



Sub.Regional office, MMTC Limited, 7<sup>th</sup> floor, Alok Bharati Complex, Sahidnagar,  
Bhubaneswar – 751007, Telephone No.0674-2543331, [mtcbbsr@mmtclimited.com](mailto:mtcbbsr@mmtclimited.com)  
CIN NO: L51909DL1963GOI004033

No: MMTC/BBSR/ADMIN/HIRE-CAR/2022-23/06

Date 29/11/2022

**NOTICE INVITATING e-bid TENDER FOR Hiring of Vehicle for Providing Vehicles on spot booking basis.**

MMTC Limited, (A Government of India Enterprise), a company registered under Companies Act, 1956, having its Sub-Regional Office at Alok Bharati Complex, 7th floor, Sahidnagar, Bhubaneswar, Odisha – **751007 invites e-bid in Techno-Commercial format for intends to empanel reputed/experienced Travel Agencies for hiring of various types of Cars (SEDAN like Swift Dzire, Honda Amaze, Honda City, Skoda Slavia, etc /MUV like Ertiga, Innova, etc.) on daily Spot booking basis depending on the requirement on as and when required.**

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SECTION – I

TENDER DETAILS

The Bidders are required to submit their bids electronically as per following schedule:

S.No	Particulars	Details
1	Tender No.	MMTC/BBSR/ADMIN/HIRE-CAR/2022-23/06
2	Cost of tender document	NIL
3	EMD	NIL
4	Bid Submission Date Starts from	29.11.2022, 16:30 Hrs.
5	Last Date and Time of submission of tender	Up to 14:00 hrs On 29.12.2022
6	Date and Time of Opening of Tender	15:00 hrs. On 29.12.2022
7	Period of work	TWO years from the date of agreement
8	Contact Person for Further Communication	Shri Utpal Chatterjee, Manager, MMTC Limited, 7 <sup>th</sup> Floor, Alok Bharati Complex, Sahidnagar, Bhubaneswar 751007.

**PERIOD OF CONTRACT :** The period of this contract shall be for **02 [TWO] year, effective date from the date of agreement**. The same shall be extendable for ONE more year only at the discretion of the MMTC with the same terms and conditions subject to satisfactory services in the initial period. In case of unsatisfactory services during the tenure of the contract MMTC reserves the right to terminate the contract by giving one-month prior notice.

SECTION – II

**General Terms and Conditions :**

1. E-tenders in two e-bid system are invited on behalf of MMTC Limited, Bhubaneswar Office, from various experienced Bhubaneswar based Travel Agencies having turnover of not less than Rs 5 lakhs (Rupees FIVE lakhs) during the last three consecutive financial year.
2. E-Tender documents is available on MMTC website [www.mmtclimited.gov.in](http://www.mmtclimited.gov.in) & <https://mmtc.abcprocure.com> .
3. Decision of MMTC Limited will be final and binding on the bidders. MMTC do not bind themselves to accept the lowest Tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reason/s whatsoever. Any request to the bidder on this issue will not be entertained.
4. MMTC reserves the right to revise or alter the scope of work before acceptance of any bid. Corrigendum issued, if any, shall be hoisted on websites only as mentioned above.
5. In the event of any doubt regarding the terms and conditions/formats, the person concerned may seek clarifications from the authorized officer of MMTC, whose details are as follows:- Mr. Utpal Chatterjee, Manager, MMTC Limited, Bhubaneswar.
6. Financial/Price bids of only those technically qualified Travel Agencies will only be opened for further consideration.
7. The Tender should remain valid for a period of 30 (thirty) days .
8. Tenders with any conditions/deviations, whatsoever, shall be summarily rejected.
9. The bidder shall duly attest all cancellations and insertions. No Overwriting is allowed.
10. If the bidder deliberately gives wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money/ Security Deposit/any other money due.
11. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the bidder who resorts to canvassing are liable to be rejected.
12. Any Deviations, whatsoever, to the tender conditions shall not be accepted.
13. Should a bidder or Travel Agency or in the case of a firm or Company of Contracts / on or more of its Partners / Share-holders / Directors have a relation or relations employed in MMTC, the authority inviting the tender shall be informed to the fact along with the offer, failing which MMTC may at its sole discretion reject the tender or cancel the contract and forfeit the Earnest Money/ Security Deposit.
14. The Rates quoted by the Travel Agencies shall be valid for a period of TWO Years from the date of signing of the Contract. No increase in the rates shall be considered as a result of increase/decrease in price of fuel in the market.
15. The successful Bidder/Travel Agency shall execute an agreement with MMTC LIMITED on the basis of agreed terms & conditions between the parties hereto.
16. Timely provide the hire car is the essence of the contract. Delay in execution may attract penalty as decided by MMTC subject to maximum 0.5% of monthly gross bill.
17. It is expressly understood and agreed to between the parties to this tender that the driver deployed by the Travel Agency for the hire car shall be employees of the Travel Agency for all intents and purposes and in no case shall claim as employee of MMTC.
18. The Travel Agencies shall be required to comply with all Laws of land, formalities, Rules of Govt./Courts applicable for hired cars and shall keep MMTC fully indemnified.
19. In case of dispute the Competent Court jurisdiction shall be Bhubaneswar.

