



CIN NO. L51909DL1963GOI004033
DELHI REGIONAL OFFICE
F-8-11, Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi – 110 055.
TEL: 011-23557462

TENDER NO.MMTC/DRO/ADMN/DLY/2015-16

Dated: 16.03.2015

Bid Submission Start Date & Time:	20.03.2015 (1000 hours)
Bid Submission Closing Date & Time:	30.03.2015 (1700 hours)
Bid Opening Date & Time:	31.03.2015 (1030 hours)

OPEN TENDER FOR COMMERCIAL BID FOR EMPANELMENT OF TRANSPORT AGENCIES FOR DLY CARS ON MONTHLY AND SPOT HIRING BASIS

MMTC Limited (a Government of India Public Sector Undertaking) intends to empanel reputed/experienced Transport Agencies for hiring of DLY Cars on Monthly/Spot basis.

2. The detailed terms & conditions of the Tender and documents required to be submitted are given in the following pages.
3. MMTC reserves the right to accept or reject the bid without indicating the reason whatsoever to the bidder.
4. **The Price Bid as per the Application format in a sealed envelope superscribed with the Tender No. and Date and addressed to the following must be dropped in the prescribed Tender Box by 1700 hrs. on 30.03.2015:**

**The Manager (Administration),
MMTC Limited, Delhi Regional Office,
F-8-11, Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi – 110 055.**

COMMERCIAL BID (ON APPLICANTS' LETTERHEAD)

1. Name of the Firm : _____
2. Registered Address : _____
3. Type of Firm (Proprietary/ Partnership with names of Partners/
Company – with names of Director(s)/
Others – name(s) of owner(s)/
principal official(s) : _____

4. Date of Registration of Firm : _____
 - a. Bank Account No./ Bankers' Name/
Branch Address : _____

 - b. Income Tax / PAN Nos. : _____
 - c. Service Tax No. : _____
 - d. EMD of Rs.10,000/- vide : _____
Demand Draft/Pay Order No.
Dated : _____

Signature with date : _____

Name : _____

Designation : _____

Stamp : _____

5. Quotation Rates:

S.No.	Description: TOYOTA INNOVA / MARUTI SWIFT DZIRE	With A.C. RATES (Rs.)
(A) 1.	MONTHLY HIRING BASIS FOR 2,000 Kms. (9 Hours Daily)	
2.	Extra per KM above 2,000 KMs	
3.	Extra per Hour above 9 hours daily	
(B) 1.	SPOT HIRING FULL DAY (80 KMs – 8 Hrs)	
2.	Extra Per KM	
3.	Extra Per Hour	
(C) 1.	SPOT HIRING HALF DAY (45 KMs – 4 Hrs)	
2.	Extra Per KM	
3.	Extra Per Hour	
(D) 1.	FULL DAY (OUTSTATION) – MINIMUM 200 KMs PER DAY	
2.	DA for Driver	
3.	Night Charges per night	

Signature with date : _____

Name : _____

Designation : _____

Stamp : _____

TERMS AND CONDITIONS

1. The Transporters desirous for participating in the tender must submit Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Pay Order favouring “MMTC Limited” Payable at New Delhi along with their Bid.
2. The Transporter should own a fleet of minimum 3 (three) Cars.
3. Upon finalization of contract with the empanelled agencies, the Transporters shall be required to deposit a sum of Rs.25,000/- (Rupees Twenty Five Thousand only) with MMTC Limited as interest-free security deposit towards performance of the Contract, which will be refunded after three months of expiry of the contract.
4. Transporters are required to be registered with the Central Excise Department and pay Service Tax. They should provide us 15 digits Service Tax Code Number.
5. The Cars/Vehicles offered for deployment in MMTC should be Petrol/ Diesel/CNG driven only, should conform to latest Emission Norms and should not be more than Two Years old on the date of opening of the Tender. The Vehicles offered should be in good running condition with clean interiors and proper upholstery etc. and should always be well maintained.
6. 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.
7. Drivers deployed by the transporters must possess valid Licenses for driving passenger Cars. The drivers shall be direct employees of the transporters and shall have no link whatsoever with MMTC Ltd., 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 wages/overtime etc. to the drivers. The transporters 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 the event car is required continuously for 7 days, the transporters shall provide substitute driver in order to accommodate weekly off to the regular driver.
8. The drivers deployed by the transporters should wear uniform prescribed by Transport Authority 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 transporters with the parties concerned and MMTC shall have no direct or indirect involvement whatsoever.

9. The vehicle along with driver shall report for duty at 9.00 AM to the In-charge of Administration Division at MMTC Ltd., Delhi Regional Office (DRO), Jhandewalan Office or at the time and place of duty assigned to him. He should inform the reading of the meter on daily basis in the morning and evening as well. In case the vehicle reaches late at Jhandewalan office, he should report the closing reading to the security supervisor. However, the deployment may change as per the requirement of MMTC, which will be informed to the driver/transporters well in advance.
10. The dead mileage from garage to pick up point shall be limited to 10 (Ten) kms. or the actual whichever is lower. In case of vehicles hired on spot basis, dead mileage shall be from garage to garage.
11. Parking charges, toll tax, octroi etc. wherever paid, duly certified by officials travelled shall be reimbursed along with monthly bill. Arrangement of such payment shall have to be made by the transporter by keeping the advance money with the driver. In any case, the driver should not demand such payment from the officials travelling in the car.
12. The driver should have a Mobile. The Mobile Number should be informed to In-charge Administration Division, DRO, Jhandewalan and driver should be in regular touch with Administration. Division. In case driver does not bring Mobile on any day, a sum of Rs. 100/- will be deducted for each day.
13. 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.
14. The age of drivers should be between 25 to 55 years, and should be healthy for short/long driving.
15. Vehicles should have sufficient fuel in the morning while reporting for duty and should not require filling during duty hours.
16. 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 when the journey is completed. Such logbooks, complete in all respects shall be required to be surrendered to Administration Division at the end of each calendar month along with monthly bills of the transporters.

17. The transporters shall be required to submit their monthly bills in the first week of the following month to In-charge of Administration Division at MMTC Limited, F-8-11 Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi -110055 for their scrutiny and payment.

18. The transporters shall adhere to Administrative Instructions issued by the In-charge of Administration Division/concerned officer of MMTC from time to time regarding deployment of the cars hired by MMTC.

19. The rates quoted by the transporters shall be valid for a period of Two Years from the date of signing of the Contract and can be further extended with mutual consent without escalation in agreed rates and no further increase in the rates shall be considered as a result of increase/decrease in price of fuel in the market during contract validity.

20. 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.

21. Penalty: In case any transporter is unable to provide vehicle, immediate replacement shall have to be provided to MMTC. In the event transporter fails to provide replacement, a sum of Rs. 1,000/- per occasion shall be deducted from the bills of such transporter.

22. In case the driver misses the assigned duty before or after reporting, he shall not be allowed to claim any mileage for that day; in addition a sum of Rs.500/- for each missed duty shall be recovered from the transporter's bill. Apart from this, the contract with the transporters can be terminated with or without forfeiting security deposit. The decision of MMTC shall be final and binding on the transporters in this regard.

23. The transporters shall keep the vehicle hired by MMTC in perfect working condition and carry out regular servicing of vehicles deployed in MMTC. Transporters will be required to intimate MMTC well in advance of such service/maintenance work. In such cases they will be required to provide a suitable substitute vehicle till such time the regular vehicle resumes its normal duty.

24. 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. MMTC reserves the right to accept or reject any tender without assigning any reason whatsoever.