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भारत सरकार का उपक्रम
MMTC
LIMITED

A GOVT. OF INDIA ENTERPRISE

touching lives, adding value

MMTC LIMITED

(A Government of India Enterprise)

“MMTC House”, C-22, E-Block, Bandra-Kurla Complex
Bandra (East), Mumbai – 400 051.

Phone: 022-61214500/4588 Fax: 022 -26572541

E-mail: mmtcmumbai@mmtclimited.com : Website: www.mmtclimited.com

ADMINISTRATION DIVISION

Tender No. MMTC/Mum/Admn(HH)/11/2017-18

Dated: 30.06.2017

TENDER DOCUMENT

TENDER FOR EMPANELMENT OF HOLIDAY HOME AT LONAWALA/KHANDALA.



TENDER FOR EMPANELMENT OF HOLIDAY HOME AT LONAWALA/KHANDALA

No. MMTC/Mum/Admn(HH/_11_/2017-18

Dt. 30.06.2017

Technical BID

Part – 1

Start date for Downloading tender documents	30.06.2017 From 10:00 Hrs
Last date for Downloading tender document	17.07.2017 up to 12:00 HRS
Due date of tender submission (Technical & Price Bid)	17.07.2017 Up to 14:00 HRS
Technical Bids opening Date	17.07.2017 at 14.30 HRS

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TENDER FOR EMPANELMENT OF HOLIDAY HOME AT LONAWALA/KHANDALA

No. MMTC/Mum/Admn(HH/_11_/2017-18

Dt. 30.06.2017

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No. MMTC/Mum/Admn(HH/_11_/2017-18

Dt. 30.06.2017

Appendix

1. Period of Lease : Initial for two year (24 months)
Mutually extendable to 12 months.
2. Security deposit : Nil
3. Participation Fees (Non refundable) : Rs. 500/- (Rupees Five Hundred Only) in
Through e-payment (NEFT/Fund Transfer) in Axis
Bank Ltd. BKC Branch, Bandra(E)Mumbai.
Current Account No. 230010200004688 IFSC
Code: UTIB0000230 and submit letter mentioning
UTR Number.



TENDER FOR EMPANELMENT OF HOLIDAY HOME AT LONAWALA/KHANDALA

No. MMTC/Mum/Admn(HH/_11_/2017-18

Dt. 30.06.2017

NOTICE INVITING TENDER (NIT) THROUGH PHYSICAL MODE)

MMTC Limited invites OPEN **TENDERS FOR EMPANELMENT OF HOLIDAY HOME AT LONAWALA/KHANDALA.** Interested bidders fulfilling minimum eligibility criteria as mentioned below may submit their bid along with the following set of documents. Self certified scanned copies of following documents are required to be furnished through tender (physical mode) in the two bid system i.e., TECHNICAL BID and FINANCIAL BID.

However, hard copy of Technical Bid with Non-refundable participation fee of Rs 500/- (Rupees Five Hundred only) in the form of NEFT/Fund Transfer in MMTC Limited Axis Bank Limited, BKC Branch, Bandra,Mumbai_Current_Account_No: **230010200004688**, IFSC Code : UTIB0000230 and submit letter mentioning UTR number to get tender form or may download the same from website – www.mmtclimited.com or [www.eprocure.gov.in.](http://www.eprocure.gov.in)) shall be sent in physical mode sealed envelopes i.e., technical bid and financial bid separately to reach the Office of General Manager, 3rd floor, MMTC Limited, MMTC House, BKC, Bandra(E) Mumbai-400 051, before **14.00_hrs of _17.07.2017.**

