither an offer nor invitation by the MMC , Mahesana (hereinafter referred to as "MMC ") 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 the formulation of their bids for qualification pursuant to this RFP (the "Bid"). This RFP document does not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the MMC and its employees or advisors to consider the objectives, technical expertise, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. MMC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

MMC and its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.

MMC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP document.

MMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP document.

The issue of this RFP document does not imply that the MMC is bound to select a Bidder or to appoint the agency, as the case may be, for the project and the MMC reserves the right to reject all or any of the Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the MMC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the MMC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

DATA SHEET

SN	Activity	Details
1.	Name of the Client	
2.	Method of Selection	Revenue Sharing Model
3.	Proposal Validity Period	180 days
4.		
5.	Earnest Money Deposit (EMD)	Rs.150,000/- in the form of BG/DD in favour of Commissioner, Mahesana Municipal Corporation payable at Mahesana
6.	Performance Bank Guarantee (PBG)/ Performance Security	Rs 5,00,000/- in the form of Demand Draft/ Bank Guarantee
7.	Period of availability of RFP document for bidding	From Dt. 24/07/2025 from 03:00 PM to Dt. 11/08/2025 up to 4:00 PM
8.	Pre-Bid Meeting	Dt. 29/07/2025 at 4:00 PM in the Chamber of Deputy Commissioner (Revenue), MMC Office. Pre-bid queries shall be sent by 28/07/2025 by 4 PM at MMC@gmail.com
9.	Last date & time for submission of RFP document	05/08/2025 Up to 4:00 PM Bids shall be submitted through registered/speed post or courier service only (no drop box facility available) at the address mentioned below: DC Revenue, Mahesana Municipal Corporation
10.	Date & Time of opening of the Technical Bids received	05/08/2025 at 5:00 PM
11.	Date & Time of opening of the Financial Bids	To be intimated later on to the qualified Bidder after evaluation of technical bids

INSTRUCTION TO BIDDERS

1. Introduction

With an aim to ensure effective parking management and to facilitate efficient use of road space, the Mahesana Municipal Corporation Office intends to avail the services of qualified and experience agencies that can undertake the work for towing of illegally parked vehicles in Mahesana city to ensure free passage for pedestrians, cyclists, public transport, and motorists.

2. Eligibility Criteria

a) Legal Entity Registration:

The bidder should be a Proprietor/Partnership Firm/Company incorporated in India under appropriate authority and operating for at least last three years.

b) Minimum Annual Turnover:

The bidder should have achieved a minimum annual turnover of Rs 25.00 Lakhs during any of the financial years 2022-23, 2023-24 or 2024-25. A turnover certificate duly certified by a Chartered Accountant (CA) and copies of Income Tax Returns (ITR), Balance Sheet, and Profit & Loss Account Statement for the relevant years should be submitted.

c) Prior Project Experience:

The bidder must have undertaken at least 01 (one) project providing similar services for any Central/State Government, Autonomous bodies, Agencies, Societies, Corporate bodies, Urban Local Bodies (ULBs), etc., in India during the last 5 years prior to the date of issue of the Request for Proposal (RFP). Copies of the Work Order/Agreement along with the Completion Certificate for the referenced project should be submitted.

d) No Debarment or Litigation:

Bidder must not have been barred by the GoI, any state government, or any of its instrumentalities from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date. An undertaking on Stamp paper to this effect should be submitted.

e) Valid Registrations:

The bidder should possess valid PAN card, GST registration certificate, and registration with the Employees' State Insurance (ESI) and Employees' Provident Fund (EPF) authorities.

f) Legal Status and Registration:

Bidders should be legally registered entities, such as towing companies or service providers, with all necessary licenses and permits to operate in the jurisdiction where the services are required.

g) Fleet and Equipment:

Bidders should have an appropriate fleet of tow trucks and related equipment that meets the technical specifications outlined in the tender document.

Note: Similar Service means towing of vehicles

3. Scope of Work

The bidder shall be required to perform the following tasks for the safety and convenience of the citizens.

a) Arrangements for Towing

The bidder shall make necessary arrangements for towing vehicle, manpower, items, tools, materials, and equipment's required for undertaking this work at its own cost.

b) Towing of Unauthorized Vehicles

The bidder shall be responsible for towing of vehicles parked in an unauthorized area other than specified parking lots. The bidder will then take these vehicles to the nearby parking space which is less utilized or at space designated for this purpose by the MMC.

c) Use of Wheel Jammers

If the unauthorized parked vehicle is not in a position to be towed away, the bidder will arrange to put jammers in the wheels of the vehicle, so that MMC is able to fine the vehicle.

d) Precautions and Liability for Damage

The bidder shall take necessary precautions while towing of vehicle and putting jammers in wheels with regards to safety of the vehicle. Any damage caused to vehicle during towing/jamming will be the liability of bidder.

e) Live Video Feed and GPS

The bidder shall display live feed of video recording of cameras on crane on the web portal of MMC. GPS is to be installed on each such tow truck and the online GPS information of the tow truck shall be available on MMC web portal and app. Information of all clamped and tow away vehicle shall be uploaded on the MMC app and web portal immediately.

f) Vehicle Towing Register

The details of the vehicle towed shall be mentioned in a register having details such as type of vehicle, vehicle no., location from where it is towed, etc. The same register is to be maintained by the bidder, which shall be produced at the time of verification by MMC.

g) Insurance:

Bidders may need to provide proof of adequate insurance coverage, including liability insurance, to cover any potential damages or liabilities arising from the towing operations.

h) Financial Capability:

Bidders may be required to demonstrate their financial stability and ability to meet the financial obligations of the contract.

i) Safety Records:

Bidders may need to provide evidence of their safety records and compliance with safety regulations, including a history of accidents or incidents related to their towing operations.

j) References:

Bidders may be asked to provide references from previous clients or contracts to demonstrate their ability to perform the required services effectively and professionally.

k) Compliance with Local Laws:

Bidders should be in compliance with all local, state, and federal laws and regulations related to towing services.

l) Conflict of Interest:

Bidders may need to disclose any potential conflicts of interest or relationships that could pose a conflict in providing impartial towing services.

m) Bid Bond or Performance Guarantee:

The tender may require bidders to submit a bid bond or performance guarantee as a commitment to fulfilling the terms of the contract.

n) Technical Expertise:

Bidders may need to demonstrate their technical expertise in towing and handling different types of vehicles, including specialized equipment for heavy-duty towing if required.

o) Environmental Compliance:

Bidders may need to provide evidence of their commitment to environmental compliance, especially in the disposal of hazardous materials from towed vehicles.

p) Quality Control and Customer Service:

Bidders may be evaluated on their proposed quality control measures and customer service plans to ensure prompt and efficient towing services.

4. Technical requirements

4.1 Technical requirements of towing vehicle

- a. The agency shall be responsible to deploy the well-maintained Towing Vehicles for operation of Parking enforcement and Management system.
- b. The deployed vehicle shall be certified by RTO / Relevant agency for the Fitness, Pollution Control and any other mandatory clearances.
- c. The Vehicle shall be well equipped with Megaphones and the announcement shall be made before towing the vehicles.

S.No.	Particulars	Minimum Requirement
01	Crane Mounted Towing Vehicle (mini)	05
02	Crane Mounted Towing Truck	05

- d. Manual lifting system with chain pulley mounted on a MS framework for lifting of vehicles.
- e. CCTV camera should be installed on towing vehicle with 1 (one) number camera near the towing point and another 1 (one) number camera at the top of the driver cabin connected to Digital Video Recorders (DVR) and color monitor mounted in the driver's cabin with 30 days storage system.
- f. A Public Address (PA) system with a microphone, amplifier, loudspeaker and related equipment mounted externally on towing vehicle.
- g. Towing vehicle should be GPS enabled and can be monitored live from MMC app
- h. Seating for helpers with storage for tools and tackles
- i. Shall be mounted with beacon and multi-toned siren.
- j. Power system with battery backup to meet the power requirement of all the devices and equipment as per specifications.

- k. Shall be aesthetically designed and must incorporate appropriate branding with approvals
- l. Shall have the capability to tow high value vehicles without any damage.
- m. Shall have the capability to tow vehicles from any direction (from front, back or at any angle)
- n. The Towing/Hauling/Lifting equipment (Crane) must have all valid documents to ply in Mahesana. It should be maintained in good working condition throughout the period of contract and the registration of vehicles should not be before than year 2015 (i.e. the make of vehicles should be 2015 onwards).
- o. The registration number plates bearing registration number of the Towing/Hauling/Lifting equipment (Crane) shall be painted in standard size and maintained as prescribed under M.V. Rules/Act. 1.6 The Towing/Hauling/Lifting equipment shall be got inspected by a committee on a monthly basis to ensure effective and smooth service.
- p. The bidder shall keep Registration papers, Insurance papers, Fitness Certificate, Driving License, and Pollution under Control Certificate etc. in each vehicle, which shall be produced by the driver as and when required by any authority.
- q. The vehicle service charges, oil, fuel, insurance of vehicle etc. and any type of damage shall be the responsibility of the successful bidder.
- r. The vehicle staff along with the dress prescribed by this office shall be provided by the bidder free of cost.
- s. It is the responsibility of successful bidder that every vehicle should be equipped with the following accessories:-
 - i. Digital Camera
 - ii. Mic System 100 Watt capacity (Branded Co.) with 2 loud speakers.
 - iii. Search Light
 - iv. Flasher Light.
 - v. Safety Light Bar
 - vi. Under lift.
 - vii. Chain-Pulley in working condition, covered by adequate rubber
 - viii. New tyres with one Stepney wheel in each vehicle
 - ix. Lights/Lamps shall be available in/on the cranes as per the provisions of Central Motor Vehicle Act, 1988 Rules & Byelaws framed their under from time to time. Each crane shall have all its lights (head light, parking lights, brake lights etc.) and indicator lamps with an extra search light (facing backwards) in working order to facilitate lifting operations during darkness.
 - x. First Aid box.

4.2 Wheel Clampers for Four Wheelers

- a. Wheel clampers shall be used for the vehicles parked in the no parking zone other than roads like public amenities where they are not blocking the roads but lead to the inconvenience to the citizens in crossing the roads and standing before any house or public amenities.
- b. The Clampers shall be proper bannered with the adequate process and helpline number to connect with contact person for challan payment and releasing the vehicle.
- c. One Wheel Clamper to be used per vehicle

- d. This shall be equipped with GPS and Integrated with app and Command and Control System

S.No.	Particulars	Minimum Requirement
01	Vehicle Clampers (Four Wheeler)	30

4.3 Staff Requirement and Guidelines

- a. The minimum number is defined to deploy for the manpower per location and vehicle, the Same will be increase / decrease based on the number of vehicle and locations,

S.No.	Particulars	Minimum Requirement
01	Human Resources to be Deployed per Vehicle	01 Driver & 02 nos helpers
02	Human Resources to be Deployed per Location identified by the department to park the towed vehicles	02

