



NOTICE INVITING TENDER FOR

**Hiring of Vehicle Services on ON-Call Basis for ITI
Limited NSU & MSP Ahmedabad**

Ref: ITI/Guj/Vehicle/2026-27/01

ITI LIMITED

(A Government of India Undertaking)

ITI Limited, MSP

Hemkoot Complex, 401, 4th Floor

Ashram Road 380009

<https://www.italtd.in/> Email:

gujarat_msp@italtd.co.in

CIN No: L32202KA1950GOI000640

1. Introduction

ITI Limited, a Public Sector Undertaking under the Department of Telecommunications, Ministry of Communications, is a leading Telecom equipment manufacturer and solution provider in India. The major customers are BSNL, BBNL, GFGNL MTNL, Defense, Paramilitary forces, Railways, Banks, Central & State Government departments, Institutions and research organizations like ISRO.

ITI Limited has been undertaking various projects in all fields of telecommunications and information technology and also continuously deploying new technologies in the field of Telecom, ICT, Networking, e-Governance etc. ITI has diversified its operation and has been executing projects in the field of Smart Infrastructure (Smart Cities, Safe Cities, Smart Energy Meters, Smart Classrooms, Smart Poles etc), Bharatnet etc. ITI has been executing projects in latest technologies like GPON, OLT, ONT, OFC, HDPE etc.

ITI Limited invites sealed bids/Expression of Interest (EOI) from eligible bidders for “**Hiring of Vehicle Services on On-Call Basis for ITI Limited, NSU& MSP Ahmedabad Office,**” in accordance with the terms and conditions of this tender document. The selected bidder shall be required to undertake and execute the services as per the defined scope of work finalized by ITI Limited.

2. Important Dates & Other Information:

Date of EOI Upload	24. 06.2026
Due Date for EOI Submission	14.07.2026 (11:00 Hrs)
Pre-Empanelment Queries/Pre-Bid meeting	NO
ITI Contact Person	Helpdesk: Chief Manager; +91-9891512962 e-mail: gujarat_msp@itild.co.in cmsingh_rodell@itild.co.in
Tender Fee & Processing Fee	Nil/-
Estimated Tender Value	Rs. 4,00,000
EMD	10000/-
PBG/Security Deposit	Performance Security Deposit: 5% of annual contract value (if required).
ITI's EOI Document Fee	Rs. 1180 /- (Non-refundable)
The Bank Details of ITI Limited for NEFT / RTGS/Net Banking :	The Bank Details of ITI Limited for NEFT/RTGS/Net Banking is as below: Online RTGS/ NEFT Bank: State Bank of India, Dooravaninagar Branch Banglore - 560016 IFSC: SBIN001438 A/C No.: 10637729821
Mode of submission	Through ITI e-tender portal: https://itilimited.ewizard.in/

3. Tender Scope of work & Technical compliance:

"Expression of Interest (EOI) is invited by ITI Limited, NSU & MSP, Ahmedabad Gujarat-380009 for providing vehicle hiring services on an "**as and when required**" basis for official duties such as airport transfers, meetings with Government Departments, customer visits, project site visits, and other official travel requirements within Gujarat as approved by ITI Limited.

The successful bidder shall provide vehicles with drivers for airport transfers, official meetings, customer visits, project site visits, Government department visits, and other official duties within Ahmedabad, Gandhinagar, various locations in Gujarat, and other locations as may be required by ITI Limited.

Special Conditions

1. The requirement of vehicles shall be purely on an on-call and need basis.
2. No dedicated vehicle deployment is envisaged under this tender.
3. ITI Limited does not guarantee any minimum number of trips, kilometers, duty hours, vehicle utilization, revenue, or business volume during the contract period.
4. The estimated tender value is indicative only and shall not be construed as a commitment of business by ITI Limited.
5. The successful bidder shall arrange suitable vehicles against requests raised by ITI Limited within the stipulated response time.
6. Payment shall be made only for the actual services utilized and duly certified by the authorized ITI official.
7. Rates quoted by the bidder shall remain firm and valid throughout the contract period.
8. ITI Limited reserves the right to place service requests based on its operational requirements, and the successful bidder shall have no claim for non-utilization or partial utilization of services.
9. The contract awarded under this tender shall not be construed as an assurance of any fixed quantity of work or minimum monthly billing.
10. The successful bidder shall submit bills/invoices on a monthly basis for the services rendered during the preceding month

a. Objective

ITI Limited intends to select a service provider for providing vehicle hiring services on an on-call basis.. The selected bidder shall provide well-maintained vehicles with licensed drivers on an "as-and-when-required" basis to support the official operations of ITI Limited.