## Eligibility Criteria

1. The bidder firm must be registered in India.
2. The bidder should have an office in Bhubaneswar, Odisha.
3. Each and every page of the blank tender documents should be signed by the bidder with their official seal/stamp as proof of acceptance of all terms & conditions and need to be uploaded.
4. The bidder shall quote the rates in English language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, rates mentioned in words shall be treated as valid.
5. Travel Agencies/ Bidders should have PAN in their own name. **Copy of PAN card to be uploaded with the Technical Bid**, else rejected.
6. Travel Agencies are required to be registered with the GST authorities and provide GSTIN No, if they are not exempted. **Last 2 months GST Return Copy along with GST Registration Certificate copy to be uploaded with the Technical Bid**, else rejected.
7. The Travel Agencies must own a fleet of minimum 5 (Five) Sedan Cars available in the name of the Firm/Owner/Partners of the Agency in Bhubaneswar, Odisha. The Sedan Car offered for deployment should be Minimum 1150 CC, preferably white colour and should not be more than TWO Years old on the date of opening of the Tender offered. Small cars less than 1150CC are not eligible.
8. Vehicle must be registered with a Transport Authority of Odisha only, **copy to be uploaded with the Technical Bid**, else rejected.
9. The list of Cars along with photocopies of RC Book/Permit/Insurance as a proof of Ownership to be enclosed,. Vehicle so offered for deployment and should confirm to latest emission norms. , **copy to be uploaded with the Technical Bid**, else rejected.
10. The Vehicles offered should also have valid comprehensive Insurance.
11. Car should be accident free, with 4 new tyres and seat belt available for all the passengers and fastag available.
12. Travel Agencies must have experience of deployment of Cars to PSU/Government Offices in Odisha for at least THREE consecutive years in the recent past in which at least one work order is presently valid. **Copies of work order(s) to be attached along with the Technical Bid**. Preference will be given to those having experience and existing/past contracts with State/Central Government organizations.
13. Bidder should have over atleast 3 customers at present in any Government Department/PSU / reputed Public or Private organization within Odisha. **Supporting documents need to be uploaded**, else rejected.
14. Bidder should be financially sound i.e., it must have made profits in the immediately preceding (2) two financial years (2020-21, 2021-22) **Audited annual accounts copy to be Uploaded along with the Technical Bid**, else rejected.
15. Bidder **should not currently have been black listed** by any Government Department/PSU or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance. **Self Certified copy to be uploaded along with the Technical Bid**, else rejected.
16. **Details of Bank account for e-payment – Cancel Cheque to be uploaded**
17. Bidder should duly filled-in Form - A1, Form – A2, Form - A3, Form – A4 , ANNEXURE – I, ANNEXURE– II, ANNEXURE – III, along with supporting documents technical and price bids are to be submitted separately through electronic mode . Otherwise it will be rejected.
18. Tender documents to be submitted only through on-line. Any physical tender documents including through email also submitted by the vendor will not be accepted.
19. Supporting document (s) of all to be enclosed for above or else bids are liable to be rejected.