1. Eligibility Criteria / Proof of Eligibility:

- a) The individual owner(s) should have fully furnished 2 bed(self Contained)/Hall/Kitchen rooms/fully air-conditioned/ bungalow in Lonawala / Khandala, admeasuring min.1500 sq ft with good environment/recreational facilities and safety measures in public place.
- b) The individual should have minimum 5 years experience of renting out bungalow to Central Government/State PSU(s)/State Government Department/Semi-Govt. Department / PSU/MNC/Banks and should submit copies of award letters in support thereof duly attested.
- c) The individual should have got documents of ownership of land and bungalow. In case of any clarification about the specification to be followed./ adopted for a particular item, the decision of the Regional Head shall be final and binding.
- d) Individual must have income tax, PAN and service tax copy to be submitted
- e) List of clients related to renting of holiday home for last 3 years.
- f) Offer should be as per tender specification, any deviation in the offer should be clearly indicated.
- g) Individual must deposit tender non-refundable tender fee of Rs.500/- through RTGS/NEFT/fund transfer in the account of the MMTC Limited, payable at Mumbai. Axis Bank Limited, BKC Branch, Bandra, Mumbai Current Account No : **-230010200004688** IFSC Code : - UTIB0000230
- h) Submission of bid will be through physical mode.
- i) Any individual banglow owner(s) belongs to SC/ST Category and Women may be given priority.
- j) Service tax will be payable as per latest notification applicable.
- k) It will be offer on lease basis considering for use by MMTC employees and their



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family members during the lease period. For this purpose, MMTC Ltd., shall issue an allotment letter to its employees that availing holiday home.

2. List of documents :

Technical Bid should be accompanied by copy each of the following documents:-

- a. Tender document duly signed and stamped on each page by authorized signatory, as token of acceptance of term & conditions.
- b. PAN/Aadhar Card (self attested copy of the certificate)
- c. Property ownership registered documents.
- d. The latest receipt of property tax, water bill, electricity bill, municipal tax and any other statutory municipal taxes, if any.

Bids without above documents will be liable for rejection.

3. Interested bidders may obtain the tender document from website site i.e., mmtclimited.com, www.eproc.gov, by paying Rs.500/- through e-payment(NEFT/Fund transfer and copy of submit UTR number)
4. **(a) Last date and time for submission of bids _17.07.2017_ up to 14.00hrs.**
(b) Opening of Technical Bids on 17.07.2017_ at 14.30 hrs.
5. MMTC Limited reserves the right to reject any one or all the tenders, either in full or in Part without assigning any reasons thereof and no claim whatsoever shall be entertained on this account.
6. MMTC is not liable for encumbrances, III party charges, any interest , mortgage and lien, etc.
7. Envelope No. 1- TECHNICAL BID : Part –I
 - a) Each page of the tender document should be signed by the bidder as token of acceptance. If any deviation is proposed by the bidder the same must be clearly indicated and enclosed as deviation list but tenders with significant deviation list and merely enclosing bidder's printed conditions or their own terms and conditions will make the tender liable for rejection.
 - b) Copy of the financial bid indicating price quoted by bidder.
 - c) List of utensils, furniture, electrical items and any fixed assts. etc., to be attached.
 - d) MMTC is not responsible for the loss of documents or for the delay in transit.
 - e) All the above documents forming Part-I of the tender shall be SEALED and super scribed with "Technical bid PART-I, Technical Bid – Name of work & Due Date"
8. Envelope No. 2- FINANCIAL BID : Part – II
 - a) Each page of the tender document should be signed by the bidder as token of acceptance. No deviation/correction is accepted and merely enclosing bidder's printed conditions or their own terms and conditions will make the tender liable for rejection.
 - b) Copy of the financial bid indicating price quoted by bidder.
 - c) All the above documents forming Part-II of the tender shall be SEALED and super scribed with "Technical bid PART-II, FINANCIAL BID. " Name of work & Due Date"

Senior Manager (Administration)



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TENDER FOR EMPANELMENT OF HOLIDAY HOME AT LONAWALA/KHANDALA

No. MMTTC/Mum/Admn(HH)/ 11 /2017-18

Dt. _____, 2017

GENERAL INSTRUCTIONS FOR BIDDERS

SECTION - I

1. Receipt of Tender Document :

Bidder must fill all the schedules and submit all the prescribed information as per the instructions given in various sections of the tender. Each & every page of the tender document as prescribed must be signed & stamped and submitted in token of complete acceptance thereof. The information submitted shall be complete in itself. All entries in the tender shall be written in English OR Hindi. The use of Erasers and over writing are not allowed. The tender shall duly attest & stamp all cancellations, if any, failing which the tender shall be liable for rejection at MMTTC Limited's sole discretion.

