Request for Quotation (RFQ)

Supply of E-Rickshaw and their comprehensive warranty maintenance services in Udaipur City

RFQ reference No. : CapaCITIES/UMC/UT/P1  Date: 30/01/2017

Submitted to:
ICLEI South Asia ,
NSIC-STP Complex, NSIC Bhawan,
Okhla Industrial Estate
New Delhi -110020
Email: iclei-southasia@iclei.org
Tel: +91 – 11 – 4106 722 ,Fax: +91 - 11 - 4106 7221
Notice inviting Quotation: Request for Quotation (RFQ)

RFQ Reference no.: CapaCITIES/UMC/UT/P1  Date: 30/01/2017

<table>
<thead>
<tr>
<th>Name of the Work:</th>
<th>Procurement of 15 E-rickshaw of 4 different categories (refer technical details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Cost</td>
<td>Open tender</td>
</tr>
<tr>
<td>Total Time period (validity of Quotation)</td>
<td>3 months</td>
</tr>
<tr>
<td>Place of supply</td>
<td>Udaipur city.</td>
</tr>
<tr>
<td>Date of publication of tender on web portal</td>
<td>30th January 2017</td>
</tr>
<tr>
<td></td>
<td>Southasia.iclei.org , <a href="http://www.udaipurmc.org">www.udaipurmc.org</a></td>
</tr>
<tr>
<td>Last date of submission of queries</td>
<td>4th February 2017 till 1700 hrs., bidders should confirm their participation and must submit their queries through post or email (<a href="mailto:iclei-southasia@iclei.org">iclei-southasia@iclei.org</a>) in writing. Mail should contain RFQ reference No and RFQ name in email subject.</td>
</tr>
<tr>
<td>Mode of submissions of bids</td>
<td>Online and offline, detail and terms and conditions can be downloaded at <a href="http://southasia.iclei.org/">http://southasia.iclei.org/</a> <a href="http://www.udaipurmc.org/">http://www.udaipurmc.org/</a></td>
</tr>
<tr>
<td>Date of start of submission of bids</td>
<td>31/1/2017 from 1500 hours</td>
</tr>
<tr>
<td>Last date of submission of Quotation</td>
<td>10/2/2017 up to 1800 hours</td>
</tr>
<tr>
<td>Date of Technical Bid Opening</td>
<td>13/2/2017 at 1500 hours</td>
</tr>
<tr>
<td>Contact persons for details</td>
<td>From Udaipur Municipal Corporation: Mr. Arun Vyas, Superintending Engineer From ICLEI South Asia Mr. Ashish Rao Ghorpade, Regional Executive Manager</td>
</tr>
<tr>
<td>Bid submission address</td>
<td>Regional Executive Manager, ICLEI South Asia, NSIC –STP Complex, NSIC Bhawan, Okhla Industrial Estate-110020 Or <a href="mailto:Iclei-southasia@iclei.org">Iclei-southasia@iclei.org</a></td>
</tr>
<tr>
<td>Further details can be seen on website:</td>
<td><a href="http://southasia.iclei.org/">http://southasia.iclei.org/</a>, <a href="http://www.udaipurmc.org/">http://www.udaipurmc.org/</a></td>
</tr>
</tbody>
</table>

For any other clarifications related to bid submission, manufacturer/dealer may contact iclei-southasia@iclei.org before the last date of submission of the bid document during working hours.

Executive Director,
ICLEI South Asia
Request for Quotation (RFQ)

RFQ reference no. : CapaCITIES/UMC/UT/P1

Date: 30/01/2017

- Udaipur City Corporation plans to transform its IPT fleet by introducing e-rickshaws in the city and contain growth of diesel based autos. The city is unique due to its terrain and user base and therefore municipal corporation is keen to evaluate the workability of E-rickshaws in different conditions of Udaipur.

- Swiss Agency for Development and Cooperation (SDC) is supporting the CAPACITIES project in 4 Indian cities including Udaipur. The project aims at strengthening the capacities of Indian cities to identify, plan and implement measures for achieving lower greenhouse gas emissions growth path and enhancing resilience to climate change in an integrated manner.