## Submission of E-bids :

The Bids are to be submitted in Electronic form only and the complete set of bid documents along with Annexures A are to be uploaded in electronic mode. Tender documents & Annexures duly stamped & signed as a token of acceptance of all terms and conditions of the tender is to be uploaded along with required documents.

Procedure/guidelines for E Bidding is given at PART-I. Bidders may log on to: website <https://mmtc.abcprocure.com>

The E-bid is to be uploaded on electronic mode latest by 14:00 Hrs IST on 29.12.2022.

## SUCCESSFUL BIDDER :

The Commercial bid of technically qualified bidders whose bid is reasonable / lowest shall be considered as successful bidder and the contract shall be awarded to the successful bidder accordingly.

The successful Bidder/Travel Agency shall execute a written agreement with MMTC LIMITED, Bhubaneswar within 7(seven) days of issue of award letter of the work on the basis of agreed terms & conditions between the parties hereto.

The successful Bidder / Travel Agency shall furnish to the MMTC LIMITED, the name, designation, address, Contact No, E-mail id of their authorize person for booking of car, all complaints (if any), notices, any further communication and references shall be deemed to have been duly given to them.

## Payment Terms :

Payment to be made on monthly basis against submission of the monthly GST Tax Invoice by the Travel Agencies along with the duly signed daily utilization slip by MMTC officers.

## TERMINATION OF CONTRACT :

Notwithstanding anything contained hereinabove, MMTC has the right to terminate the agreement with the Travelling Agency by giving one month's notice.

**Force Measure :** In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under the tender/ contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.

**Dispute Resolution :** The Clarifications/Disputes, if any arising out of or relating to any point(s) or clause(s) of this agreement including interpretation of terms of the agreement shall be resolved through joint discussion of the authorized representative(s) of both the parties. However, the decision(s) of the General Manager, MMTC Limited, Bhubaneswar would be final and binding on both the parties.

## ARBITRATION :

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by the Regional Head, S.R.O. Bhubaneswar of MMTC whose decision shall be final and binding on the parties hereto. The provisions of Arbitration & Conciliation Act.- 1996 as amended upto date, shall apply to such arbitration proceedings.

The venue of Arbitration shall be at Bhubaneswar.

**Jurisdiction** : All matters connected with the tender/contract shall be governed by exclusive jurisdiction of the courts at Bhubaneswar.

## **DISCLAIMER**

The information contained in the Request for Proposal (RFP) document provided to BIDDERS on behalf of MMTC is being provided to all interested BIDDERS on the terms and conditions set out in this RFP document.

This RFP document is not an agreement and is not an offer or invitation to any other party. The purpose of this RFP document is to provide BIDDERS with information to assist the formulation of their proposal submission. This RFP document does not purport to contain all the information BIDDERS may require. This RFP document may not be appropriate for all persons, and it is not possible for MMTC to consider the investment objectives, financial situation and particular needs of each BIDDER. Each BIDDER should conduct its own investigation and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. MMTC and their advisors make no representation or warranty and shall incur no liability financial or otherwise under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

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

MMTC reserves the right to accept or reject any bid, and to annul the tender process and reject all bid, at any time prior to the award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Company/Firm(s) on the grounds of MMTC's said action.

## **Fraud Prevention Policy :**

Commitments of the BIDDER(s) / Travel Agency(s) / Buyer(s) / Vender(s):

The BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/provisions as laid down in "Fraud Prevention Policy" of MMTC (Full text of which is available on MMTC's website at <http://mmtclimited.com> during their participation in the tender process, during the execution of Contract and in any other transaction with MMTC.

The BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of MMTC's employee(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.

The BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s) shall not enter with other BIDDERS into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

The BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the BIDDER(s)/Travel Agency(s) / Buyer(s)/Vender(s) will not use improperly or allow any employee of MMTC, for purpose of competition or personal gain or pass on to others any information or document provided by MMTC as part of the business relationship, including information contained or transmitted electronically.

The BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s) shall not instigate third person to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.

The BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.

Disqualification from tender process and exclusion from future contracts : If the BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of "Fraud Prevention Policy" of MMTC in any other form such as to put their reliability or credibility, in question, MMTC, other than taking recourse available under law, shall be entitled to disqualify the BIDDER(s)/Travel Agency(s)/Buyer(s)/Vender(s) from undertaking any transaction with MMTC and/or declare the BIDDER(s)/Travel Agency(s)/ Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.

Damages : If MMTC has disqualified the BIDDER(s) from the tender process prior to the award or during execution according to Clause (2), MMTC shall be entitled to demand and recover from the Travel Agency liquidated damages of the Contract value of the amount equivalent Performance Bank Guarantee.

### **Holiday- Listing Clause:**

"Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of Page 6 of 20 the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force."

### **Public Procurement Policy**

for Micro and Small Enterprises(MSEs) order,2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner(MSME) shall also be part of this tender and agreement subsequently.

SECTION – III

**SCOPE OF THE WORK**

1. The successful tender shall not sub-let the part or complete work without written permission of MMTC. The bidder is fully responsible to MMTC for the work if awarded to him.
2. The Vehicles offered should be in good running condition with clean interiors and proper upholstery etc., preferably white colour and should always be well maintained.
3. The Vehicles offered for deployment for MMTC should conform to latest Emission Norms and should not be more than One Year old on the date of opening of the Tender and should be registered as Taxi with yellow number plate.
4. The Vehicles provided to MMTC must be registered with a Transport Authority of Odisha only, should have comprehensive insurance and should possess all registration certificates, permits, pollution certificates etc.
5. The Vehicles should be free of accident and also free from cases pending before Police Authority/Court.
6. Car should have with 4 new tyres and seat belt available for all the passengers.
7. **Fastag** should be available for payment of Toll Tax.
8. Vehicle should have sufficient fuel in the morning while reporting for duty and shouldn't require refilling during duty hours.
9. The Drivers engaged by the Travel Agencies must have valid Driving Licenses for driving passenger Cars and should be well acquainted with roads/ Government Offices/Banks /other important locations of Bhubaneswar.
10. The age of drivers should be between 21 to 40 years.
11. The drivers deployed in the vehicles provided to MMTC should always possess valid & relevant Personal Insurance.
12. In case of break-down/road accident/technical problem en-route arises for the car provided the Travel Agencies should make alternative vehicle/arrangements for the journey/day immediately.
13. In case the driver misses the assigned duty before or after reporting, he shall not be allowed to claim any mileage for that day.
14. The drivers shall be direct employees/engaged by the Travel Agencies and shall have no link whatsoever with MMTC Ltd., in so far as the regulation of Labour Laws and provisions thereof are concerned. The Travel Agencies shall be solely responsible for all kinds of payments/ liabilities towards wages/ overtime etc. to the drivers.
15. The drivers deployed by the Travel Agencies should wear uniform and should be polite and courteous with the occupants. In case of any default or offence by the driver, the same shall be sorted out directly by the Travel Agencies with the parties concerned and MMTC shall have no direct or indirect involvement whatsoever.
16. Mileage to commence from MMTC premises in case of vehicle engaged on spot basis. However, the closing meter reading shall be appended with MMTC premises to Travel Agencies location at a maximum of 10 Kms with a reporting time of 30 minutes.
17. The Travel Agencies shall adhere to administrative instructions issued by the In-charge of Car Cell/concerned officer of MMTC from time to time regarding deployment of the cars hired by MMTC.



