

MMTC LIMITED : MUMBAI
‘MMTC HOSUE’ at C-22, E-Block, Bandra-Kurla Complex,
MUMBAI 400 051
(A Government of India Enterprise)

ADMINISTRATION DIVISION

Tender No. MMTC/MUM/BKC/HIRE CAR/2014

Date : 22/08/2014

TENDER DOCUMENT
For
EMPANELMENT OF HIRED CARS ON DAILY/SPOT BASIS AT
‘MMTC HOSUE’ at C-22, E-Block, Bandra-Kurla Complex,
MUMBAI 400 051

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M M T C L I M I T E D : M U M B A I
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ADMINISTRATION DIVISION

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Date : 22/08/2014

Tender Details

SL NO	Particulars	Details
1	Issue of tender document	With effect from 25th August 2014 to to 28th August 2014 (During working days I.e Monday to Friday from 10.00 AM to 5.00 PM)
2	Tender fee	NIL
3	Earnest money deposit (EMD)	Rs.15000/- only(Fifteen Thousand only)
4	Due date of tender (two bids) submission	Upto 1700 Hours on 04/09/2014
5	Technical bid's opening date	1100 Hours on 05/09/2014
6	Price Bid's opening date	1430 Hours on 05/09/2014

SECTION – I

NOTICE INVITING TENDER (NIT)

NAME OF WORK : Empanelment of Hired cars on daily/spot basis at “MMTC House” at C-22, E-Block, Bandra-Kurla Complex, Mumbai 400 051.

- 1.1. Sealed tenders are invited by MMTC Limited, MMTC House, Plot No.C-22, E-Block, Bandra-Kurla Complex, Bandra(East), Mumbai -400051 for the above cited work.
- 1.2. The stipulated period for the contract is one year from the date of award of work. MMTC may at its discretion and subject to contractor’s satisfactory performance extend the period of contract by another one year with mutual consent.
- 1.3. Either MMTC or contractor can terminate the contract by giving one months prior notice without any liability of compensation on account of premature termination.
- 1.4. No alteration, addition or erasures in any of the tender documents are permitted.
- 1.5. Tenders must be filled in English only.
- 1.6. The rates must be quoted in words and figures both. Rates in words will be treated as correct in case of discrepancy between those in figures and words. Amount for such item will be calculated on the basis or rates entered in words.
- 1.7. The rates quoted by contractor shall be net. Service Tax/any other tax .
- 1.8. Proprietor, partner or an Authorised person holding the power of attorney shall sign the tender documents.
- 1.9. Each tenderer must deposit an Earnest Money Deposit (EMD) amounting to Rs.15000/- (Fifteen Thousand Only) in the form of Demand Draft drawn in favour of “MMTC Limited”. Tender without EMD will not be considered/accepted & shall subject to rejection.
- 1.10. The EMD of the successful tenderer shall be treated as security deposit and shall not carry any interest thereon.
- 1.11. EMD of unsuccessful tenderer will be refunded within one months after opening of the tender or awarding work order to successful bidder.
- 1.12. Tenderer must quote rate in the specified column (Section – 4) for all the vehicles mentioned.

1.13. The Tender documents duly completed and accompanied with the EMD are to reach the General Manager(A&E), MMTC Limited, MMTC House, Plot no. C-22, E-Block, Bandra-Kurla Compex, Bandra(E), Mumbai 400051 on or before 28/08/2014 upto 1700 Hrs duly superscribing on the sealed envelope the description of tender.

1.14. The Tender submitted by the Tenderer shall comprise the following:

Envelope-1; Technical Bid :Part-I

- a. Total tender document enclosed each page duly signed by the tenderer as token of acceptance.
- b. The details of the 25 vehicles of different brands in their name/promoters with registration details may be given with supporting R.C.'s.
- c. Earnest money deposit as laid down in this instructions to tenderers.
- d. Registration Certificate of the Establishment.
- e. Statement showing the turn over during the past three years supported by balance sheets or income tax returns.copies may be provided.
- f. Copies of Service tax registration certificates and PAN card.
- g. Latest profile of the contractor.
- h. The contractor should have all statutory licenses, copies may be enclosed.
- i. Name and address, Telephone no of three clients may be provided for obtaining necessary confirmations regarding standard of service.
- j. Other state/Central Govt agencies registration certificate if any.
- k. Valid PF/ESI licence from respective department for his employees.

