



NOTICE INVITING TENDER FOR

**Hiring of Vehicle Services for ITI Limited,
Mumbai Regional Office**

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

ITI LIMITED

(A Government of India Undertaking)
ITI Limited, Regional Office
National insurance Building, 1st Floor,
27, A. K. Nayak Marg,
Fort, Mumbai – 400 001
website: <https://www.itilttd.in/>
Email: mumbai_ro@itilttd.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, 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 for ITI Limited, Mumbai Regional 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	09. 04.2026
Due Date for EOI Submission	27.04.2026 (11:00 Hrs)
Pre Empanelment Queries/Pre Bid meeting	NO
ITI Contact Person	Helpdesk: Manager; +91-9323495144 e-mail: mumbai_ro@itilttd.co.in
Tender Fee & Processing Fee	Nil
Estimated Tender Value	Rs. 5,00,000
EMD	Nil
PBG/Security Deposit	ITI's PBG + Customer's PBG (As mentioned in the RFP)
ITI's EOI Document Fee	Rs. 118 /- (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: SBIN0001438 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, Regional Office Mumbai, for in connection with the **Vehicle Hiring Services** is required for Pickup/Drop services, Bank visits, and local/nearby site visits for ITI Mumbai officials for the year 2026-27." The scope of work includes but not limited to-

a. Objective

ITI Limited, Regional Office Mumbai, intends to empanel/select a service provider for the provision of comprehensive vehicle hiring services. 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 Mumbai Airports (Domestic/International) and the ITI Mumbai Regional Office or designated hotels.
- **Official Meeting Support:** Provision of vehicles for transit to various Banks, Government Offices, and Client locations for official meetings and coordination.
- **Local & Nearby Travel:** Local commuting within the Mumbai Metropolitan Region (MMR) 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 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 Mumbai routes.
- **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.

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:

$\text{Total Score} = (\text{Rate of Line Item 1} \times 0.7) + (\text{Rate of Line Item 2} \times 0.2) + (\text{Rate of Line Item 3} \times 0.1)$
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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.	<u>Eligibility Criteria of Applicants</u>	
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, 2025)
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 Mumbai and surrounding areas.
E		The bidder must submit audited Balance Sheets and Profit & Loss statements for the last three financial years (FY 2022-23, 2023-24, and 2024-25).
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, Mumbai Regional Office

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 100 km per day	₹ / Km		
1(b)	Line Item 1	Rate per km for Medium Sedan (e.g., Verna, Honda City or equivalent) up to 100 km per day	₹ / Km		
1(c)	Line Item 1	Rate per km for High-End Vehicle / MUV (e.g., Innova Crysta or equivalent) up to 100 km per day	₹ / 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