## PART-I

### Procedure/guidelines for E Bidding

1. OFFERS TO BE SUBMITTED ONLINE ON MMTC'S E-PROCUREMENT PORTAL (HTTPS://MMTC.ABCPROCURE.COM) AGAINST THE RESPECTIVE TENDER ALONG WITH SCANNED COPY OF DULY SIGNED OFFER.
2. THE BIDDER SHOULD HAVE LEGALLY VALID CLASS III DIGITAL SIGNATURE CERTIFICATE (WITH SIGNING AND ENCRYPTION) FROM THE LICENSED CERTIFYING AUTHORITIES OPERATING UNDER THE ROOT CERTIFYING AUTHORITY OF INDIA (RCAI), CONTROLLER OF CERTIFYING AUTHORITIES (CCA) OF INDIA FOR SUBMISSION OF THEIR BID ON MMTC'S E-PROCUREMENT PORTAL.
3. BIDDERS ARE REQUESTED TO REGISTER ON THE E-PROCUREMENT PORTAL. THE BIDDER SHOULD HAVE A VALID USER ID TO ACCESS E-PROCUREMENT PORTAL OF MMTC.

**NOTE: AFTER SUCCESSFUL SUBMISSION OF REGISTRATION DETAILS. PLEASE CONTACT M/S E- PROCUREMENT TECHNOLOGIES LIMITED (EPTL) TO GET YOUR REGISTRATION ACCEPTED/ACTIVATED.**

FOR ANY TECHNICAL ISSUES/DIFFICULTIES PERTAINING TO THE E- PROCUREMENT PORTAL BIDDERS ARE ADVISED TO GET IN TOUCH WITH THE SERVICE PROVIDERS HELPDESK :

Vendor's Queries	Contact Numbers	e-Mail ID
New Bidder Registration (Portal Registration), Vendor's ID / Profile Activation, Renewal of Vendor's ID	Sonu Tank : 07935022180  Satabdi Dey : 07935022167 / 07935022166	<a href="mailto:sonu@abcprocure.com">sonu@abcprocure.com</a>  info@abcProcure.com
<b>Mr. Himanshu (Dedicated Helpdesk for MMTC for technical query during auction)</b>	+91 9265562826	<a href="mailto:delhi.support@eptl.in">delhi.support@eptl.in</a>
For Only, Technical Assistance related to e-Tender or e-Auction filling /submitting  (HO Team).	+91 - 95108 12960, 95108 12971, 90810 00427, 99044 06300, 93745 19729	<a href="mailto:dinesh.k@eptl.in">dinesh.k@eptl.in</a> Support@abcprocure.com

4. BIDDERS ARE ADVISED TO PRINT AND SAVE BID SUBMISSION RECEIPT AFTER SUBMISSION OF BIDS.
5. THE INTERNET BROWSER USED SHOULD BE INTERNET EXPLORER VERSION 9.0 (32 BIT BROWSER ONLY) AND ABOVE. THE OPERATING SYSTEM SHOULD BE MICROSOFT WINDOWS VISTA / 7 AND ABOVE.
  - Operating System should be Windows Vista / Windows 7 and above.
  - System Access with Administrator Rights
  - Good Internet Connection.
  - Microsoft Internet Explorer 9.0 (32 bit browser only) or above
  - Valid Digital Signature Certificate(s) for users.
  - Please do below mentioned things to operate this website smoothly in Internet Explorer Browser:
  - Please enable ActiveX Controls & Plug-ins. (Tools → Internet Options → Security → Custom Level) - Mandatory
  - Please add <https://mmtc.abcprocure.com> in to Trusted Website. (Tools → Internet Option → Security → Trusted Sites → Site → Add this URL → Close) - Mandatory
  - Please disable or uninstall Third Party Toolbar / Add-ons from Browser.
  - For more details, vendors are requested to download the document of "Minimum System requirement" from the home page of <https://mmtc.abcprocure.com>.

E-Tender No. **MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06**

Dated: **29/11/2022**

**TECHNICAL BID - FORM 'A1'**

**BIDDER's PARTICULARS**

<b>TENDER NO.</b>	<b>MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06</b>
<b>Subject</b>	<b>Open Tender for Hiring of Vehicle for Office and Providing Vehicles On spot booking basis</b>
<b>COMPANY DETAILS</b>	
NAME OF THE FIRM	
REGISTRATION NO.	
PAN / TAN NO.	
REGISTERED ADDRESS	
NAME OF PARTNERS	
TYPE OF THE FIRM (Proprietary, Partnership, Company)	
CITY	
POSTAL CODE	
ESTABLISHMENT YEAR	
NATURE OF BUSINESS	
LEGAL STATUS	
COMPANY CATEGORY	
<b>CONTACT DETAILS</b>	
CONTACT NAME	
DATE OF BIRTH DD/MM/YY	
CORRESPONDENCE EMAIL	
DESIGNATION	
PHONE	
MOBILE	