- b. The staff deployed on the vehicles shall be adult and physically fit.
- c. The staff deployed on Towing/Hauling/Lifting equipment shall be trained in the Road Safety Cell.
- d. The supplier and the driver/helper deputed on such equipments should not have any criminal antecedents.
- e. Fluorescent Safety Jackets prescribed by Traffic Police/MMC will be worn by the vehicle staff. The staff on the vehicle i.e. driver and helper shall be provided with uniform, along with name tag, by the supplier as prescribed by MMC. It is the responsibility of the successful bidder to provide the same.
- f. During deployment, if the activities, movements, utterances or behavior of the driver and helpers are found suspicious, questionable or against the directions given from time to time, the employees shall be removed from duty and shall not be detailed in future on any equipment.
- g. The successful bidder shall provide Photo Identity Card(s) to his driver(s)/helper(s), which shall be duly verified by him and counter-signed by the DCP-Traffic or his authorized representative concerned before detailing them for duty.
- h. 1 Driver, 2 Helpers should be deployed on each vehicle, wearing uniform.
- i. The drivers deployed on cranes have a valid heavy commercial driving license and have a certificate regarding proficiency in safe driving from recognised institute.

Note : Mahesana Municipal Corporation shall not be responsible for any damage to the hired Towing/ Hauling/ Lifting equipment (Crane) due to any accident/fire/natural calamity or any unforeseen circumstances. It is purely and sole responsibility of successful bidder.

4.4 IT System Control Centre

The Agency will create an API to integrate with city Command and Control Centre with the capability to provide summary reports, real-time information to MMC but not limited to the

following:

- i. Number of vehicles towed
- ii. Vehicle license plate number
- iii. Vehicle type
- iv. User ID
- v. Start time
- vi. End time
- vii. Location
- viii. Applicable Fees
- ix. Payment status
- x. Applicable Fines
- xi. Details on enforcement for the activities of all enforcement staff
- xii. Details of vehicles immobilized by the enforcement authorities

5. Service Level Agreement

- a. The purpose of this Service Level Agreement (hereinafter called SLA) is to clearly define the levels of service which shall be provided by the Bidder to MMC for the duration of the contract. The SLA is intended to establish a clear set of measurable parameters against which the performance of the Bidder can be measured.
- b. MMC shall maintain a monthly contact to monitor the performance of the services being provided by the Bidder.
- c. The SLAs shall be monitored periodically non-adherence of these SLAs is bound to attract penalties as described in the following Clauses. However, the penalties shall be applicable only after the 2nd (Second) month of the operation of Agency Control Room.

S. No	Service Level Description	Service Level	Penalty
1	Towing Vehicle Availability	The Towing Vehicles shall be available for the all days, In case of breakdown / unavailability of vehicles the successful bidder shall arrange the other vehicles.	Penalty of Rs. 2500/- (Rupees Five Thousand only) per Vehicle per day of default till the Resolution / Compliance.
2	Manpower Availability	Manpower at Base Location where challan need to be deposited	Number of complaints registered and found true to non- availability of manpower; would invite Rs.1000/- per complaint
3	Misconduct in Towing of Vehicles	The operator shall not tow the vehicles which are not parked obstructively with the motive to maximize his profits. Also malpractice or corrupt practice by the employee engaged by the successful bidder. If any complaint is received and found true.	Penalty for Rs.1000/- Per Instances
4	Illegally Parked Vehicle	If at any instance, it is found by MMC that the agency had failed to provide the services in efficient manner and the vehicles are illegally parked at the no parking zones around the city.	Penalty of Rs.200/- per Instance per vehicle

- d. Review of SLA Parameters - The SLA design is based on the scope of services operational

aspects of Bidder. Due to evolving nature of the proposed project, a review of SLAs will be conducted at the end of three months from the date of effectiveness of the contract. The purpose of this review is to reassess the SLAs based on the first three months after thorough analysis of the monthly statistics monitored as per the above mentioned SLA parameters, may consider revision of the SLA parameters update this agreement. If the revision occurs, then the revised SLAs would be final binding for the rest of the term of the contract.

6. Terms & Conditions

a) Purpose of Towing Service

The towing service vehicle shall not be used for any other purpose except as defined in this RFP for towing of vehicles parked in an unauthorized area.

b) Uniform and Identity Cards

The manpower to be deployed by the bidder must have proper uniform and identity cards with name, gender, blood group, and other relevant information, if any, displayed on it. The Identity Cards must be signed by the successful bidder and the concerned Authority of the MMC. The towing squad of the bidder is required to always wear the Identity Card and proper uniforms during working hours.

c) Experience and Training

The bidder towing squad shall have sufficient experience and be trained in lifting and towing of vehicles.

d) Vehicle Procurement and Maintenance

The bidder shall be responsible for procurement/hiring of the vehicle, fuel, lubricants, and complete O&M of the vehicle used for towing purposes, at its own cost. The bidder will have to arrange an alternate vehicle immediately in case of any damage or breakdown of the vehicle. The drivers of the vehicle must always carry authentic documents as per the law.

e) Safety and Protective Gear

The bidder shall be responsible for the safety of the manpower engaged for the service and shall provide all necessary protective uniforms, equipment, safety gears, etc., required to carry out the work to its staff.

f) Liability and Insurance

If during the period of engagement any loss of property/vehicle and/or life takes place, then the loss and account of the same shall be borne entirely by the bidder, and the MMC shall not be held responsible and liable for any such claims. The bidder shall be held responsible for the payments arising out of any third-party claims. The bidder is advised to procure insurance for meeting such liabilities at his own cost.

g) Indemnification

The bidder shall indemnify the MMC from/against any claims made or damages suffered by the MMC by reason of any default on the part of the selected bidder in the due observance and performance of the provisions of any law related to the purpose of the RFP and subsequent agreement.

h) Responsibility for Accidents

MMC will not be held responsible for any accident/theft/loss of life, etc., involving any personnel/asset of the bidder while on work. The bidder itself would be responsible for such an accident/incident and for any kind of compensation to any worker/employee/person for such an accident. The bidder is advised to have its personnel and assets insured under suitable insurance schemes at its own cost.

