



MMTC LIMITED, REGIONAL OFFICE, NO.6, ESPLANADE, CHENNAI HOUSE, CHENNAI-600108.  
Phone No. 044-25340831/ 044-25341934, FAX NO.25340317

**No. MMTC/CHN/ADMN/Car Hiring/19-20/001**

**Dated: 26/12/2019**

**Tender for Hiring of Vehicles on spot booking basis.**

MMTC Limited invites sealed bids from reputed/experienced Travel Agencies in Chennai for hiring of Cars on **Spot booking basis** depending on MMTC's requirement (cars shall be hired on need basis only).

Interested parties may submit their offer in sealed envelope super scribing "**Technical bid for hiring of cars**" and "**Price bid for hiring of cars**". Both envelopes to be sealed in one envelope super scribing "**Tender for Hiring of Vehicles on spot booking basis**".

Each and every page of the document submitted should be signed by the bidder as a token of acceptance of all the terms and conditions of the tender. Financial/Price bids of only those technically qualified Travel Agencies will only be opened for further consideration.

The Travel Agencies desirous of participating in the tender shall be required to submit **Earnest Money Deposit (EMD)** as per details given in Technical parameters for pre-qualification of tender. EMD of unsuccessful bidders shall be refunded subsequently. However, EMD of successful bidder will be converted into security deposit and same will be returned within 10 days after expiry of the contract.

The Bids complete in all respects can be dropped in the Tender Box placed at :

**MMTC Limited,  
No.6, Esplanade,  
Chennai House,  
Chennai – 600 108.**

The last date for receiving the bids is **20<sup>th</sup> January, 2020 upto 3.00 P.M.** The bids shall be opened on the same day ie., on **20<sup>th</sup> January 2020 at 3.30 P.M.** Incomplete and unsigned bids and bids without EMD will summarily be rejected. Decision of MMTC Limited will be final and binding on the bidders.

**MMTC Limited reserves the right to accept or reject any / all quotations without assigning any reason whatsoever.**

**(General Manager)**

## **TECHNICAL PARAMETERS FOR PRE-QUALIFICATION OF TENDER**

1. The **Travel Agency must own a fleet of minimum 5(Five) Cars in the name of the Firm/Owner/Partners of the Agency**. The list of Cars along with self certified photocopies of RC Book/Permit/Insurance as a proof of Ownership to be enclosed. Vehicles offered for deployment should conform to latest emission norms. The Vehicles offered should also have comprehensive Insurance.
2. The vehicles should not be more than two year old on the date of opening of the tender and the **offered vehicle** must be registered with a Transport Authority of Tamil Nadu only.
3. Travel Agencies must have experience of deployment of Cars to PSU/Government Offices in Tamil Nadu for at least one year in the recent past. Copies of work order(s) to be attached along with Technical Bid. Preference will be given to those having experience and existing/past contracts with State/Central Government organizations.
4. Travel Agencies/ Bidders should have Bank Account/ PAN / GST Registration in their own name. Copies of said certificate to be attached along with Price Bid
5. The Vehicles offered should be in good running condition with clean interiors and proper upholstery etc. and should always be well maintained
6. The Drivers engaged by the Travel Agencies must have valid Licenses and should be well acquainted with roads/ Government Offices/ Banks /other important locations of Chennai.
7. Bids must be accompanied with **EMD for an amount of Rs. 5000/- (Rupees Five Thousand)** in the form of DD in the name of MMTC Limited, payable at Chennai. Firms registered under MSME/NSIC are exempted for submitting the EMD as per the rules applicable to **MSMEs**.

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

- 1) The Vehicles offered for deployment for MMTC should conform to latest Emission Norms and should not be more than Two Years old on the date of opening of the Tender and should be registered as Taxi with yellow number plate. The Vehicles should have comprehensive insurance and should possess all registration certificates, permits, pollution certificates etc., The Vehicles should be free of accident and also free from cases pending before Police Authority/Court.
- 2) Travel Agencies are required to be registered with the GST authorities and provide GSTIN Number, if they are not exempted.
- 3) Drivers deployed by the Travel Agencies must possess valid License for driving passenger Cars. The drivers shall be direct employees/engaged by the Travel Agencies and shall have no link whatsoever with MMTC Ltd., as 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. The Travel Agencies shall comply with the regulations of the working hours stipulated under the Labour Laws and shall have a weekly off for the Drivers deployed. In cases where the car/vehicle is required continuously for 7 days, the Travel Agencies shall provide substitute driver in order to accommodate weekly off to the regular driver.
- 4) 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.
- 5) The vehicle along with driver shall report at the exact place which shall be intimated by MMTC from time to time.
- 6) The age of drivers should be between 21 to 50 years.
- 7) The drivers deployed in the vehicles provided to MMTC should always possess valid & relevant Personal Insurance.
- 8) Before the vehicle is sent for MMTC's use, the agency should ensure that the fuel tank is filled to the optimum level.
- 9) The vehicle hired by MMTC shall be provided with a logbook. The driver of the vehicle shall record the particulars of journey in the logbook and get the signatures of officials of MMTC using the vehicles each time after the journey is completed. Such logbooks, complete in all respects shall be required to be surrendered to the car cell at the end of the calendar month

along-with monthly bills of the Travel Agency. The Travel Agencies shall be required to submit their monthly bills to the In-Charge of Car cell at MMTC Office, 6, Esplanade, Chennai House, Chennai - 600108 for their scrutiny and payment.