E-Tender No. **MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06**

Dated: **29/11/2022**

## TECHNICAL BID – FORM ‘A2’

### STATEMENT OF ELIGIBILITY CRITERIA

Sl.No.	Technical Requirement	Conformity as per Technical Requirement (Y/N)
1.1	Blank Tender Documents to be signed in original and stamped on all pages as proof of acceptance of all terms & conditions. <b>(Signed copy of Blank tender document to be uploaded).</b>	
1.2	The bidder must be registered in India. Proof of valid Registration Certificate Uploaded	
1.3	The bidder have an office in Bhubaneswar; Proof of Office address – (last month electric bill / tenant agreement / or any supporting documents) uploaded	
1.4	PAN CARD copy Uploaded	
1.5	copy of GST registration Number (GSTIN) - (with State code) Uploaded	
1.6	Last 2 months GST Return (GSTR-1, GSTR-3B) copy uploaded	
1.7	Minimum FIVE nos. of SEDAN car owned by the bidder with valid Registration papers under State Govt. of Odisha, copy uploaded	
1.8	Copy of the RC Book, Permit, Insurance as a proof of ownership to be enclosed.	
1.9	Bidder should have atleast Three(3) Work(s) Order in the immediately preceding (3) Three years (2019-20, 2020-21, 2021-22) with CPWD/PSUs/Banks/ Railways/ Govt. Depts/ Govt. institutions/ reputed Public or Private Organizations etc. Out of the Three (3) Work orders for each year at least one work order is presently valid & atleast one Satisfactory performance certificate/completion certificate should pertain to Government of India/State Government/Public sector Undertakings (PSU) should be attached / submitted. All the documents uploaded with the Technical Bid.	
1.10	Bidder should be financially sound i.e., it must have made profits in the immediately <b>preceding (2) two financial years (2020-21, 2021-22) Audited annual accounts</b> copy Uploaded.	
1.11	Bidder should not currently have been black listed by any Government Department/PSU or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance. Self certified letter as per Annexure – III to be uploaded.	
1.12	Details of Bank account for e-payment – Cancel Cheque uploaded	
1.13	Letter for submission of tender as per ANNEXURE – II duly signed and uploaded	

**Self Certified Supporting document (s) of the above Form A1 to be uploaded or else bids are liable to be rejected.**

E-Tender No. MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06

Dated: 29/11/2022

## TECHNICAL BID – FORM ‘A3’

### BIDDER’S EXPERIENCE

Provide the details of work performed during the last three years in the following proforma /format

S.No	Name and Address of with contact person and phone no.	Brief Detail of manpower deputed	Period of Contract	Annual Contract Value

E-Tender No. MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06

Dated: 29/11/2022

## TECHNICAL BID – FORM ‘A4’

### TERMS AND CONDITIONS AS AGREED

Our Company/Firm is agreeable to the terms and conditions of the RFP. A copy of the same duly signed by us is attached.

Signature:

Name :

Designation :

Company/Firm :

Date :

Place :

E-Tender No. MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06

Dated: 29/11/2022

**ANNEXURE-I  
FORMAT FOR AUTHORISATION LETTER**

**(Letter to be submitted on bidder's own letterhead – In Original)**

Ref: MMTC/

DATE:

To,

The General Manager (Admin.)  
MMTC Limited,  
Bhubaneswar

Sub: Authorization of person for submission / participation in Tender –Reg. Ref: MMTC Notice Inviting Tender No:

\_\_\_\_\_ Dated. \_\_\_\_\_

Dear Sir,

This is with reference to your Notice Inviting Tender (NIT) bearing No. \_\_\_\_\_ Dated \_\_\_\_\_  
Regarding authorization. In this connection, we M/s \_\_\_\_\_ (name & Address) as  
Principal, hereby appoint / authorize Mr. /Miss/Mrs. (name & Address), as an authorized person on behalf of us to  
quote/submit/participate in the above referred e-tender bearing No. \_\_\_\_\_ Dated \_\_\_\_\_.