2. Opening of bid :

- a. Technical Bid will be opened at 17.07.2017 hrs on 14.30hrs.
- b. Date and time for opening of Financial Bid shall be informed later to the bidders who qualify in technical evaluation process.
- c. In case the specified date of tender opening is subsequently declared a holiday or closed day, the tenders will be opened at the appointed time and place on the next working day.
- d. Authorized representatives of the bidders, who have submitted tenders on time, may attend the tender opening process provided they bring with them letters of authority from the corresponding bidders. The tender opening official(s)/Committee will prepare a list of the representatives attending the tender opening. The list will contain the representative's name & signatures and corresponding bidder's name and address.

3. Important Instructions to bidders :

- a) Tender documents must be page numbered, signed & stamped by Authorized Person.
- b) Submission of the bid by a bidder would imply that the bidder has carefully read and agreed to the terms and conditions contained in the bid document.
- c) If the date fixed for opening of bids is subsequently declared as holiday by MMTTC Limited the bids will be opened on next working day, time and venue remaining unaltered.
- d) Rate should be quoted net, including all taxes, and should be submitted as per the Financial Bid Format.
- e) Financial Bid should consist of bidder's quoted rates duly signed and stamped by authorized person.
- f) A bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be not be considered for the tender process.



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- g) Bidders are advised to go through the contents of tender document, including the terms & condition, with utmost care to avoid rejection of their bids.
- h) Cutting/modification/overwriting in the tender document will not be accepted.
- i) Canvassing in any form whether directly or indirectly, in connection with the bids is strictly prohibited and the bid submitted by the bidders, who resort to canvassing, shall be rejected.
- j) No conditional bid including conditional rebate shall be accepted. Conditional bid is liable to be summarily rejected.
- k) This bid document shall form a part of the contract agreement. Any clarification issued by MMTC Limited in response to queries raised by prospective bidders shall form an integral part of Bid Document and it may amount to amendment of relevant clauses of the Bid Documents.
- l) Bidder should have comprehensive insurance for said property.
- m) The agreement is to be registered with the Registrar and Stamp duty & registration cost to be shared by both the parties.

4. **TENDER VALIDITY** :-

- a. The tenders shall remain valid for acceptance for a minimum period of *60 days (sixty days)* after the date of opening of Technical Bid prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and shall be rejected.
- b. In case, the day up to which the tenders are to remain valid is subsequently declared a holiday or closed day, the tender validity shall automatically be extended up-to the next working day.



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TENDER FOR EMPANELMENT OF HOLIDAY HOME AT LONAWALA/KHANDALA

No. MMTc/Mum/Admn(HH)/ 11 /2017-18

Dt. 30.06.2017

SECTION – II

1. SCOPE OF TENDER :

S.No.	Amenities provided by bidder.	Details to be filled by the bidder
1	Independent Cottage/Bungalow(fully furnished & air conditioned) admeasuring min. 1500 sq ft with two beds/living-cum-dining hall/kitchen/refrigerator/cylinder, crockery and utensils, etc., having occupancy of min. 4 persons in each room which contains TV,24 hrs hot and cold water.	
2	Full address of holiday home offered on lease	
3	Distance from the main road/cross road	
4	Distance from (Lonawala/Khandala) in Kms. i) Main bus stand ii) Railway Station	
5	Whether there is direct access to the premises from the main road	Yes ___ / No. _____
6	Carpet area of the rooms offers (sktetch to be enclosed)	
7	Year of construction	
8	Whether adequate frontage for parking area is available?	Yes ___ / No. _____
9	Amenities provided in the holiday home: i. ii. iii. iv.	
10	Availability of in house restaurant with Veg-Non-Veg food	Yes ___ / No. _____
11	Care taker service. (No. of persons)	
12	Room heater	
13	In house laundry	
14	Attached bathroom	
15	Size and No of cots provided in a room	
16	Genset backup	
17	Wi-fi facility	
18	Parking availability	No. of cars _____
19	TV with DTH connection (DTH charges to be born by owner)	
20	24 hours hot water	Yes ___ / No. _____
21	Arrangement for site seeing can be made?	Yes ___ / No. _____
22	Kitchen with cooking arrangement available	Yes ___ / No. _____
23	Doctor on call	Yes ___ / No. _____
24	Drivers rest room	Yes ___ / No. _____
25	Complementary break fast	Yes ___ / No. _____
26	Complementary new paper	Yes ___ / No. _____
27	If any other facilities provided, please mentioned	

