



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
Phone No. +91 11 24362200, 24366305, 24360527, Fax +91 11 24364587

No.MMTC/CO/ADMN./GA/2018-19

8th January, 2019

SUB : e-Tender for hiring of Cars.

e-TENDERS are invited in a two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies / Companies located in New Delhi having minimum 10 (Ten) vehicles in the name of the firm/proprietor/Partners of the firm with an annual turnover of Rs.1.00 crore or more in the business of tours and travel / vehicle operation, for hiring of DLY cars on monthly basis for the official use, for a period of two year. The contract can be extended or short-closed on account of unsatisfactory services rendered by the firm, at the discretion of the MMTC Limited. Tender documents containing detailed terms and conditions can be downloaded from MMTC's website <https://eproc.gov.in>, www.mmtclimited.com or <https://mmtc.abcprocure.com> on payment of Rs.500/- (Non-refundable) in the form of DD/Pay order only drawn in favour of MMTC Limited, New Delhi. Last date for submission of e-tender documents competed in all respect is 29/01/2019 by 15.00 hrs. The technical bid will be opened 30/01/2019 by 11.00 hrs.

The important details schedules and dates are as under :

S.NO.	Key Event	Dates
i)	Last Date for submission of Bids(No extension of time & date)	29.01.2019 at 15.00 hrs
ii)	Date of Opening of Bids by Tender/ Purchase committee(participation bidders my wish to be present)	30.01.2019 at 11.00 hrs
iii)	Date of Opening of financial bids	Intimated at the time of opening of Technical bid
iv)	Cost of Tender	Rs.500/-
v)	Earnest Money Deposit(EMD)	Rs.1,00,000/-
vi)	Venue for Opening of Bids	2 nd Floor, Admn. Division, MMTC Limited, Scope Complex, New Delhi-110003

1. The technical bid offered should include the following details :
 - a) Name of the firm
 - b) Name(s) of the Proprietor/Partners
 - c) Business address of the firm
 - d) Annual turnover of the firm (Proof of the same must be attached in the form of CA's certificate / last 3 years' balance sheet / profit & loss A/c)

- e) The party should have a single completed contract of Rs.40 lakhs (Rupees Forty lakhs only) in the same business in any of the aforesaid three years.
 - f) Copy of the details of the past experience (minimum 3 years) of providing services in the same field in Government / PSUs / Reputed Corporate Sectors. The experience shall be supported by such Corporates on their letter heads. The experience should be continuous last three years.
 - g) Copy of PAN Number
 - h) The vehicles should be registered from the year 2018 onwards alongwith the list of vehicles to be provided to MMTC - copy of RCs to be submitted. Vehicles should not be more than one year old (2018 Model and later).
 - i) The vehicles should be having valid Pollution Control Certificate – Proof thereof.
 - j) The tender fee of Rs.500/- through demand draft/ pay order in favour of MMTC Limited payable at New Delhi.
 - k) The earnest money of Rs.1,00,000/- (Rs. One lac only) through a demand draft / pay order in favour of MMTC Limited payable at New Delhi.
 - l) Copy of GST Number.
 - m) In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above.
2. The rates quoted in the Financial Bids should be both in words and figures.
3. Financial bids of only those firms will be considered who are short-listed on the basis of the Technical Bid.

(S. Bhaskar)
General Manager(Admn.)

TERMS & CONDITIONS :

- i) Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.
- ii) The service provider/s whose agreement short-closed/terminated due to dissatisfactory services at any point of time with MMTC Limited are not eligible to participate in the tender.
- iii) The price bid of technically qualified parties will be opened and L-1 rates would be offered to qualified parties. Whosoever accepts the L-1 rates, will be empanelled. However, in respect of monthly hiring of vehicles, 50%, 30% and 20% of vehicles will be offered to L-1, L-2, L-3 parties respectively. If the services / vehicles / driver's behaviour is found to be un-satisfactory in any manner, MMTC would be free to allot vehicles to other empanelled transporters. For spot hiring of vehicles, MMTC would be free to get the services from any of the empanelled transporters.
- iv) The vehicles should be in very good working condition and be well maintained during the contract period. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise i.e. outer body / upholstery etc. should be decent looking. The vehicles should also be equipped with perfumes / car freshener. In case the same is not provided, the vehicle will be returned and charge of taxi will be borne by vendor.
- v) The cars/vehicles offered for deployment in MMTC should conform to latest emission norms and should not be earlier than the year 2018. 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.
- vi) The firms should have atleast 3 years of experience in the tour and travel business in providing vehicle / vehicle in the Government Sector / PSUs / Corporate Sector and should have an annual turnover of Rs.1.00 crore or more for the same period.
- vii) The party should have a single completed contract of Rs.40 lakhs (Rupees Forty lakhs only) in providing vehicles Services in any of the aforesaid three years.
- viii) Transporters are required to be registered with the Central Excise Department and pay GST. As Rent-a-Cab service has provision of abatement and the same should be declared for relevant financial year by the Service Providers(Annex-1).
- ix) Drivers deployed by the transporters must possess valid licenses for driving passenger cars and should be in gray uniform at the time of duty. 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 challans, 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 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.