- i) **Statutory Compliance**
Obligation for adhering to statutory norms and regulations laid down by any Statutory Body of Central/State Government in connection with lifting and towing of vehicles shall be vested in the bidder.
- j) **Legal Actions**
Any legal action arising during plying of the vehicles will be borne by the bidder, and the MMC will not be held responsible.
- k) **First Aid**
The towing vehicle shall carry a First Aid Box to treat emergency cases occurring during the performance of work, if any.
- l) **24-Hour Helpline**
The bidder shall provide a 24-hour helpline (Dedicated Mobile Number/Telephone Number) to receive and register the calls pertaining to towing of vehicles.
- m) **Procurement of Equipment**
The bidder shall be responsible for procuring all kinds of equipment, items, and other goods required for the assignments.
- n) **Rate Submission**
The rate for the assignment should be submitted in the prescribed format (Financial bid) mentioned in the RFP. The rate will be valid for the entire period of the contract and during the extended contract period, if any.
- o) **Manpower**
The bidder will have to arrange all the manpower (drivers, towing squad, etc.) used in the work, and the responsibility to pay all the salary & expenditure on this will be taken up by the bidder.
- p) **Compliance with Instructions**
The bidder will have to comply with all instructions issued by the MMC /State Government from time to time.
- q) **Termination**
MMC will issue warning letters to the selected bidder in case of non-compliance of any of the scope of work and/or terms & conditions. If the bidder's work is not found satisfactory after issuing 03 warning letters, then the MMC will have the right to terminate the said work. Also, MMC reserves the right to terminate the contract at any time after giving 30 days' notice to the bidder on the ground of unsatisfactory performance/violation of statutory obligations or terms of the contract or any other valid reasons.
- r) **Notice of Withdrawal**
In case the bidder intends to withdraw the services and terminate the contract/work order, it shall be mandatory upon him to issue 30 days' notice before such withdrawal of service and termination of agreement.
- s) **Statutory Compliance**
The bidder shall be solely responsible for all Central/State Government statutory compliances, especially to the laws related to Labor, Labor Welfare, Traffic, Service Taxes, and Minimum Wages, etc. If any notice is served to the bidder for any non-compliance by any Central/State Government authority, then the bidder shall have to inform the MMC about it right away. The bidder shall also keep the MMC posted about all subsequent developments

with regard to such notices.

t) **Cancellation of Conditional Proposals**

Conditional proposals submitted by the bidder shall stand canceled.

u) **Termination**

MMC reserves the right to terminate the contract at any time after giving 30 days' notice to the Agency on the ground of unsatisfactory performance/violation of statutory obligations or terms of the contract or any other valid reasons.

7. Tender Document Cost

N/A

8. Earnest Money Deposit (EMD)/ Bid Security

The Bidder shall furnish as part of its Proposal, a bid security/ EMD of **Rs.50,000/- (Rupees Fifty Thousand)** only) in the form of Bank Guarantee/ Demand Draft in favour of Commissioner, Mahesana Municipal Corporation, payable at Mahesana issued from any Nationalized/ Scheduled Bank, countersigned by its local branch at Mahesana (the "Bid Security"), returnable not later than 180 days from Proposal Due Date. In the event that the first ranked Bidder commences the assignment, the second ranked Bidder, whose proposal has been kept in reserve, shall be returned forthwith, but in no case not later than 180). In case successful bidder is announced, the Bid Security of all unsuccessful bidders shall be returned, while the Bid Security of the successful bidder shall continue to be effective until the successful bidder furnishes the Performance Bank Guarantee (as per the provisions of this RFP). The Bid Security shall be forfeited if (a) a successful bidder fails to sign the Agreement for whatever reason, or (b) the bidder withdraws the tender during the validity period of tender.

9. Performance Security

The selected bidder, for due and faithful performance of its obligations under the contract, shall be required to provide a "Performance Security" for an amount equal to Rs 5,00,000/- (Rupees Five Lakhs Only) in the form of a 'Bank Guarantee' issued from any Scheduled Commercial Bank in India drawn in favour of Commissioner, Mahesana Municipal Corporation payable at Mahesana prior to signing of Agreement. The performance security shall remain valid till the end of the contract period and beyond 3 months from the contract's expiry period. No interest whatsoever shall be paid on the amount of Performance Security deposited by the selected agency.

10. Payment Terms

- i. Towing Charges: - MMC will charge penalty as well as towing charges from the owner of the vehicle. The vehicle towing charges shall be Rs 1000/- (inclusive of taxes) for each four-wheeler and Rs.500/- (inclusive of taxes) for each two-wheeler or as intimated by MMC from time to time. The penalty charges will be decided by the MMC and will be communicated to the selected agency separately.

- ii. The Agency shall be responsible to have the wireless handholding devices for onsite payment through the Debit card, Credit Card, National Common Mobility Card including the Payment apps integration with the account.
- iii. Collection in cash would also be enabled and the same will be deposited in the identified account by the department.
- iv. These towing charges shall be collected by the agency. Revenue received from towing charges will be kept in an escrow account to be open separately for the purpose of this work and to be maintained by the MMC.
- v. The bidder shall submit the invoice to the MMC on monthly basis along with necessary reports and monthly register maintained related to the towing of vehicles for supporting the claim.
- vi. The payment will be released to the agency after verification of all necessary documents submitted by the MMC .
- vii. GST shall be paid at the applicable rate and all other taxes shall be charged as per applicable rate.

