

Ref.No. MMTC/ADMN/VEH./01/2015

Dated 25 /02/2015

NOTICE INVITING TENDER FOR HIRING OF CARS

MMTC Limited, Regional Office, Visakhapatnam (A Government of India Enterprise) intends to empanel reputed/experienced Travel Agencies for hiring of Cars on **Monthly/Spot** basis. Interested parties may collect tender documents containing detailed Terms & Conditions from Shri J.K.RAO, Chief Manager(Administration), MMTC Limited, MMTC Bhavan, Port Area, Visakhapatnam – 530 035 on all working days between 10.00 AM to 1730 PM. The same can also be downloaded from our website www.mmtclimited.com.

The Bidders may submit their offer along with EMD for Rs. 10,000/- in an envelope super scribing 'Tender for hiring taxies' . Each and every page of the tender should be signed by the bidder as a token of acceptance. Financial bids of only those transporters will be opened whose Technical Bids qualify for further consideration.

The Bids completed in all respect can be dropped in the Tender Box placed at MMTC Limited, MMTC Bhavan, Port Area, Visakhapatnam – 530 035 latest by 1500 hours (IST) on 16.03.2015. Tender will be opened at 1530 hours on 16.03.2015.

(J.K.Rao)
Chief Manager(Admn.)

TERMS AND CONDITIONS

MMTC Limited desires to hire a Tata Indigo or equivalent sedan car along with driver for its Regional Office at Visakhapatnam, on a monthly hire basis, with 10 hrs & 100 km average per day duty, only Sundays holiday. Over and above Cars will hire on spot basis also depending upon requirement.

- 1 The Travel Agencies desirous for participating in the tender shall be required to submit Earnest Money Deposit (EMD) of Rs. 10,000.00 (Rupees Ten Thousand only) in the form of DD/Pay Order favoring "MMTC Ltd." Payable at Visakhapatnam along with their offer, which will be converted into performance guarantee of the successful bidder This will not carry any interest whereas EMD of unsuccessful bidder returned after awarded the tender.
- 2 The Cars/Vehicles offered for deployment for MMTC should conform to latest Emission Norms and should not be more than one Year old on the date of opening of the Tender and should be registered as Taxi with yellow name 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.
- 3 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. Price bid shall be inclusive of Service Tax. MMTC paying 40% of Service Tax under reverse charge mechanism. Proof of payment of balance 60% by the owner to be submitted to MMTC.
- 4 Drivers deployed by the transporters must possess valid License for driving passenger Cars. The drivers should be able to conversant in Hindi / English The drivers shall be direct employees of the transporters and shall have no link whatsoever with MMTC Ltd., insofar as the regulation of Labor 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 Labor 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.

- 5 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.
- 6 The vehicle along with driver shall report for duty at 9.00 AM to the In-charge of Car Cell at MMTC 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 well in advance. Delay in reaching on time, will attract penalty of maximum of 10% of the Bill, at the sole discretion of GM.
- 7 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. 1000/- will be deducted per occasion.
- 8 Drivers deployed, if not found suitable by the Management he should be replaced immediately with a Driver of acceptable nature.
- 9 The drivers deployed in the vehicles provided to MMTC should always possess valid & relevant Personal Insurance. It is the responsibility of the Transporter to cover the Drivers deployed with the vehicles hired to MMTC for Provident Fund, ESI etc., and the timely remittance of these items to the respective departments. Bills are settled only on production of PF & ESI.
- 10 Vehicles should have sufficient fuel in the morning while reporting for duty and should not require to fill during duty hours.
- 11 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 Car Cell at the end of each calendar month along with monthly bills of the transporters. The transporters shall be required to submit their monthly bills to In-charge of Car Cell at MMTC, MMTC Bhavan, Port Area, Visakhapatnam – 530 035 for their scrutiny and payment.
- 12 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.