- CAPACITIES project is offering to assist the city develop and implement pilot to evaluate the technical capacities and workability of E-rickshaws in context of Udaipur. The results from this initial pilot will assist city to develop its city wide deployment plan for E-rickshaw.

- ICLEI Local Governments for Sustainability, South Asia (ICLEI South Asia) on behalf of Udaipur Municipal Corporation and CapaCITIES implementation team invites bid for procurement of 15 E-rickshaw of various categories as described below and their comprehensive warranty for maintenance services under pilot project “operationalizing electric rickshaws to demonstrate the benefits of e-rickshaw in Udaipur” Under CAPACITIES Project supported by SDC. The details of e-rickshaws to be procured along with quantities of each variant are as follows:
  - Small E-rickshaws:
    - 6 Quantity unibody Lead acid battery operated e-rickshaw (4 passenger +1 driver + luggage) with load capacity of over 450 Kg
  - Shared passenger E-rickshaw:
    - 3 Quantity of unibody Lithium ion battery operated e-rickshaw (8 passenger +1 driver + luggage) with load capacity of over 750 kg
  - E-carts/freights vehicles
    - 3 Quantity of Lead acid battery operated electric load carrier (e-cart) with load capacity of at least 500 kg
    - 3 Quantity of Lithium Ion battery operated electric load carrier (e-cart) with load capacity of at least 800 kg

- Based on the result of pilot, the UMC intend to scale up the project in larger area of the city.

- Procurement includes total of 15 e-rickshaws of 4 different categories as above.

- The E-rickshaw must be installed with GPS devices and should have maximum speed of 25 Kmph, minimum range of 80 km, moving capability at 9 degree gradient (with full load), driven by a brushless AC or DC motor of output power 1000 W or above but not more than 4000 W, driven from a EV grade battery of 90 Ah or more, Confirming to the Ministry of Road Transport and Highway GSR No. 709 (E) dated 8 October 2014 and Notification No. S.O. 2590 (E) dated 8 October 2014.

- The quotation for cost of E-rickshaw should mention total onroad price which includes insurance, road tax, transportation cost and any other tax applicable in Udaipur.
• E-rickshaws will be delivered in Udaipur city within the premise of Udaipur Municipal Corporation.
• Distributor will bear the cost of vehicle insurance and vehicles transportation in Udaipur.
• Quoted rate will be valid for 3 months.
• Five percent of total amount will be retained as security deposit for the period of 12 Months.
• Vehicles will be delivered in Udaipur within 21 days of work order.
• The interested bidders should confirm their participation and must submit their queries in writing through post or email (iclei-southasia@iclei.org). Queries received after the set time limit will not be considered.
• The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFQ. Failure to furnish all necessary information as required by the RFQ or submission of a proposal not substantially responsive to all the requirements of the RFQ shall be at bidder’s own risk and may be liable for rejection.
• The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed format.
• No bidder is allowed to modify, substitute or withdraw the proposal after its submission.
• Other details can be seen in the terms and condition section.
• The undersigned reserves the right to accept or reject all proposals without assigning any reason thereof. It also reserves the right to postpone or to cancel the invitation.
• Bids without requisite details/documents are liable for rejection and ICLEI South Asia shall not entertain any further communication in such cases.
• RFQ documents consisting of detailed terms and condition and Performa for submission of proposal can be downloaded from https://southasia.iclei.org.

Executive Director,
ICLEI South Asia
**General Eligibility Criteria**

- For participation in the bidding process and submitting proposal, bidders should be of one of the following types of entities - private, public or government-owned legal entity.
- Details of documentation required for various parts of the proposal are provided in RFQ and the formats for proposal submission is given as part of the forms at the end of this document.

**Technical Eligibility Requirements:**
- To be eligible, the bidder shall fulfill the minimum requirements as below:
  - The bidder should be a manufacturer/authorized dealer.
  - The bidder must be registered & operational in India since last three years from the date of publishing of this RFQ & must have remained operations thereafter. All documentary evidence in support of this shall be submitted.
  - The bidder should have certificate of the trade mark registration/authorization letter of the competent authority using the trade mark and/or certificate of registration of the manufacturer in excise for /Battery operated electric rickshaw being offered in this tender.
  - Bidder have to submit compliance certificate by any one the following testing agencies approved by Government of India under Rule 126 of Central Motor Vehicle Rules 1989:
    - Automotive Research Association of India, Pune.
    - Central Institute of Road Transport, Pune.
    - International Centre for Automotive Technology, Manesar
- Prior to the delivery of E - rickshaws, the bidders have to demonstrate the capabilities of e-rickshaw.
- The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted or debarred by any of the Government agencies during last three years (as of 31.12.2016). The bidder must submit a self attested affidavit signed by authorized signatory.
- Supplier shall ensure the availability of all spare parts for after sale service support for a period of at least three years including the comprehensive warranty period of the items.