- 10) 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.
- 11) 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.
- 12) PENALTY: In the event Travel Agencies fail to provide a vehicle a sum of Rs. 1500/- per occasion shall be deducted from the bills of such Travel Agencies.
- 13) In case of break-down/technical problem en-route arises for the car provided; the Travel Agencies should make alternative vehicle/arrangements for the journey/day immediately.
- 14) In case the driver misses the assigned duty before or after reporting, he shall not be allowed to claim any mileage for that day.
- 15) The Travel Agencies shall keep the vehicle hired by MMTC in perfect working condition and carry out regular servicing of vehicles.
- 16) If during the validity of the contract any material particulars provided by the Travel Agencies are found to be untrue or have concealed any information, the contract is liable to be terminated. The Travel Agencies shall be required to comply with all Laws of land, formalities, Rules of Government/Courts applicable for hired cars and shall keep MMTC fully indemnified.
- 17) MMTC reserves the right to accept or reject any or all offers without assigning any reasons thereof.
- 18) Tampering of meter in any way is not permitted. In case of such incidence coming to notice, the contract shall be terminated immediately.
- 19) Mileage to commence from MMTC premises/designated place whenever the vehicle is engaged on spot basis. However, the closing meter reading shall be appended with MMTC premises/designated place to Travel Agencies location at a maximum of 10 Kms.
- 20) **The contract with the successful bidder will be initially for a period**

**of two years.** Further the contract can be extended for another one year 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.

- 21) The successful Bidder/Travel Agency shall execute an agreement with MMTC LTD on the basis of agreed terms & conditions between the parties hereto.
- 22) Security Deposit: **EMD as deposited by the successful bidder will be converted into the security deposit** and same will be returned within 10 days after expiry of the contract.
- 23) Force Majeure: 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.
- 24) Termination: Notwithstanding anything contained hereinabove, MMTC has the right to terminate the agreement with the Travel Agency by giving one month's notice at the address appearing hereinabove.
- 25) 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, Chennai would be final and binding on both the parties.
- 26) Jurisdiction: All matters connected with the tender/contract shall be governed by exclusive jurisdiction of the courts at Chennai.
- 27) MMTC reserves the right to accept or reject the tender without assigning any reason to the bidder, any request of the bidder on this issue will not be entertained.

In the event of any doubt regarding the terms and conditions/formats, the concerned bidder may seek clarifications from the authorized officer of MMTC, whose details are as follows:-

Mr.P.Chelladurai, DGM (Admin), Phone : 044-25341035, 9444025901  
Mail id : [pcd@mmtclimited.com](mailto:pcd@mmtclimited.com)

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## TECHNICAL BID

### Tender for Hiring of Vehicle On spot booking basis

1.	Name of Firm	:	
2.	Type of Firm (Proprietary, Partnership, Company) and name of proprietor, Partner, Director	:	
3.	Main Business activity of Firm/ Partnership Company	:	
4.	Date of Registration of Firm/Partnership/Company	:	
5.	Bank Account No./ Bankers Name/ Branch Address	:	
6.	Income Tax/ PAN (enclose copy)	:	
7.	GSTIN No. (enclose copy)	:	
8.	EMD, Amount and details of DD	:	
9	Details of minimum 5 Cars owned by the agency along with self certified photocopies of RC Book/Permit/Insurance as a proof of Ownership to be enclosed. (enclose copy)		
10	Enlclose copy of work order w.r.to deployment of Cars to PSU/Government Offices in Tamil Nadu for at least one year in the recent past (Work order copy to be enclosed)		
11	Details of MSME/NSIC certificate and validity shall be indicated along with copy of the same to be enclosed	:	

**Note: Bid will not be qualified without EMD unless MSME/NSIC certificates are enclosed.**

Signature with date\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

**PRICE BID**

**Tender for Hiring of Vehicles On spot booking basis**

We require vehicles of various types depending on the requirement on spot booking basis as and when required:

**1. SPOT Booking Rates for Local:**

<b>Parameters</b>	<b>INDICA</b>	<b>All types of SEDAN Cars</b>	<b>All types of MUV/SUV/TUV</b>
Full day 100 Kms and 10 hrs			
Half day 50 Kms and 5 hrs			
Quarter day 30 Kms and 3 hrs			
Extra Charges per Km.			

**2. SPOT Booking Rates for Outstation but return on same day:**

<b>Parameters</b>	<b>INDICA</b>	<b>All types of SEDAN Cars</b>	<b>All types of MUV/SUV/TUV</b>
Per Km			

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_  
(Stamp/Seal)