

**Terms of Reference (ToR) for empanelment of dealers/vendors for facilitating supplying the electric 3-wheel load carriers in Kochi as part of EcoLogistics project.**

RFE reference No: EcoLogistics/KMC/UT/P1

Date: 12/07/2022

Submitted to:

ICLEI South Asia ,

## Notice inviting Submissions for Empanellment

RFE Reference no. : EcoLogistics/KMC/UT/P1

Date:12/07/2022

Name of the Work :	Supply of Electric 3 Wheel Freight vehicles in Kochi (refer technical details)
Estimated Cost	Open Empanellement
Total Time period (validaity of Quotation)	3 months
Place of supply	Kochi
Date of publication of RFE on web portal Southasia.iclei.org ,	12 July 2022
Last date of submission of queries	15 July 2022 till 1700 hrs. Suppliers should confirm their application and must submit their queries through post or email (iclei-southasia@iclei.org) in writing. Mail should contain RFE reference No and RFE name in email subject.
Mode of submissions of Submissions	Online and offline , detail and terms and conditions can be downloaded at <a href="http://southasia.iclei.org/">http://southasia.iclei.org/</a>
Date of start of submission	13/07/2022 from 1500 hours
Last date of submission of Empanellement request	09/08/2022 up to 1800 hours
Contact persons for details	Mr. Ashish Rao Ghorpade, Deputy Director
Email ID for submission	<a href="mailto:ashish.rao-ghorpade@iclei.org">ashish.rao-ghorpade@iclei.org</a> / <a href="mailto:vijay.saini@iclei.org">vijay.saini@iclei.org</a>

Further details can be seen on website: <http://southasia.iclei.org/>

For any other clarifications related to proposal submission, manufacturer/dealer may contact [ashish.rao-ghorpade@iclei.org](mailto:ashish.rao-ghorpade@iclei.org) / [vijay.saini@iclei.org](mailto:vijay.saini@iclei.org) before the last date of submission of the bid document during working hours.

**Executive Director,  
ICLEI South Asia**

## Request for Empanellement (RFE)

RFE Reference no.: EcoLogistics/KMC/UT/P1

Date:12/07/2022

- Kochi City plans to transform its urban freight sector fleet by introducing E 3-W freight vehicles in the city and contain growth of diesel-based LCV. The city is unique due to user base and therefore stakeholder related to urban logistics (especially the freight vehicle owners)
- The EcoLogistics Multistakeholder working group and Kochi Municipal corporation is keen to evaluate the workability of E-loader in real time scenario.
- EcoLogistics project is offering to assist the city develop and implement pilot to evaluate the technical capacities and workability of 3-W electric freight vehicles.
- The project is aimed at reducing greenhouse gas (GHG) emissions and air pollution caused by Internal Combustion engine-based 3-wheeler freight vehicles.
- Kochi Municipal Corporation (KMC) and other members of the EcoLogistics multi-stakeholder working group intend to launch the initiative on a pilot basis
- ICLEI Local Governments for Sustainability, South Asia (ICLEI South Asia) on behalf of Kochi Municipal Corporation and EcoLogistics project invites proposal from vendors for empanellement to supply 20 electric 3 wheeled freight vehicles and their comprehensive warranty for maintenance services under pilot project “Promoting low-emission 3-wheeler (3-W) freight vehicles for last-mile deliveries in the Ernakulam Market ” Under EcoLogistics project.
- The demonstration project will introduce 20 electric 3-wheeler freight vehicles.
- As the capital cost of electric freight vehicles is substantially higher compared to ICE counterparts, the project envisages providing a financial incentive to drivers to shift towards electric freight vehicles.
- The EcoLogistics project shall fund maximum 40 per cent of ex-showroom cost. The remaining cost would be borne by beneficiary.
- The vehicles must be installed with GPS devices, minimum range of 80 km, moving capability at 9-degree gradient (with full load)
- The quotation for cost of vehicle should mention total onroad price which includes insurance, road tax, transportation cost and any other tax applicable in Kochi.
- The vehicles shall be delivered in Kochi city.
- Quoted rate will be valid for 3 months.
- The interested Agency/suppliers should confirm their participation and must submit their queries in writing through post or email ([iclei-southasia@iclei.org](mailto:iclei-southasia@iclei.org)). Queries received after the set time limit will not be considered.
- The Agency/supplier is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFE. Failure to furnish all necessary information as required by the RFE or submission of a proposal not substantially responsive to all the

requirements of the RFE shall be at bAgency/supplier'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 Agency/supplier 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.
- Submissions without requisite details/documents are liable for rejection and ICLEI South Asia shall not entertain any further communication in such cases.
- RFE 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, Agency/suppliers 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 RFE 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 Agency/supplier shall fulfill the minimum requirements as below:
    - The Agency/supplier should be a manufacturer/authorized dealer.
    - The Agency/supplier must be registered & operational in India since last three years from the date of publishing of this RFE & must have remained operations thereafter. All documentary evidence in support of this shall be submitted.
    - The Agency/supplier 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 for /electric freight vehicles being offered in this RFE.
    - Agency/supplier have to submit compliance certificate of vehicle 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
  - The Agency/supplier 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 3-06-2022) The Agency/supplier 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 Agency/suppliers are advised to study and understand the terms & conditions carefully with full understanding of its implications.
  - The RFE document is available on the ICLEI South Asia website ([southasia.iclei.org](http://southasia.iclei.org)). the interested may view, download the RFE form and submit the bid as mentioned in the RFE notice.
  - The financial & technical Submissions should be submitted in separate documents.
  - Quotations will be evaluated at two stages. Financial Submissions of only technically qualified Submissions will be considered.
  - Submissions received after due date will not be entertained.
  - ICLEI South Asia reserves the rights to cancel any or all Submissions without assigning any reason.