MMTC is not responsible for the loss of documents or for the delay transit

All the above documents forming PART – I of the tender shall be kept in one envelope which shall be SEALED and super-scribed with as technical bid PART – I, Technical bid -Name of work &Due date

Envelope-2; Price Bid :Part-II

Part two of the tender shall contain only the price schedule with prices (both in words and in figures) strictly in accordance with the price schedule format of the tender document. Departure from the price schedule format may render the tender liable for rejection. Price schedule format (SECTION -4)

**THE ABOVE TWO SEPARATE SEALED ENVELOPES , ONE CONTAINING THE PART – I OF THE TENDER AND THE OTHER CONTAINING THE PART – II OF THE TENDER SHALL BE KEPT TOGETHER IN ANOTHER ENVELOPE WHICH SHOULD ALSO BE SEALED AND SUPER-SCRIBED WITH NAME OF WORK :-
THIS ENVELOPE SHOULD BE ADDRESSED TO:**

THE GENERAL MANAGER (A&E), MMTC LIMITED, MMTC HOUSE, C-22, E-BLOCK, BANDRA-KURLA COMPLEX, BANDRA (E), MUMBAI 400051 AND DROPPED IN TENDER BOX KEPT AT RECEPTION, GR.FLR. OF MMTC HOUSE, BANDRA(E), BKC, MUMBAI 400051.

- 1.15. Tenders shall be valid for a period of 60 days from the date of opening.
- 1.16. MMTC reserves the right to accept the tender in full or part or reject any or all the tenders without assigning any reason whatsoever, MMTC may reduce the scope of work as found suitable, without entertaining any claim from the tenderer/contractor.

GENERAL MANAGER (A&E)

MMTC LTD MUMBAI.

SECTION – 2

SUBMISSION OF TENDER

General Manager(A&E)
MMTC House,
Plot No.-C-22, E-Block,
Bandra-Kurla Complex, Bandra(East)
MUMBAI 400051.

Name of work : Empanelment of Hire cars on daily/spot basis at MMTC House” at C-22, E-Block, Bandra-Kurla Complex, Mumbai 400 051 for one year.

Sir,

Having carefully studied and fully understood the entire NIT, General Terms and Conditions, and having read the tender documents fully/we hereby submit our tender, for the above mentioned work.

I/We enclose Demand Draft no._____ dated _____ for Rs._____ drawn on _____ by me/us towards EMD with MMTC.

Should this tender be accepted, I/we hereby agree to abide by all the terms and conditions of the tender and I/we understand that in case of our failure to abide the terms, the Earnest Money shall be forfeited by MMTC.

I/We also understand that in case of my/our tender is accepted by MMTC, my/our EMD will be treated as interest free Security Deposit.

I/we declare that my firm or any of my/our JV Partner/associate firms do not have any business operation/firms directly or indirectly associated with business in MMTC House BKC or using MMTC House BKC Mumbai. I/we understand that my/our tender/contract is liable to be rejected/cancelled in the event it is proved otherwise at a later date.

My/our tender shall be valid for acceptance for a period of 60 days from the date of opening.

I/we are fully and legally authorized to sign this tender document.