- 13 The rates quoted by the transporters shall be valid for a period of one Year 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.
- 14 PENALTY : In case the transporter is unable to provide vehicle, immediate replacement at the disposal of MMTC, A sum of Rs. 1,000.00 per occasion shall be deducted from the bills of such transporter.
- 15 In case of break-down/technical problem en-route arising for the car provided, the Transporter should make alternative vehicle/arrangements for the journey/day.
- 16 In case the driver misses the assigned duty before or after reporting, he shall not be allowed to claim any mileage for that day, Apart from this 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.
- 17 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.
- 18 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.
- 19 MMTC reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever.
- 20 Tampering of meter in any way is not permitted. Incase of such incidence coming to notice, the contract shall be terminated forthwith.
- 21 Mileage to commence from MMTC premises in case of vehicle engaged on spot basis. However, the closing meter reading shall be appended with MMTC premises to transporters location at a maximum of 10 kms with a reporting time of 30 minutes.

22 The contract with the successful bidder is initially for a period of one year and subject to satisfactory services the contract can be extended for another year with the same terms and conditions. However the successful bidder is required to sign a formal detailed agreement with mmhc , within a maximum period of 7 days of date of tender opening ,failing of which ,the EMD will be forfeited and the award of the tender will be cancelled. Moreover this tender is not transferable .The successful firm shall not sublet this contract/any part of it to any other persons /parties MMHC reserves the right to terminate the contract by giving one month prior notice.

23 Any dispute /differences 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 sole arbitrator to be nominated by chairman and managing director of mmhc . The provisions of arbitration and conciliation act 1996 shall apply to such arbitration proceedings and jurisdiction is visakhapatnam

TECHNICAL PARAMETERS FOR PRE-QUALIFICATION OF TENDER

1. The Transporter must own a fleet of minimum 4(Four) Cars in the name of the Firm/Owner/Partners of Transport Company. A list of Cars along with photocopies of RC Book/Permit/Insurance as a proof of Ownership to be enclosed.
2. The Cars offered for deployment should be registered with the Transport Authority of Andhra Pradesh.
3. Transporters must have experience of deployment of Cars to PSU/Government Offices in Andhra Pradesh for at least 1 (One) year in the recent past. Copies of work order(s) to be attached along with Technical Bid.
4. Transporters/ Bidders should have Bank Account/ PAN / Service Tax Registration in their own name. Copies to be attached along with Technical Bid.
5. The Vehicles offered should be in good running condition with clean interiors and proper upholstery etc. and should always be well maintained. Vehicles offered for deployment should not be more than one Year old on the date of opening the Tender and should conform to latest emission norms. The Vehicles offered should also have comprehensive Insurance.

6. The Vehicles should be Petrol/ Diesel driven only. Fuel Tank capacity should also be indicated.
7. The Drivers engaged by the transporters must have valid Licenses and should be well acquainted with roads/ Government Offices/ Banks /other important locations of Visakhapatnam.
8. Bids must be accompanied with a DD/BC of Rs.1,0000/- in the name of MMTC Limited, payable at Visakhapatnam.

TECHNICAL BID

MMTC LIMITED
TENDER FOR HIRING OF PRIVATE CAR/TAXI

1. Name of Firm:
2. Type of Firm:

Proprietary	Name of proprietor
Partnership	Name of Partners
Company	Name of Directors
Others (Specify)	Name of Owners/ Principal Officials
3. Main Business activity of Firm/ Partnership Company:
4. Date of Registration of Firm/Partnership/Company/enclose copy of registration:
5.
 - a) Bank Account No./ Bankers Name/ Branch Address:
 - b) Income Tax / PAN:
 - c) Service Tax No.
 - d) EMD of Rs. 10,000/- vide DD/BC No. dt.
On Bank Name

Signature with date _____

Name _____

Designation _____

(Stamp)
(Seal)

DETAILS OF VEHICLES OFFERED FOR HIRE:

[illegible]

DETAILS OF DRIVERS

[illegible]

FINANCIAL BID

MMTC LIMITED

TENDER FOR HIRING OF PRIVATE CARS/TAXIS monthly basis

1. Name of Firm:
2. a) **Quotation for Hiring INDIGO or equivalent Sedan Car On monthly basis along with Driver** Unit Rate in Rs. Per Month

A/C Cars on MONTHLY BASIS.