- x) The antecedents of the drivers to be deployed should be properly verified and their details (names, addresses, mobile number copy of driving license etc.) should be submitted. The drivers of the vehicles should have experience in driving commercial vehicles and fully conversant with the routes of New Delhi. 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.
- xi) For VIP guests arriving by Air/Rail, transporters should ensure that the vehicles and driver should report with placard at the airport / Railway Station.
- xii) Preference for deployment of vehicles will be given to those vendors who provide the vehicle with GPS for location tracking and guiding routes.
- xiii) All expenses will have to be borne by the firm in case of breakdown of the vehicle provided. Immediate replacement of the breakdown vehicle will have to be provided.
- xiv) The vehicle alongwith driver shall report for duty at 9.00 a.m. to the In-charge of Car Cell at MMTC Limited, Corporate Office 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.
- xv) 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 the case of emergency.
- xvi) The firm shall be responsible for providing the required number of vehicles at any time, even at short notice.
- 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.250/- 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.500/- will be deducted per occasion.
- xix) In case of non-functioning of AC system, a penalty of Rs.500/- per car per day will be imposed.

- xx) 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.
- xxi) Vehicles should have sufficient fuel in the morning while reporting for duty and will be filling of fuel during duty hour only in the case of emergency.
- xxii) The transporters will carry out the regular servicing of vehicles deployed in MMTC and 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.
- xxiii) 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, Core – 1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110003 for their scrutiny and payment.
- xxiv) The kilometer-age for the purpose of “vehicle run and “hours of duty” shall be reckoned from the point of reporting for duty to the point of vehicle released i.e. MMTC Limited, Scope Complex, Lodhi Road, New Delhi or other such places as selected by the Department. No mileage will be allowed to drivers for lunch/breakfast or for drawl of fuel etc. Dead-mileage will be given for garage to Office (morning) 5 KMs and office to garage (Evening) 5 KMs.
- xxv) 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.
- xxvi) The rates quoted by the transporters 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 or for any reason whatsoever.
- xxvii) No compromise shall be made on account of punctuality, cleanliness, obedience, promptness, behaviour etc. Any lack of the above, shall result in discontinuation of the vehicle. If the tenderer, at any point of time, fails to perform duties, as per the provisions of tender/contract norms, security deposit will be forfeited and contract shall be held cancelled forthwith without any notice by the Competent Authority. MMTC shall be free to take that vehicle from any other empanelled transporters.
- xxviii) In case a bid is selected and withdrawn from the bids without the consent of the MMTC, then such bidder’s EMD is liable to be forfeited.
- xxix) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

- xxx) The vehicles supplied by the firm may be required to ply in NCR areas, such as NOIDA, Ghaziabad, Faridabad and Gurgaon etc. and therefore vehicle supplied should have legal documents to ply in all such areas.
- xxxi) The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/ settled by the transporter and MMTC in no way shall be party to the disputes and will have no liability on this account. It is also the firm's liability to provide wages etc. and follow other statutory obligations as per extant rules.
- xxxii) Any dispute or difference arising between the parties out of or relating to the construction, meaning and 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 & Managing Director (CMD) of MMTC. The provision of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceeding. The venue of arbitration shall be New Delhi.
- xxxiii) In the event of any dispute, the court of Delhi shall have exclusive jurisdiction to adjudicate any dispute.

xxxiv) Penalty Clauses would be as under :

Sl.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.100.00 b) Rs.500.00 c) Rs.1000.00 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.500.00 to Rs.1000.00, depending upon the inappropriateness. b) The driver with the vehicle will be sent back and a penalty of Rs.1000.00 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.100.00 for the 1 st day and Rs.500/- 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 spot-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.	Recurrent problems as stated in 1-5 above and frequent malfunctioning / Dissatisfactory vehicle condition / old looking vehicle / Driver's poor knowledge of route / Driver's misbehavior	The vehicle will be discontinued. MMTC will allot the vehicle to another empanelled contractor.

xxxv) This office reserves the right to reject any or all the quotations without assigning any reason thereof.

xxxvi) 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.

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.