- No proposals shall be modified after submission.
  - No conditional Submissions will be accepted.
  - Multiple offers will not be accepted.
  - Supply of E 3-W freight vehicles will be received at Kochi City within premise of Kochi Municipal Corporation.
  - Payments of 40 percent of subsidy for Electric 3-W freight vehicles will be made at time of supply.
  - The quotation for cost of E 3-W freight vehicle should mention total on road price which includes insurance , road tax, transportation cost and any other tax applicable in Kochi till delivery.
  - Beneficiary will bear the cost of vehicle insurance.
  - Quoted rate will be valid for 3 months.
  - Agency/suppliers are advised not to mix the financial & technical Submissions. In case it is done the Submissions will be out rightly rejected.
  - On Supply E 3-W freight vehicles will be subjected to the following inspections:-
    - Physical inspection as per specification.
    - Operational inspection: one E 3-W freight vehicles 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 empanellement will be rejected in case the vehicle fails to qualify the operational/physical inspections.
  - The vehicle shall fulfil the requirements of the Motor Vehicle Act as amended for E 3-W freight vehicle. Supplier need to submit all fitness/compliance test certificates as per the Ministry of Road Transport and Highways.
  - Full specification of each item is to be given while submitting RFEs and supported by demonstration of the vehicle at a suitable site if required.
  - 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.
  - The supplier's warrants that the E 3-W freight vehicles supplied under the order are new and unused. He should mention the warranty of vehicle / parts specifically.
- **Maintenance Service**
    - The supplier will be bound to repair the vehicles and make it usable within 48 hours from the time of complaint by the beneficiary.
    - The supplier shall also arrange for training of E 3-W freight vehicle's drivers.
  - **Empanelment proposal and evaluation process**
    - The Empanellement of the Agency/supplier under this RFE will be based on two stage evaluation process
      - Pre-Qualification : Technical proposal
      - Commercial/Financial quotes

- **Method of Submission**

- The Agency/supplier's are required to submit the technical and financial proposal documents latest by the last date and time of submission.
- Submissions will be opened offline as per time schedule mentioned in the RFE or as informed at a later stage.
- Submitted documents of successful Agency/supplier will be verified with the original before signing the agreement.
- 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
  - Technical Qualification information and supporting documents as specified in Technical Evaluation Criteria.
  - Certificates, undertakings, affidavits Declarations as required in Technical Qualification Criteria, Form-1, Form-2 and Form-3.

- **Right to reject any or all proposals**

- ICLEI South Asia reserves the right to reject any proposal, and to annul the empanellement process and reject all Submissions at any time, without thereby incurring any liability to the affected Agency/suppliers or any obligation to inform the affected Agency/suppliers of the grounds for such decision.

## Form 1: Format for submission of Letter of Proposal

RFE reference no.:

Date:

To,

Executive Director,  
ICLEI South Asia,  
New Delhi.

**Dear Sir,**

I having examined & understood the RFE form. We the undersigned offer to supply and deliver E 3-W freight vehicle in conformity with the bid forms and accept all the conditions mentioned in the RFE forms. We further undertake that we fulfil the qualifications required for the RFE.

We also undertake, if our proposal is accepted, to deliver the E 3-W freight vehicle, we shall deliver vehicles as per requirement.

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

We further undertake to go through all the technical and operational inspections sanctioned in the RFE 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 Evaluation Parameters and Capability Statement

1. Name and complete mailing address of the business/sales office of the Agency/supplier:
  - Phone
  - Fax
  - E-mail for communication
  - Principal place of business
  - Date and Place of Incorporation of Agency/supplier's firm
  - Website of Agency/supplier's firm:
2. GST 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 Agency/supplier is manufacturer or authorised dealer:
7. Affidavit that the Agency/supplier/company is not blacklisted:
8. Technical Specification of E 3-W freight vehicle (fill up following specification separately for all 4 categories of E 3-W freight vehicle)

Sr. no	Description	Specification of the product to be filled by the Agency/supplier	Remarks
1	Vehicle Category		
2	Seating Capacity		
3	Battery Type, Voltage		
4	Battery Capacity		
5	Peak Power		
6	Peak Torque		
7	Transmission type		
8	Suspension and Brakes <ul style="list-style-type: none"> <li>• Front Suspension</li> <li>• Rear Suspension</li> <li>• Steering</li> <li>• Brake</li> <li>• Type</li> </ul>		
9	Dimension <ul style="list-style-type: none"> <li>• Wheelbase</li> <li>• Overall Width</li> <li>• Overall Length</li> <li>• Overall Height</li> </ul>		

Sr. no	Description	Specification of the product to be filled by the Agency/supplier	Remarks
	<ul style="list-style-type: none"> <li>• Minimum Ground Clearance</li> <li>• Cargo Box dimension (in mm)</li> </ul>		
10	Gross Vehicle weight (with battery)		
11	Vehicle Kerb Weight		
12	Top Speed		
13	Battery Range (km)		
16	Gradeability		To be tested at full load
17	Home Charger type		
19	Home Charging Duration		Components Compliance to be submitted to testing agency
20	Warranty		