11. Number of Bids and Cost thereof

- 4.5 No Bidder shall submit more than one Bid for the Project. Violation of this shall lead to disqualification of the bidder. Conditional bids will not be accepted.
- 4.6 The Bidders shall be responsible for all the costs associated with the preparation of their Bids and their participation in the Bidding Process. MMC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

12. Validity of Bids

- 1.1. The proposal shall remain valid for a period not less than 180 (One Hundred and Eighty) days from the bid due date ("Proposal Validity Period"). Validity of Proposal shall be extended for a specified additional period at the request of MMC with same terms & condition.
- 1.2. A bidder agreeing to the request will not be allowed to modify his proposal for the period of such extension.

13. Right To Accept or Reject Any or All Bids

- 1.3. Notwithstanding anything contained in this RFP, MMC reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons, therefore. In the event, the MMC rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.
- 1.4. MMC reserves the right to reject any Bid and/ or Tender if:
 - (i) at any time, a material misrepresentation is made or uncovered, or
 - (ii) the Bidder does not provide, within the time specified by the MMC, the supplemental information sought by the MMC for evaluation of the Bid.

14. Consortium

The Bidders are not allowed to form consortium for participating in the project.

15. Contract Period

The period of contract for providing the aforesaid service will be for 01 (one) year from the date of effectiveness of the contract. The contract may be extended for a further period, on mutual consent depending upon the performance of the selected agency. The decision on period of extension, if any shall be made by the MMC only and the same cannot be challenged in any forum.

16. Pre-bid Meeting

- 1.5. Interested firms may send their queries to MMC in writing in itmmc2025@gmail.com and the same should reach before 01 (one) day from the date of Pre-Bid Meeting as mentioned in the Schedule of RFP. The queries received after the prescribed date will not be entertained by MMC.

- 1.6. The queries must be submitted in following format only:

RFP Name:			
Subject: Request for Clarification			
Name and Address of the Organization submitting query:			
Name and Position of Person submitting query:			
Contact details of the Organization / Authorized Representative:			
Tel:			
Mobile:			
Fax:			
Email:			
S.No.	RFP Clause No. / Page No.	Content of RFP requiring clarification	Points of clarification required
1.			
2.			
3.			

- 1.7. The responses to the queries will be uploaded on website without identifying the source of queries. All the bidders are requested to be in touch with the MMC website.
- 1.8. The bidder's designated representatives are invited to attend the Pre-Bid Meeting at their own cost, to be held on the specified date and place as mentioned below:
Chamber of Deputy Commissioner (Revenue)
Mahesana Municipal Corporation ,
Mahesana-384001
- 1.9. MMC shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the MMC reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the MMC to respond to any question or to provide any clarification.

- 1.10. MMC may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the MMC shall be deemed to be part of the RFP document. However, verbal clarifications and information given by the MMC or its employees or representatives shall not in any way or manner be binding on the MMC.

17. Amendment of RFP

- 1.11. At any time prior to the Bid Due Date, MMC may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP by the issuance of Addendum or a Corrigendum.
- 1.12. Any Addendum or a Corrigendum thus issued will be a part of the RFP and shall be published online on the MMC website. MMC will assume no responsibility for receipt of the Addendum and Corrigendum.
- 1.13. In order to accord the Bidders a reasonable time for taking an Addendum or a Corrigendum into account, or for any other reason, MMC may, in its sole discretion, extend the Bid Due Date.

18. Format and Signing of Proposal

- 1.14. Interested agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP.
- 1.15. Submission of a proposal in response to this RFP document shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 1.16. The interested agencies shall provide all the information sought under this RFP. MMC will evaluate only those proposals that are received in the required formats and complete in all respects.
- 1.17. The proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. In case of printed and published documents, only the cover shall be initialed. All the alterations, omissions, additions or any other amendments made to the proposal shall be initialed by the Authorized signatory of the bidder.
- 1.18. The Bid and all communications in relation to or concerning the Bidding Documents shall be in English language. Any printed literature furnished by the Bidder written in another language must be accompanied by its translation in the English language duly authenticated by the Bidder, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 1.19. The currency for the purpose of the proposal shall be in Indian Rupees.
- 1.20. The pages of each part of the proposal shall be clearly numbered and stamped and the contents duly indexed. The proposal should not include any loose papers other than tender document cost.

19. Submission of Proposal: Packing, Sealing and Marking of Proposals

- 1.21. The agencies are required to submit their proposals in a separate sealed envelope, along with bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

“Application for Selection of Agency for towing of illegally parked vehicle under the jurisdiction of Mahesana Municipal Corporation (MMC) area”

- 1.22. The bidder's name & address shall be mentioned in the left-hand bottom corner of the outer envelope.

- 1.23. The bidder proposal will consist of 03 (three) parts:

a) **Envelope – 1:** Tender Document Cost (Non-refundable) & Bid Security/ EMD in the form & manner as mentioned in the RFP. If the tender document cost and EMD is found in proper manner, then only technical proposal will be entertained.

b) **Envelope – 2: “Technical Proposal”** shall submit in the format, together with the documents specified below:

Annexure – I: Cover Letter

Annexure – II: Details of Bidder

Annexure – III: Technical Capacity of Bidder

Annexure – IV: Financial Capacity of Bidder

Annexure – V: Power of Attorney for Signing of Bid

Annexure – VI: Undertaking from the Bidder

Copies of documents: PAN, GST, Incorporation Certificate

c) **Envelope – 3: “Financial Proposal”** in the format as provided in Annexure – VIII of the RFP documents.