b. Detailed Description of Services

The service provider shall be responsible for providing transportation for the following requirements:

- **Airport Transfers:** Timely pickup and drop services for ITI officials and guests between Ahmedabad Airports (Domestic/International) and the ITI NSU, Ahmedabad or designated hotels/Stay.
- **Official Meeting Support:** Provision of vehicles for transit to various, Government Offices of Gujarat, and Client locations for official meetings and coordination.
- **Local & Nearby Travel:** Gandhinagar GFGNL & Secretariat and occasional trips to nearby districts/cities based on project or administrative needs.

c. Vehicle Categories Required

The bidder must be capable of providing the following types of vehicles:

- **Small/Compact Sedan:** (e.g., Maruti Suzuki Dzire or equivalent)
- **Medium Sedan:** (e.g., Hyundai Verna, Honda City, or equivalent)
- **High-End/MUV:** (e.g., Toyota Innova Crysta or equivalent)

d. General Requirements/ Conditions for the Bidder

- **Vehicle Condition:** All vehicles provided must be in excellent mechanical condition, clean (interior and exterior), and not older than 3–4 years.
- **Driver Conduct:** Drivers must possess a valid commercial driving license, be well-behaved, and be familiar with Ahmedabad/Gujarat routes.
- **Driver Replacement:** ITI may seek replacement of any driver found unsuitable due to misconduct, safety concerns, or unsatisfactory performance
- **Cancellation Clause:** ITI Limited reserves the right to cancel a vehicle booking up to one to two hours before the scheduled reporting time without any cancellation charges.
- **Vehicle Breakdown:** In case of breakdown, replacement vehicle shall be provided within 1 hours without additional cost.
- **Availability:** The bidder must ensure vehicle availability even at short notice (typically 2–4 hours' notice).
- **Statutory Compliance:** All vehicles must have valid commercial permits, comprehensive insurance, and up-to-date PUC certificates.
- **Fuel, Toll & Parking:** Toll charges, parking charges, interstate taxes and other statutory charges shall be reimbursed at actuals upon submission of supporting documents. Fuel cost shall be deemed included in quoted rates.
- **Quantity Variation:** The actual requirement of vehicles may increase, decrease, or may not arise at all depending upon operational requirements of ITI Limited.
- **Accident Liability:** ITI shall not be liable for any compensation arising out of accidents, injury, death, or damage involving the bidder's vehicle or personnel.
- **Vehicle Substitution:** Equivalent or higher category vehicle may be provided at the quoted rate in case of non-availability of the requested vehicle category. Lower category vehicles shall not be accepted without prior approval of ITI.

4. Evaluation and Billing Structure:

The performance and commercial evaluation will be based on the following parameters (as per the specified weightage):

- **Fixed Slab:** Rate per km for up to 100 km per day (Weightage: 70%).
- **Overtime:** Rate for additional charges beyond the standard 8-hour shift (Weightage: 20%).
- **Outstation Allowance:** Driver's night/staying charges for outstation trips (Weightage: 10%).

a. Method of Selection:

The selection of the successful bidder will be based on the **Lowest Weighted Total Value (L1)**. ITI Limited will evaluate the financial bids of all technically qualified bidders to arrive at a single "Total Score" for comparison.

b. Weightage Parameters:

The commercial evaluation will be conducted based on the following three parameters and their respective weightages:

- **Line Item 1:** Quoted rate for vehicle (Small/Medium/High-end) per km up to 100km per day (**70% Weightage**).
- **Line Item 2:** Quoted rate for additional charges (Overtime) beyond the standard 8-hour shift (**20% Weightage**).
- **Line Item 3:** Quoted rate for Driver's per day staying charges for outstation trips (**10 % Weightage**).

c. **Selection Formula:** The "Total Score" for each bidder will be calculated using the following formula:

$$\text{Total Score} = (\text{Rate of Line Item 1} \times 0.7) + (\text{Rate of Line Item 2} \times 0.2) + (\text{Rate of Line Item 3} \times 0.1)$$

5. Award of Work:

The bidder whose financial bid results in the **lowest Total Score** will be declared the **L1 bidder** and will be selected for empanelment/award of work. In the event of a tie in the Total Score, the bidder with the highest average annual turnover for the last three years will be preferred.