Further, our authorized person will enter/ sign the contract with MMTC on acceptance of our e-tender. We here by  
undertake that we as a Principal hold full responsibility for all acts/ deeds of Mr. /Miss/Mrs. \_\_\_\_\_  
in connection with this e-tender.

Thanking you.

Yours faithfully,

(Signature & Seal of the Authorized signatory of the Principal)

Signature of Authorized person (Mr./Miss/Mrs.)

E-Tender No. MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06

Dated: 29/11/2022

**ANNEXURE - II**

**Letter for submission of tender – (on bidder’s own letterhead)**

No.-----

Date :-----

The General Manager  
(Admin)MMTC Limited,

**Bhubaneswar-751007**

Dear Sir,

I/We, the undersigned have carefully gone through and clearly understood the site conditions, terms and conditions of the tender and the work requirement.

I/We undertake to execute and complete the work as per tender’s terms and conditions and the bids submitted by us. We have signed and sealed every page of the tender in token of our acceptance of every term and condition of the tender.

I/We undertake to abide by all the Labour Laws and to deposit due amounts to Provident Fund authorities and pay ESI contributions and applicable service tax on regular basis.

My/Our offer includes component of Provident Fund, statutory charges, ESI contribution, taxes, duties, royalties, octroi/levies etc. and excludes applicable GST only. All the statutory payments along with GST will be paid by me/us to concerned authorities on due dates and I/We understand that the ‘GST’ component shall be reimbursed to me/us with monthly bills on actual basis on production of documentary proof of all deposits with concerned authorities for the previous month.

My/Our offer shall be valid for a period of 30 (thirty) days from the date of opening Price Bid.

Thanking you,

Yours faithfully,

For M/s \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_

Address \_\_\_\_\_

E-Tender No. MMTC/BBSR/ADMIN/HIRE-CARK/2022-23/06

Dated: 29/11/2022

## ANNEXURE - III

### CERTIFICATE FOR NON BLACK LISTING

We\_\_\_\_\_ certify that our company/firm has not been black listed by any Government Department/Government Educational Institutions/Research Institutes during the last three years.

Signature:

Name :

Designation :

Company/Firm :

Date :

Place :



E-Tender No. MMTC/BBSR/ADMIN/HIRE-CAR/2022-23/06

Dated: 29/11/2022

**PRICE BID**

**Tender for Hiring of Vehicle for Office and Providing Vehicles On spot booking basis**

We require one vehicle of SEDAN type (Minimum 1150 CC, preferably white colour) Vehicles of various types depending on the requirement on spot booking basis along with Driver as and when required.

1. SPOT Booking Rates for Local (Quotes in Rs.) :

	<b><u>Type of Car (AC) &amp; Parameter</u></b>	<b><u>Swift Dezire</u></b>	<b><u>Honda Amaze</u></b>	<b><u>Honda City</u></b>	<b><u>Innova</u></b>	<b><u>Any Other With Specification</u></b>
1	Full day 100 Kms and 10 hrs.					
2	Half day 50 Kms and 5 hrs.					
3	Pick-up and Drop from BBSR Rly. Station / Airport to Office or vice-versa (Quarter day 30 Kms and 3 hrs.)					
4	Extra Charges per Km					

2. SPOT Booking Rates for OUTSTATION (above 200Kms./per day) :

	<b><u>Type of Car (AC) &amp; Parameter</u></b>	<b><u>Swift Dezire</u></b>	<b><u>Honda Amaze</u></b>	<b><u>Honda City</u></b>	<b><u>Innova</u></b>	<b><u>Any Other With Specification</u></b>
1	Per Km Charges					
2	Detention charges per Hour (apart from 50 Kms running per Hour)					
3	Night Halt Charges (per Night)					

\*Parking & Toll Tax charges to be paid extra as actual.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation \_\_\_\_\_

Company Stamp / Seal