**Terms & Conditions:**
- The bidders are advised to study and understand the terms & conditions carefully with full understanding of its implications.
- The tender document is available on the ICLEI South Asia website (southasia.ic lei.org) and Udaipur Municipal Corporation website (udaipurmc.org). the interested may view, download the RFQ form and submit the bid as mentioned in the tender notice.
- The financial & technical bids should be submitted in separate documents.
- Quotations will be evaluated at two stages. Financial bids of only technically qualified bids will be considered.
- Bids received after due date will not be entertained.
- ICLEI South Asia reserves the rights to cancel any or all bids without assigning any reason.
- No bid shall be modified after submission.
o No conditional bids will be accepted.
o Multiple offers will not be accepted.
o Supply of e-rickshaws will be received at Udaipur City within premise of Udaipur Municipal Corporation.
o Payments for e-rickshaws will be made only after complete testing of supplies.
o Selected vendor will provide performance agreement in the form of bank guarantee equivalent to 5% of the cost of the order which will be valid until the time of warranty period (minimum 12 months).
o The quotation for cost of E-rickshaw should mention total on road price which includes insurance, road tax, transportation cost and any other tax applicable in Udaipur till delivery.
o Supplier will bear the cost of vehicle insurance and vehicles transportation in Udaipur till delivery.
o Quoted rate will be valid for 3 months.
o Vehicles will be delivered at Udaipur within 21 days of work order.
o Bids once submitted cannot be withdrawn.
o Bidders are advised not to mix the financial & technical bids. In case it is done the bids will be out rightly rejected.
o On Supply E-Rickshaws will be subjected to the following inspections:-
  ▪ Physical inspection as per specification.
  ▪ Operational inspection: one e-rickshaws will be selected randomly from each model from the supply & subject to operational testing for 500 km. During this test the capacity to run 80 km in one full charge, gradeability, the working of motor, controller, breaks, lights, etc. will be tested. The whole lot will be rejected in case the vehicle fails to qualify the operational/physical inspections.
o In case of rejections the bidder will be responsible for removing the whole lot within five days at his own cost. The failure to removes will invite penalty at two percent of the total cost of the procurement per week.
o The E- Rickshaw shall fulfill the requirements of the Motor Vehicle Act as amended for E-Rickshaw. Supplier need to submit all fitness/compliance test certificates as per the Ministry of Road Transport and Highways:
  ▪ GSR No. 709 (E) dated 8 October 2014.
  ▪ Notification No. S.O. 2590 (E) dated 8 October 2014.
o Full specification of each item is to be given while tendering rates and supported by demonstration of the vehicle at a suitable site if required.
o Supplier will arrange supply of items within stipulated time as defined in the work award. Penalty of two percent of the total cost of the order per week will be imposed in case of late supply.
o In case of any dispute/differences between the parties the matter will be subject to resolution through amicable talks. In case of failure to resolve amicably matter will be subject to arbitration. Disputes will be subject to jurisdiction of courts in Delhi only.
o The supplier shall carry sufficient inventories to assure ex-stock availability of spares. He should also ensure availability of all spare parts for after sale service support for a period of at least three years.
o The supplier should provide warranty for minimum of 12 months.
The supplier’s warrants that the e-rickshaws supplied under the order are new and unused. He should mention the warranty of vehicle / parts specifically.

- The warranty defects /breaks should be corrected within 48 hours.

**Maintenance Service**

- The supplier will be bound to repair the rickshaw and make it usable within 48 hours from the time of complaint by the beneficiary, failing which the supplier will be liable for a penalty of Rs. 100/per day per rickshaw. The amount of penalty so imposed will be recovered by forfeiting the performance warranty or security. In case the vehicle is not repaired within 48 hours the cost of arranging repair/replacement from third party shall be borne by the supplier.
- The officials authorised for the purpose reserves the right to reject / accept any bid without assigning any reason.
- The supplier shall also arrange for training of e-rickshaw's drivers.