Signature of the Tenderer and Rubber stamp

Date :

Place :

SECTION – 3

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

TERMS & CONDITIONS :

- i) The rates mentioned above shall be valid for a period of One year commencing from the date of contract and may be further extended with mutual consent without escalation in rates.
- ii) The vehicles should be in excellent working condition and well maintained during the contract period. Further, the vehicle to be provided should be mechanically sound and decent looking get-up wise i.e. outer body / upholstery wise etc.
- iii) The cars/vehicles offered for deployment in MMTC should conform to latest emission norms and should not more than three years old at the time of deploying vehicles. The transporter should have minimum 25 vehicles of different brands. The vehicle proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s) of the firm.
- iv) The agency should be a sole proprietary concern, partnership firm or a company of repute and should be registered with Registrar of Firms / Companies, wherever applicable. It should be in existence for 5 years and duly registered with the Regional Transport Authority and appropriate Govt. authorities, as applicable.
- v) It should be an income tax assessee having filed its IT returns for the last three assessment year. It should have valid PF/ESI No. for all the employees (Copies of last IT Returns may be furnished).
- vi) The agency should have achieved annual sales turnover of **Rs. 50 lakh** in any of the last three financial years.
- vii) Names, address & telephone numbers of three clients may be provided for obtaining necessary confirmation regarding the standard of service, standard of cars and other relevant details.

- viii) The agency should provide adequate cash to the driver while traveling to meet exigencies viz. toll tax, parking, outside duty etc.
- ix) 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. Further, as per provisions of the Motor Vehicle Act and rules made there under, only those vehicles which have been registered as Motor Cab or Public Service Vehicles to carry passengers for hire or reward and having Yellow Color registration plate can be hired.
- x) The transporters shall be required to deposit (EMD) a sum of Rs.25,000/- (Rupees twenty five thousand only) with MMTC as interest free security deposit towards performance of the Contract, which will be refunded after three months of expiry of the contract. The Cars/Vehicles offered for deployment in MMTC should conform to latest Emission Norms and should not be more than Three Years old on the date of deploying in MMTC
- xi) Transporters are required to be registered with the Central Excise Department and pay Service Tax. The 15 digits Service Tax Code Number allotted to be provided to MMTC.
- xii) The age of Drivers deployed by the transporters should be between 25 years to 45 years and must possess valid licenses for driving passenger cars. The drivers shall be direct employee of the transporter and shall have no link whatsoever with MMTC Limited in so far as the regulation of labour laws and provisions thereof are concerned. The Transporter shall be solely responsible for all kinds of payments/liabilities towards repair/servicing of the vehicles provided, wages/overtime to the Drivers and all other incidental expenses etc. The transporters shall comply with the regulations of the working hours stipulated under the labour laws.
- xiii) The antecedents of the drivers to be deployed and their details (names, addresses, mobile number copy of driving license etc.) should be properly verified. The drivers of the vehicles should be fully conversant with the routes of Mumbai. The drivers must be proficient in speaking local language, well mannered, courteous with proven integrity and healthy personal habits. In case of any default or offence by the driver, the same shall be sorted out directly by the transporters with the parties concerned and MMTC shall have no direct or indirect involvement whatsoever.
- xiv) All expenses will have to be borne by the firm in case of breakdown of the vehicle provided and immediate replacement of the breakdown vehicle will have to be provided.

- xv) The vehicle alongwith driver shall report for duty to the In-charge of Car Cell at MMTC Limited, Mumbai or at the time and place of duty assigned. However, the deployment may change as per the requirement of MMTC which will be informed to the driver/transporters.
- xvi) The owner/senior representative of the firm should be available round the clock on his own direct telephone/mobile number (office as well as residence) so as to respond to the call for vehicles in emergent cases.
- xvii) Each driver should be provided with individual mobile. The mobile number should be informed to Incharge of Car Cell and driver should be in regular touch with Car Cell. In case driver does not bring mobile on any day, a sum of Rs.100/- will be deducted for each day.
- xviii) The vehicle and driver deployed on MMTC duty should be regular and should not be changed without prior permission of MMTC. In case vehicle or driver is changed without permission, a sum of Rs.250/- will be deducted per occasion.
- xix) The car with the Driver would be placed at the disposal of MMTC as and when required. MMTC would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- xx) Vehicles should have sufficient fuel while reporting for duty and should not require filling during duty hour.
- xxi) The transporters will carry out the regular servicing of vehicles deployed in MMTC .
- xxii) The vehicles 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 when the journey is completed. Such logbooks, complete in all respects shall be required to be surrendered to Car Cell at the end of each calendar month alongwith monthly bills of the transporters. The transporters shall be required to submit their monthly bills to Incharge of Car Cell, MMTC Limited, MMTC House, C-22, E-Block, Bandra-Kurla Complex, Bandra (E), Mumbai 400051 for their scrutiny and payment.
- xxiii) For pick and drop, one side dead mileage of 10 kms or actual whichever is less will be allowed.
- xxiv) The transporter shall adhere to administrative instruction issued by the Incharge of Car Cell/concerned officer of MMTC from time to time regarding deployment of the cars hired by MMTC.