- 1.24. All the three envelopes (Envelope – 1, Envelope – 2 & Envelope – 3) should be sealed and marked separately. If the Financial Proposal is enclosed in the envelope marked 'Technical Proposal', and vice versa, or is not sealed, the Proposal will be rejected.

- 1.25. The three envelopes containing the Tender Document Cost (Envelope 1), Technical Proposal (Envelope 2) and Financial Proposal (Envelope 3) shall be put together in an outer envelope.

- 1.26. If the envelopes are not sealed and marked as instructed above, MMC assumes no responsibility for the misplacement or premature opening of the contents of the Bid and consequent losses, if any, suffered by the Bidder.

- 1.27. The technical proposal is also required to be submitted in hard bound/ Spiral bound form with all pages numbered serially along with an index of submission. Bids submitted in loose form will not be accepted.

- 1.28. Bids shall be submitted through registered/speed post or courier service only (no drop box facility available) at the address mentioned below:

**Deputy Commissioner (Revenue), Mahesana
Municipal Corporation**

**Mahesana Municipal Corporation,
Mahesana-384001**

- 1.29. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

20. Bid Due Date

- 1.30. The Bids in the prescribed form as mentioned above must be delivered and received at the address mentioned above on or before the scheduled date and time of submission of bid as stated in the schedule of bidding process. Bids submitted by fax transmission /e-mail shall not be accepted.
- 1.31. Proposals received without requisite tender document cost and EMD shall be summarily rejected.
- 1.32. MMC may, in exceptional circumstances and its sole discretion, extend the Bid Due Date by issuing an Addendum uniformly for all bidders only on its website.

21. Late Bids

Bids received by the MMC after the specified date and time as mentioned in the schedule of bidding process shall not be eligible for consideration and shall be summarily rejected.

22. Acknowledgement by the Bidder

- 1.33. It would be deemed that by submitting the proposal, the Bidder has:
- a) Made a complete and careful examination of the RFP document;
 - b) Received all relevant information requested from the MMC ;
 - c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the MMC ;
 - d) agreed to be bound by the undertakings provided by it under and in terms hereof; and
 - e) Independently verified all information received from the MMC .
- 1.34. MMC shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Selection Process, including any error or mistake therein or in any information or data given by the MMC .
- 1.35. MMC shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

23. Disputes

- 1.36. During the bidding process no dispute of any type would be entertained. Even in such cases where MMC ask for additional information from any bidder, the same cannot be adduced as a reason for citing any dispute.
- 1.37. The Bidding Process shall be governed by, and construed in accordance with, the laws of

India and the Courts at Mahesana, Odisha shall have exclusive jurisdiction over all disputes arising under, pursuant to and / or in connection with the Bidding Process.

24. Confidentiality

- 1.38. The agency shall treat the details of the output of the assignment and the services as confidential and shall not publish or disclose the details of the output, deliverables / milestones submitted in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the MMC .
- 1.39. Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the MMC in relation to or matters arising out of or concerning the Bidding Process. MMC will treat all information, submitted as part of the Bid, in confidence and would require all those who have access to such material to treat the same in confidence. MMC may not divulge any such information unless it is ordered to do so by any Statutory Entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the MMC.

25. Evaluation of Bids

1.40. Evaluation of Technical Proposal

- a) MMC constituted "Tender Evaluation Committee" shall be responsible for evaluation of proposals received based on the responsiveness of the Bidder to the terms & conditions using the eligibility criteria as specified in this RFP.
- b) If any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein, the MMC may, in its sole discretion, seek clarifications/ information in writing from any Bidder regarding its Bid. Any clarification submitted by a Bidder with regard to its Bid that is not in response to a request by MMC shall not be considered.
- c) In the event that a Bidder claims credit for an Eligible Project, and such claim is determined by the MMC as incorrect or erroneous, the MMC shall reject such claim and exclude the same from evaluation. Where any information is found to be patently false or amounting to material misrepresentation, the MMC reserves the right to reject the Bid.
- d) After the technical evaluation is completed, MMC will notify the Bidders whose Technical Proposals meet the eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Bidders' attendance at the opening of Financial Proposals is optional).
- e) Bidders are advised that qualification of Bidders will be entirely at the discretion of MMC. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.
- f) MMC reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any Bid without assigning any reasons.

26. Evaluation of Financial Proposal

The Financial Bids of only those Bidders who clear the technical evaluation stage will be evaluated. The bidders or their authorized representatives who are present to witness the Financial Bid opening shall sign an attendance sheet / register evidencing their attendance as a witness to the Financial Bid opening process. In the event of the specified date of Financial Bid opening being declared a holiday, the Financial Bids will be opened on the next working day at the same time and place or on any other day/time, as intimated by the MMC .

27. Bidding Parameter

- 1.41. The bidder found eligible and quoting the lowest percentage (L1) of revenue sharing from MMC in its financial proposal shall normally be declared as the Selected Bidder for the project. The sharing will be on gross revenue collected from the towing charges.
- 1.42. The arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the percentage rate quoted in words will prevail. If the Bidder does not accept the correction of errors, its Bid shall be rejected.
- 1.43. In the event of two or more Bidders quoting same percentage rate in financial proposal for the Project, MMC may ask the tie Bidders to submit their revised Financial Proposals with the percentage rate quoted by them earlier as reserve rate for such Financial Bid. In such case, the Bidder who amongst the tie Bidders, quotes the lowest percentage rate in the revised Financial Bid will normally be declared as the Selected Bidder for the Project.
- 1.44. Further, in the event of the lowest Bidder withdrawing its offer or not being selected for any reason in the first round of bidding for the Project, MMC without being under any obligations to do so, may, at its sole discretion, either invite the next lower Bidder to match the Bid of the aforesaid lowest Bidder for the project or annul the bidding process as deemed appropriate by MMC in its sole discretion.
- 1.45. The confirmation of the selected Bid shall be at the sole discretion of the MMC who does not bind itself to confirm to the lowest Bid and reserves the right to reject the Bid without assigning any reasons whatsoever. The decision of MMC on evaluation of bids and selection of bidder shall be final and binding and cannot be challenged in any forum.