AURHORIZED SIGNATORY _____

NAME : _____

Name of the Company/Firm _____

Date :

Seal of Company/Firm



Handwritten signature and date 20/6

2. **SUBMISSION OF BIDS:**

Sealed envelopes i.e., Technical and Financial bids should be submitted through physical mode only.

All the documents should be self attested and stamped by authorized person.

Financial Bid, as required in this tender document.

4. **MMTC's RIGHT TO ACCEPT / REJECT ANY OR ALL BIDS :**

MMTC Limited reserves the right to accept or reject at any time or all bids without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of MMTC's such action.

5. **ISSUE OF LETTER OF INTENT (LOI):**

- a. The issue of an LOI shall constitute the intention of the MMTC Limited to enter into an agreement with the successful bidder for taking the premises on lease.

6. **SIGNING OF AGREEMENT:**

The issue of LOI followed by acceptance by the bidder(s) shall constitute the award of lease agreement which will be signed within 15days of LOI.

7. **Sole Arbitration Clause :**

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 Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceedings.
The venue of arbitration shall be Mumbai.

8. **Force Majeure Clause:** If at any time during the existence of this contract either party is unable to perform in whole or in part any obligations under this contract because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the date of fulfillment of any obligations engagement shall be postponed during the time when such circumstances are operative.

9. **DISPUTE RESOLUTION MECHANISM:-**

- i) If **any** dispute or difference of any kind arises between MMTC Limited and the bidder(s) in connection with or relating to the **tender and LOI only**, the parties shall make every effort to resolve the same amicably by mutual consultations. In case, if they fails to do so, the matter will be referred to arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 and subsequent amendments thereof. The dispute shall be adjudicated by sole arbitrator to be nominated by CMD, MMTC Limited., New Delhi.110 003, whose decision shall be final. Venue shall be Mumbai.



10. TERMINATION FOR DEFAULT:-

MMTC Limited may, without prejudice to any other remedy for breach of contract, by written notice of 7 (seven) days, sent to the bidder, terminate this contract in whole or in part. **Further, MMTC reserves the right to terminate the contract under the following circumstances:**

- a) In the event, the MMTC Limited terminates the contract in whole or in part, the MMTC Limited may proceed, upon such terms and in such manner as it deems appropriate.

11. SIGNING OF AGREEMENT:

The issue of LOI followed by acceptance by the bidder(s) shall constitute the award of holiday home to the bidder(s).

12. FRAUD PREVENTION POLICY :

All the bidders shall be required to certify that they would adhere to the Fraud Prevention Policy of MMTC and shall not indulge themselves or allow other (working in MMTC) to indulge in fraudulent activities and that they would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice. Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of MMTC is liable to be treated as crime and dealt with by the procedures of MMTC as applicable from time to time.

18. HOLIDAY LISTING :

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 the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or taken any curative measures with the agency(s) in accordance with the policy in force.



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SECTION – III**FINANCIAL BID**

NAME OF THE BIDDER : _____
 ADDRESS : _____

Sl. No.	Base rent	Rent per annum (in INR)
1	Rent for cottage/bunglaw (fully air-conditioned) which includes all maintenance charges as a holiday home with all amenities listed in the Section –II.	
2.	GST	
3.	Total	

In words (Rupees _____)
 (The total amount should be both in words and figures. In case of any discrepancy the amount in words will prevail. No alternation / over writing is permitted)
 I/We accept all the terms & conditions mentioned in the tender document.

Note : Rentable carpet area includes carpet area of sanitary, kitchen, pantry, and internal passage and internal corridor if any exclusively for the premises.

AURHORIZED SIGNATORY _____

NAME : _____

Name of the Company/Firm _____

Date :

Seal of Company/Firm

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