**Bid Structure and evaluation process**

- The bid document is not transferable. The selection of the bidder under this RFQ will be based on two stage evaluation process
  - Pre-Qualification : Technical proposal
  - Commercial/Financial Bid

**Method of Submission**

- The bidder’s are required to submit the technical and financial bid documents latest by the last date and time of submission.
- Bids will be opened offline as per time schedule mentioned in the Notice Inviting Tender (NIT) or as informed at a later stage.
- Submitted documents of successful bidder will be verified with the original before signing the agreement.
- The organisation will not be responsible for delay in submission of bids due to any reason, what so ever.
- All required information for bid must be filled and submitted. Scanned copies of the following documents to be submitted in original only in Pre-qualification envelop/folder
  - Certificates, undertakings, affidavits Declarations as required in Technical Qualification Criteria, Form-1, Form-2 and Form-3.

**Right to reject any or All Quotations**

- ICLEI South Asia reserves the right to reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for such decision.
Form 1: Format for submission of Letter of Proposal

RFQ reference no.: Date:

To,

Executive Director,
ICLEI South Asia,
New Delhi.

Dear Sir,

I having examined & understood the bid document/RFQ form. We the undersigned offer to supply and deliver E-Rickshaw in conformity with the bid forms and accept all the conditions mentioned in the RFQ forms. We further undertake that we fulfil the qualifications required for the tender.

We also undertake, if our bid is accepted, to deliver the E-Rickshaw in accordance with the delivery schedule mentioned in the work/supply order. If our bid is accepted we will submit the bank guarantee or security equivalent to five per cent of the contract price.

We undertake that all the forms submitted with the bid are genuine to the best of our knowledge.

We further undertake to go through all the technical and operational inspections sanctioned in the tender documents.

We understand at you are not bound to accept the lowest or any bid you may receive.

Date: -------------- Signature & Stamp of the
Place: -------------- person duly authorized.
Form 2: Technical Submissions and Capability Statement

1. Name and complete mailing address of the business/sales office of the Bidder:
   - Phone
   - Fax
   - E-mail for communication
   - Principal place of business
   - Date and Place of Incorporation of bidder's firm
   - Website of bidder's firm:
2. VAT No. (Attach Proof).
3. PAN No. (Attach proof).
4. Turnover for the last three years (minimum of 1 Crore for last 3 years). (Attach proof)
5. ICAT/ARAI approval certificate for all models.
6. Documentary evidence that the bidder is manufacturer or authorised dealer:
7. Affidavit that the bidder/company is not blacklisted:
8. Technical Specification of E-rickshaw (fill up following specification separately for all 4 categories of E-rickshaw)

<table>
<thead>
<tr>
<th>Sr. no</th>
<th>Description</th>
<th>Specification of the product to be filled by the bidder</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type of Electric Rickshaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Reverse Gear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Maximum Speed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Curb Weight (Weight of the electric Rickshaw including Battery)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Loading Capacity (Weight of Passengers, The driver and the luggage of 40 kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Laden Weight (curb weight + weight of four passengers, + driver and luggage of 40 kg)</td>
<td>For a tentative Curb weight of 250kg</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Range</td>
<td></td>
<td>For a full charge of the battery, to be tested with full load at maximum speed</td>
</tr>
<tr>
<td>8</td>
<td>Motor Output Power</td>
<td></td>
<td>At full load</td>
</tr>
<tr>
<td>9</td>
<td>Motor Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Motor Controller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Battery Voltage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Battery Capacity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Battery Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Battery Charger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Gradeability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Gradeability</td>
<td></td>
<td>To be tested at full</td>
</tr>
<tr>
<td></td>
<td>Ground clearance</td>
<td>Components Compliance to be submitted to testing agency</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------</td>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Windshield</td>
<td>Components Compliance to be submitted to testing agency</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Brakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Instrument Panel</td>
<td>Components Compliance to be submitted to testing agency</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Controls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Tyres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Indicator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>