(i) Upto 100 Kms. & 10 Hrs. daily

(ii) Extra charge per Km (monthly 2600 Kms)

(iii) Extra charge per Hour (above 10 Hours)

Price quoted is inclusive of Service Tax. However MMTC paying 40% pf the Service Tax under reverse charge mechanism. The balance 60% of Service Tax to be deposited by Owner with Service Tax Department and Proof of Tax to be submitted.

3. **Quotation for Hiring of Cars on SPOT basis.**

a) Indica

	Local Rates		Outstation Rates	
	<u>Non A/C (Rs)</u>	<u>A/C (Rs.)</u>	<u>Non A/C (Rs.)</u>	<u>A/C (Rs.)</u>
Full day (100Kms. & 10 Hrs.)				
Half day (50 Kms. & 5 Hrs.)				
Quarter day (30 Kms & 3 Hrs.)				
Extra per Km. (above stipulated Kms.)				
Extra per Hr. (above stipulated time)				
In case of extra hr claim extra km charges not admissible				

**b) Esteem/TATA Indigo /
Accents/Ford icon- A/C**

Local Rates

Outstation Rates

Full day (100 Kms. & 10 Hrs.)

Half day (50 Kms. & 5 Hrs.)

Quarter day (30 Kms & 3 Hrs.)

Extra per Km. (stipulated Kms.)

Extra per Hr. (above stipulated time)

**c) Corolla/ Honda City/
Innova –A/C**

Local Rates

Outstation Rates

Full day (100 Kms. & 10 Hrs.)

Half day (50 Kms. & 5 Hrs.)

Quarter day (30 Kms & 3 Hrs.)

Extra per Km. (above stipulated Kms.)

Extra per Hr. (above stipulated time)

**d) Qualis/ Tavera/Scorpio/
Bolero/TATA Sumo/**

Local Rates
NonA/C(Rs.) A/C
Rs.

Outstation Rates
Non A/C(Rs.) A/C
Rs.

Full day (100 Kms. & 10 Hrs.)

Half day (50 Kms. & 5 Hrs.)

Quarter day (30 Kms & 3 Hrs.)

Extra per Km. (above stipulated Kms.)

Extra per Hr. (above stipulated time)

NB: Spot hiring rates for outstation to be quoted excluding amount towards State Toll Tax, Parking charges, etc. which will be reimbursed on actual basis.

Date:

Signature _____
Name _____
Designation _____
Stamp

NOTICE INVITING TENDER

- | | | |
|----|---|--|
| 1. | Name of the Work | Providing TAXI for Monthly/Spot Booking)

1)MMTC BHAVAN, MMTC Limited ,
RO-Visakhapatnam,AP-530035 |
| 2. | EMD. | :Rs.10,000/-(Ten thousand only) in shape of DD in
favour of ,MMTC Limited,Visakhapatnam. |
| 3. | Commencement
of Work | :01/04/2015 |
| 4. | Last date time
For receipt of tender | : 16/03/2015 – 15.00 hrs. |
| 5. | Opening of tender | : 16/03/2015—15.30 hrs. |
| 6: | Address for
communication | : J.K.Rao
: Chief Manager(Admn.),MMTC Limited,
Port Area,Visakhapatnam-530035 |
| 7. | Mode of Submission | : Two Sealed envelops containing price bid & Technical bid
Separately should be dropped in the tender box provided in
MMTC Bhavan. The envelop should be sealed and title of the
tender has to be super scribed on the envelop. |
| 8. | Tender received after 15.00 hrs. on dt.16/03/2015 | Will be treated late and are liable
to be ignored summarily. |

For MMTC Limited.

(J.K.Rao)
Chief Manager(Admn.)