- xxv) The rates quoted by the transporters shall be valid for a period of ONE 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 or for any reason whatsoever during the period of contract.
- xxvi) No compromise will be made by this office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by Incharge of Car Cell, security deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- xxvii) The transporters 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.
- xxviii) If during the validity of the contract any material particulars provided by the transporters are found to be untrue or have concealed any information then the contract is liable to be terminated and shall also be liable for making good the damages if any. The transporters 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.
- xxix) The transporters shall intimate the Car Number, name of the driver, and mobile number of the driver to the MMTC immediately at the time of booking of the vehicle

xxx) Penalty Clauses would be as under :

S.No	Problems	Penalty
1.	Late Arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond or does not turn up	a) Rs.50.00 b) Rs.100.00 c) Rs.200.00 In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor.
2.	Attire/turnout of the driver a) In appropriate b) Very inappropriate	a) Rs.50.00 to Rs.200.00, depending upon the inappropriateness. b) The driver with the vehicle will be sent back and a penalty of Rs.300.00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.

3.	Unclean vehicle or seat cover / smell in the vehicle	Rs.20.00 for the 1 st day and Rs.200/- per day for 2 nd consecutive day and beyond.
4.	AC not working / malfunctioning	The contractor to provide another vehicle in the 30 minutes time or else the office can hire a taxi for the day, payment of which will be borne by the contractor
5.	Breakdown enroute	Office to hire a taxi to reach the destination, payment to be borne by the contractor.
6.	Driver's behaviour	If any misbehaviour by the driver, the driver will have to be changed by the contractor immediately. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi will be hired payment of which will be borne by the transporter alongwith a fine of Rs.200/- daily.

- xxxii) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms & conditions of the tender.
- xxxiii) MMTC reserves the right to cancel the contract at any point of time without assigning any reason whatsoever with the notice period of 30 days.

SECTION – 4

No. MMTC/HIRECAR/DLY/2013-14

Dated:

M/s _____

Mumbai 400051.

Sub: Empanelment of hired Cars on daily/spot basis.

Dear Sir,

On the basis of tender dated _____ and your offer for hiring of DLY Cars on daily/Spots (local – outstation basis) we are pleased to offer the following rates :

S.NO.	DESCRIPTION		PROPOSED RATES	
A	FULL DAY (80 kms - 8 Hrs)			
1	SWIFT DZIRE & equivalent with AC			
	Extra per km			
	Extra per Hour			
2	Innova & Equivalent AC			
	Extra per km			

	Extra per Hour			
3	ETIOS & equivalent with AC			
	Extra per km			
	Extra per Hour			
B	HALF DAY (45 kms - 4 Hrs)			
1	SWIFT DZIRE & equivalent with AC			
	Extra per km			
	Extra per Hour			
2	Innova & Equivalent AC			
	Extra per km			
	Extra per Hour			
3	ETIOS & equivalent with AC			
	Extra per km			
	Extra per Hour			
C	FULL DAY (OUTSTATION) - MINIMUM 200 KM PER DAY			
1	SWIFT DZIRE & equivalent with AC			
	Extra per km			
	Extra per Hour			

2	Innova & Equivalent AC			
	Extra per km			
	Extra per Hour			
3	ETIOS & equivalent with AC			
	Extra per km			
	Extra per Hour			

Thanking you,
Yours faithfully,

SIGNATURE OF TENDERER & RUBBER STAMP.