6.	Eligibility Criteria of Applicants	
A	Company Profile:	The Bidder shall be a Company incorporated /registered in India under Companies Act 1956/2013/ proprietorship/ partnership firm/ Limited Liability Partnership (LLP) and should be in operations continuously for at least 3 years as on the last date of submission of bid.
B		The bidder should have an average annual financial turnover of at least INR 5 Lakhs during the last three financial years (ending March 31, 2026)
C		The bidder should ideally own or have a tie-up for a minimum fleet of 5 vehicles (including Sedans and MUVs like Innova) to ensure backup availability in case of breakdowns.
D		The bidder must have successfully executed at least one similar contract of providing vehicle services to a Central/State Government Department, PSU, or a reputed Private Organization in the last 3 years.
D		All drivers provided must possess a valid Commercial Driving License (Badge) , have a minimum of 3 years of driving experience , and be well-versed with the geography of Ahmedabad and surrounding areas.
E		The bidder must submit audited Balance Sheets and Profit & Loss statements for the last three financial years (FY 2023-24, 2024-25, and 2025-26).
F		GST Registration and PAN Card copies.
G		Self-declaration regarding non-blacklisting and solvency.
H		Company Profile and Certificate of Incorporation

6. General Terms and Conditions

- a. **Non-Blacklisting:** The bidder should not have been blacklisted or debarred by State/Central Government or PSUs as on the bid submission date for corrupt, fraudulent, or unethical business practices. An undertaking must be provided as per Annexure-I.
- b. **Insolvency & Liquidation:** The bidder should not be under liquidation, court receivership, or similar proceedings and should not be bankrupt. A self-declaration is required.
- c. **Payment Terms:** * Payment will be done within one-month period after submission of Invoice. Monthly bills must be supported by Log Books/Duty Slips duly signed by the ITI official.
- d. **Duration of Service:** The total duration of the services will be **1 year**, extendable up to **1 year** based on performance and mutual agreement.
- e. **Risk Purchase:** If the selected partner fails to provide the required vehicle within the stipulated time, ITI shall have the liberty to hire a vehicle from an alternate source at the partner's risk and cost.
- f. **Indemnity:** The partner shall indemnify ITI from any claims, accidents, penalties, or statutory charges (including RTO fines or legal expenses) incurred during the execution of the service.
- g. **Arbitration:** Any dispute arising out of this EOI shall be settled and resolved by an authorized person appointed by the ITI Management.

7. Special Conditions for Vehicle Service

- a. **No Advance Payment:** No advance will be paid to the bidder for fuel, maintenance, or driver allowances.
- b. **Operational Support:** The bidder must provide a replacement vehicle within 1 hour in case of a breakdown or accident.
- c. **Confidentiality:** All documents and information shared during the contract are confidential and must not be shared with third parties.

8. **Annexure: Mandatory Undertakings (To be on Bidder's Letterhead)**

The bidder must undertake the following:

- a. To work with ITI as per this tender.
- b. To ensure all vehicles have valid **Commercial Permits (Yellow Plates)**, Comprehensive Insurance, and Fitness/PUC certificates.
- c. To provide drivers with valid Commercial Driving Licenses and ensure professional conduct.
- d. To indemnify ITI from any legal or financial liability arising from vehicle accidents or traffic violations.

9. Annexure – Financial Bid / BOQ Format

Hiring of Vehicle Services for ITI Limited, NSU, Ahmedabad-380009

Sl. No.	Line Item	Description	Unit	Quoted Rate (₹)	Remarks
1(a)	Line Item 1	Rate per km for Small/Compact Sedan (e.g., Maruti Dzire or equivalent) up to per km	₹ / Km		
1(b)	Line Item 1	Rate per km for Medium Sedan (e.g., Verna, Honda City or equivalent) up to per km	₹ / Km		
1(c)	Line Item 1	Rate per km for High-End Vehicle / MUV (e.g., Innova Crysta or equivalent) up to per km	₹ / Km		
2	Line Item 2	Additional charges beyond 8 hours (Overtime)	₹ / Hour		
3	Line Item 3	Driver staying / night halt charges for outstation trip	₹ / Day		

Evaluation Methodology

- **Line Item 1 (Per Km Rate)** → 70% Weightage
- **Line Item 2 (Overtime Charges)** → 20% Weightage
- **Line Item 3 (Driver Stay Charges)** → 10% Weightage