28. Contacts During Bid Evaluation

Bids shall be deemed to be under consideration immediately after they are opened and until such time the MMC makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the MMC and/ or their employees/ representatives on matters related to the Bids under consideration.

29. Award of Project

- 1.46. After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by MMC to the Selected Bidder and the Selected Bidder shall, within 7 (Seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- 1.47. In the event the duplicate copy of the LOA duly signed by the selected bidder is not received by the stipulated date, unless it consents to extension of time for submission

thereof, the right to signing of the agreement would be forfeited by MMC and the next eligible firm may be considered for the project

30. Signing of the Agreement

The selected bidder required to execute the agreement with MMC within such time period from the date of issue of LOA, as specified by MMC.

31. Commencement of Assignment

The selected bidder shall commence the services from the date of signing of Agreement / issuance of work order or such other date as may be mutually agreed.

32. Important Information for Bidders

- a) Interested bidders are expected to carefully examine all instruction, information, forms, annexure etc. of this RFP document. Failure to comply with the requirement of RFP documents shall lead to the rejection of the proposal.
- b) By participating in the selection process all participating bidders shall agree in full to abide by the terms & conditions mentioned in this document.
- c) If at any stage before, during or after the selection process, it is found that the bidder has provided false information, it will lead to the immediate disqualification of the bidder and the MMC shall not be liable in any manner, whatsoever.
- d) The decision of the tender evaluation committee formed by the MMC for the selection process, shall be final and binding on all participating bidders and no disputes of any manner shall be entertained.
- e) The participating bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal and the MMC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the proposal, regardless of the conduct or outcome of the selection process.
- f) All information made available to MMC during the selection process shall be considered as privileged information. MMC shall not use this information for any purpose other than the selection process.
- g) Proof for fulfillment of selection criteria mentioned in the RFP document should be submitted. If the proposal is submitted without valid documents, OR is not in the prescribed formats, the proposal will be rejected. **All documents should be submitted in the spiral bound serially numbered. No loose document other than the tender document cost shall be accepted.**
- h) No bidder shall contact MMC on any matter related to its proposal after the time of submission of application, unless requested so in writing. Any effort by the bidder to influence MMC in their decision in respect of evaluation will result in rejection of the proposal.
- i) MMC reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and to cross check for any details as furnished by the bidder from past - executed projects / clients, etc.
- j) The firm will not engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

ANNEXURES

Annexure–I: Cover Letter (on the letter head of the Bidder)

Date:

To

The Deputy Commissioner (Revenue),
Mahesana Municipal Corporation,
Mahesana Municipal Corporation ,
Mahesana-384001

Sub: “Selection of Agency for towing of illegally parked vehicles under the jurisdiction of Mahesana Municipal Corporation (MMC) area”.

1. With reference to your RFP Document dated _____, I / We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as an agency for the subject project. The proposal is unconditional and unqualified.
2. I/We acknowledge that MMC will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the agency, and we certify that all information provided in the proposal and in the annexes, are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
3. This statement is made for the express purpose of selection as the agency for the aforesaid project.
4. I / We shall make available to MMC any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I / We acknowledge the right of MMC to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I / We certify that in the last five years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/We declare that:
 - a. We have examined and have no reservations to the RFP documents, including any Addendum/corrigendum issued by MMC;
 - b. I / We do not have any conflict of interest;
 - c. I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with MMC or any other public sector enterprise or any government, Central or State; and

- d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I / We understand that you may cancel the selection process at any time and that you are neither bound to accept any proposal that you may receive nor to select the consultant, without incurring any liability to the bidders in accordance with the RFP document.
 9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory MMC which would cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
 10. I / We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 11. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by MMC (and/ or the Government of India) in connection with the selection of agency or in connection with the selection process itself in respect of the above-mentioned project.
 12. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened or rejected.
 13. I / We agree to keep this offer valid for 180 (One hundred and eighty) days from the last date of submission of proposal (Bid Due Date) as specified in the RFP document.
 14. In the event of my/our firm being selected as the successful bidder, I/we agree and undertake to provide the services in accordance with the provisions of the RFP and subsequent agreement.
 15. I/We have studied RFP and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by MMC or in respect of any matter arising out of or concerning or relating to the selection process including the award of project.
 16. The tender document cost, technical proposal and financial proposal are being submitted in separate envelopes and put together in outer envelope.
 17. I/We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the RFP document.
 18. Interested Bidder have to do Branding of Mahesana Municipal Corporation and Traffic Police Mahesana on his Vehicles at his own cost.
 19. Bidder have to collect Fine as Per Traffic Parking Volitation Act and Impose Penalty accordingly and deposit to Traffic Police as direction marked in a collection Challan format.
 20. Bidder have to share all the reports on Daily Basis regarding this and have to Provide details regarding Violations.