Special terms & conditions for bids to be submitted in electronic mode

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 on letter head

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	Mail ID
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)- 40016 866	info@abcProcure.com
	+91-(79)- 40016 840	
	+91-(79)- 40016 818	
	+91-(79)- 40016 821	
Mr. Abhijeet Goware (Dedicated Helpdesk for MMTC)	+91 9265562826	abhijeet@eptl.in
For Only, Technical Assistance related to e-Tender or e-Auction filling/ submitting (Offsite Team).	+91-(79)- 4027 0555	support@abcProcure.com
	+91-(79)- 4027 0564	
	+91-(79)- 4027 0569	
	+91-(79)- 4027 0507	pankesh@eptl.in

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licenced Certifying Authorities operating under Root Certifying

Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on www.cca.gov.in wherein details have been mentioned.

3. The bidders shall register on the e-portal so as to have a valid user id for accessing e-tendering/ e-auction portal of MMTC.

4. For minimum system requirements clients/bidders should refer to home page of the URL <https://mmtc.abcpocure.com> under tab Download/ Minimum System Requirements- V2.0

5. Bidders are advised to print and save bid submission receipt on submission of bids.

SUBMISSION OF BIDS

The offer complete in all respect to be submitted to our e-tendering portal only as per special terms and conditions contained in the document and the copy of the Technical Bid with prescribed EMD and tender fee bearing the name and address of the bidders in envelop superscribed "TENDER FOR HIRING OF CARS" should be dropped in Tender Box kept in Administration Division, 2nd Floor, Scope Complex, Lodhi Road, New Delhi latest by 3.00 pm on 29/01/2019. The rates to be quoted in the prescribed format only in E-Mode (As per the format in the Price Bid). The price bid submitted other than E-Mode will not be considered.

Annexure – I

**DECLARATION OF ABATEMENT UNDER REVERSE CHARGE
MECHANISM**

I (Name & Designation) _____ on behalf of M/s.
_____(Name and Address of the supplier) hereby
certify that we have availed abatement on Rent a Cab Service governed by Notification
No.26/2012 of 60% only. The abatement is subject to the Provision of Service Tax under
Reverse Charge Mechanism for the relevant period of 01/04/2018 to 31/03/2019.

Signature of the authorized signatory
of the tendering firm with Seal

**TECHNICAL BID
Form - A**

MMTC LIMITED
TENDER FOR HIRING OF DLY CARS

1.	Name of Firm & Address		
2.	Type of Firm	Proprietary	Name of Proprietor
		Partnership	Name of Partners
		Company	Name of Directors
3.	Main Business activity of Firm / Partnership Company		
4.	Date of Registration of Firm / Partnership /Company.		
5.	Registration Certificate from MSME		
6.	Annual Turnover of the firm		2015-16 : 2016-17 : 2017-18 :
7.	Experience		
8.	a) Bank Account No. / Bankers Name / Branch Address :		
	b) PAN No.		
	c) GST No.		
	d) EMD of Rs.1,00,000/-		Bank Name _____ DD/BC No. _____ Date _____

Signature of the authorized signatory
of the tendering firm with Seal

**TECHNICAL BID
Form - B**

DETAILS OF VEHICLES OFFERED FOR HIRE

Sl. No.	Regn. No.	Make	Model	Fuel(Petrol/Diesel)

**TECHNICAL BID
Form - C**

DETAILS OF DRIVERS

Sl. No.	Name	Age	License No.	Validity

PRICE BID

A. Monthly Rates

Description	Indica/ Santro with AC	Maruti D'zire & Equivalent	Tavera/Innova/ Zylo /Safari & Equivalent	Maruti Ciaz/ Honda City / Corolla & Equivalent
2400 & 300 Hrs of duty per Calendar Month (including Saturday, Sunday and Holiday if required)				
Charges for extra per KM beyond 2400 KMs per Calendar Month (including Saturday, Sunday and Holiday if required)				
Charges for extra Per hour of duty Beyond 300 Hrs per Calendar Month(including Saturday, Sunday and Holiday if required)				

B. Spot Hiring within Station Journey (NCR covered)

i.	Rates for 80 KMs & 10 Hrs of duty				
ii.	Charges for extra per KM beyond 80 KMs				
iii.	Charges for extra per hour of duty beyond 10 Hrs.				

C. Outstation Journey (NCR not included)

i.	Rate per km for particular journey (if less than 80 Kms, payment for 80 Kms would be payable; if more than 80 kms then as per actual kms traveled)				
ii.	Extra Charges for each extra day for extended journey over and above the rate quoted at C(i) above. (Please quote on per day basis only) (Would be applicable only if journey is for more than one day)				

Signature of the authorized signatory
of the tendering firm with Seal