21. Space for Parking of Towed Vehicle will be provided by Municipal Corporation and Traffic Police Administration.

Yours faithfully,

For and on behalf of: _____

(Signature, name and designation of the authorized signatory)

(Name, Title and Address of the Authorized Signatory)

Annexure–II: Details of Bidder
(on the letter head of the Bidder)

SN	Minimum Document for Eligibility	Compliance
1.	Name of the Bidder	
2.	Legal Status of the Bidder:	
3.	Registered Office Address with telephone, fax, website and email:	
4.	Country & Year of Incorporation (Please attach copy of certificate of incorporation/ registration):	
5.	PAN Card	
6.	GST Registration Certificate	
7.	ESI/ EPF Registration Certificate	
8.	Turnover Certificate duly attested by Chartered Accountant (Please attach copy of ITR, Balance Sheet, Profit & Loss A/c Statement for the FY 2022-23, FY 2023-24 & FY 2024-25)	
9.	Name, designation and contact no. of the Authorized Representative of the Bidder to whom all references shall be made:	
10.	Local office in Odisha If Yes, Please furnish contact details	Yes / No
11.	Tender Document Cost (DD No. & Bank Name)	
12.	<u>EMD Details</u> Amount : Date: Name of the Bank:	
13.	Has the bidder been debarred/ blacklisted been barred by the Gol, any state government, or any of its instrumentalities from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date. An undertaking to this effect should be submitted.	
14.	Willing to carry out assignments as per the scope of work of the RFP	YES
15.	Willing to accept all the terms and conditions as specified in the RFP	YES

Note: If answer to the statement at SN. 13 is yes, then the Bidder is not eligible for this assignment.

(Signature, name and designation of the authorized signatory)
For and on behalf of

Annexure– III: Technical Capacity of Bidder

S N	Name of Project	Name of Client with Address and Contact No.	Date of Award of Contract / Assignment	Date of Completion of Project	Cost of Project (in Rs. Crore)	Attachments (Contract Agreement/ Work Order & Completion Certificates)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

Note:

- (i) The bidder should provide details of only those projects that have been undertaken by it under its own name.
- (ii) The names and chronology of Eligible projects included here should confirm to project-wise details submitted in form III.
- (iii) The bidder may attach separate sheets to provide brief particulars of other relevant experience of the bidder.
- (iv) In case of ongoing projects, the bidder shall provide documentary proof of completion of atleast 1 year of similar type of services.

For and on behalf of:_____

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

Annexure– IV: Financial Capacity of Bidder

Financial Information in INR			
Details	FY <u>22-23</u>	FY <u>23-24</u>	FY <u>24-25</u>
Annual Turnover (in Lakhs)			
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last Three FYs (preceding the Financial year in which the proposal is due) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). In case audited statement for FY 24-25 are not available, bidder may provide provisional statement certified by a chartered Accountant for the same.</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>			

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: __

[NB: No Scanned Signature will be entertained]

Annexure – V: Power of Attorney
(on Stamp Paper of relevant value)

Know all men by these presents, We _____ (name of firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms _____ (Name), son/ daughter /wife of _____ and presently residing at _____ (Address), who is presently employed with us and holding the position of _____ as our true and lawful attorney (hereinafter referred to as the “**Attorney**”), to do in our name and on our behalf, all such acts, deeds and things as are necessary in connection with or incidental to submission of our bid for the RFP “Selection of Agency for towing of illegally parked vehicle under the jurisdiction of Mahesana Municipal Corporation (MMC) area” (the “**Project**”) in response to the RFP document dated ____being issued by MMC , Mahesana, including but not limited to signing and submission of all documents and providing information/responses to MMC in all matters in connection with our Bid for the above said project.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____ THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF ____ 20____.

For.....

(Signature)

(Name, Designation and Address)

Witnesses:

- 1.
- 2.

(Notarized)

Accepted

.....

(Signature)

(Name, designation and address of the Attorney)

Annexure –VI: Undertaking From The Bidder
(On Stamp Paper of Rs.100/-)

To

**The Deputy Commissioner (Revenue),
Mahesana Municipal Corporation ,
Mahesana-384001**

Sub: "Selection of Agency for towing of illegally parked vehicle under the jurisdiction of Mahesana Municipal Corporation (MMC) area".

Sir,

I/we, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority and that no debarment/blacklisting subsists as on the Proposal Due Date.

We or any of our employee/ associate do not have any litigation pending or issued against us by any Central / State government department / public sector undertaking / other government entities or local body in India in last 05 years prior to the date of issue of this RFP.

Also, none of the work has been rescinded / terminated by any Central or State Govt. Department / Public Sector Undertaking / Other Govt. entity or local body after award of contract to us during last 5 years due to our non-performance.

We further confirm that we are aware that our Proposal for the captioned subject would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____ 20____

For and on behalf of:_____

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

Annexure – VII: Financial Bid
(On Letterhead of the Bidder)

TO
The Deputy Commissioner (Revenue),
Mahešana Municipal Corporation
Mahešana Municipal Corporation ,
Mahešana-384001

Subject: Engagement of Agency for towing of illegally parked vehicle under the jurisdiction of Mahešana Municipal Corporation (MMC) area

Sir,

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated [Date], and our proposal. Our attached financial proposal is as below:

SN	Description of Work	Unit	To be quoted by bidder Rates Lowest shall be treated L1
1	Towing of illegally parked vehicle 2-Wheeler (eg. Scooty, Bike, Activa etc)	01	
2	Towing of illegally parked vehicle 3-Wheeler and 4-Wheeler (eg. Rikshaw, Cars, Eeco and Omni etc)	01	
3	Towing of illegally parked other vehicle (eg Bus, Truck, Crane and etc)	01	
	Quoted rate (in figures)		

This amount is exclusive of the Goods & Service Taxes but inclusive of all other taxes & duties, levies, cess etc.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e., [Date].

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

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Managing Director/Head of the firm/
Authorized Representative of the firm *
Name of the firm Address Note:

1. Bidder is required to quote percentage inclusive of all items, equipment's, manpower, vehicles and applicable taxes & duties.