



क्षेत्रीय कार्यालय आलोक भारती कॉम्प्लेक्स, सातवीं मंजिल, शहीद नगर, भुवनेश्वर -- 751007
Regional Office : Alok Bharati Complex, 7th floor, Sahid Nagar, Bhubaneswar-751007
Phone No.: 0674-2546848, 2545557, 2541411 Fax No.:0674-2546847

Ref.No. MMTC/ADMN/VEH./02/2014

Dated 22.07.2014

NOTICE INVITING TENDER FOR HIRING OF VEHICLES

MMTC Limited, Regional Office, Bhubaneswar (A Government of India Enterprise) intends to empanel reputed Travel Agencies for hiring of Cars on Monthly/Spot basis. Interested parties may collect tender documents containing detailed Terms & Conditions from Administration Division, MMTC Limited, 7th floor, Alok Bharati Complex, Sahid Nagar, Bhubaneswar-751007 on all working days between 11.00 AM to 3.00 PM. The last date of submission of tender document is 06.08.2014 upto 15.30 Hrs and the same shall be opened on the same day at 16.30 Hrs. The tender document can also be downloaded from our website www.mmtclimited.com or www.eprocure.gov.in.

The Tenderers may please note that the offers are to be submitted in Two Bid System i.e. one for **Technical Bid** other for **Financial Bid**. Ist Envelope should be superscribed as 'Technical Bid' II nd envelop superscribed as 'Financial Bid' and III rd envelope superscribing 'Tender for hiring vehicles and should be duly sealed. Financial bids of only those Travel Agencies/Vehicle owners will be opened who qualify in the Technical Bid.

The Bids completed in all respect can be dropped in the Tender Box placed at MMTC Limited, 7th floor, Alok Bharati Complex, Sahid Nagar, Bhubaneswar-751007.

(S.B. Sethi)
Sr. Manager(P&A)

TERMS AND CONDITIONS

- a. The Travel Agencies desirous for participating in the tender shall be required to submit Earnest Money Deposit (EMD) of Rs.5000.00 (Rupees Five Thousand only) in the form of DD/Pay Order favouring "MMTC Ltd." Payable at Bhubaneswar along with their offer.
- b. The Cars/Vehicles offered for deployment in MMTC 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 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.
- c. Travel Agencies are required to be registered with the Central Excise Department and pay Service Tax. They should provide us 15 digits Service Tax Code Number.
- d. 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., insofar 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.
- e. 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.
- f. 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.

- g. 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. For monthly hiring vehicle for Regional office, Bhubaneswar the vehicle should be stationed at the office premises, MMTC Ltd, Alok bharati Complex , Sahid Nagar, Bhubaneswar-7 . The age of drivers should be between 30 and 45 years.
- h. Vehicles should have sufficient fuel in the morning while reporting for duty and should not require to fill during duty hours.
- i. 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, 7th floor, Alok Bharati Complex, Sahid Nagar, Bhubaneswar-751007 for their scrutiny and payment.
- j. 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.
- k. 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.
- l. **PENALTY** : In case any transporter is unable to provide vehicle, immediate replacement shall have to be provided at the disposal of MMTC. In the event transporter fails to provide replacement a sum of Rs. 500.00 per occasion shall be deducted from the bills of such transporter.
- m. 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.
- n. 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.

- o. 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.
- p. MMTC reserves the right to accept or reject any tender without assigning any reason whatsoever.

TECHNICAL PARAMETERS FOR PRE-QUALIFICATION OF TENDER

1. The Transporter must own a fleet of minimum 3(Three) 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 a Transport Authority of Orissa.
3. Transporters must have experience of deployment of Cars to PSU/Government Offices in Orissa for at least 3 (Three) years in the recent past. Copies of work order to be attached.
4. Transporters/ Bidders should have Bank Account/ PAN / Service Tax Registration in their own name. Copies to be attached.
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 be in good running condition and not more than 5 Years 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 in Bhubaneswar.
8. Bids must be accompanied with a DD/BC of Rs.5000/- payable to MMTC Limited, Bhubaneswar.

TECHNICAL BID

**MMTC LIMITED
TENDER FOR HIRING OF VEHICLES**

1. Name of Firm:
2. Type of Firm: Proprietary Name of proprietor
 Partnership Name of Partners
 Company Name of Directors
 Others Name of Owners/
 (Specify) Principal Officials
3. Man Business activity of Firm/ Partnership Company:
4. Date of Registration of Firm/Partnership/Company:
5. a) Bank Account No./ Bankers Name/ Branch Address:

b) Income Tax / PAN:

c) Service Tax No.

d) EMD of Rs. 5000/- vide DD/BC No. dtd.

Signature with date _____

Name _____

Designation _____

(Stamp)

NB:- The Technical Bid constitute page No.1 to 5.

DETAILS OF VEHICLES OFFERED FOR HIRE

Sl. No.	Regn. No.	Make	Model	Fuel(Petrol/CNG)	Tank Capacity

DETAILS OF DRIVERS

Sl. No.	Name	Age	License No.	Validity

FINANCIAL BID
MMTC LIMITED
TENDER FOR HIRING OF VEHICLES

- 1) Quotation for Hiring
TATA Indigo at Bhubaneswar
on **MONTHLY BASIS.**

Unit Rate in Rs. Per Month

Upto 3000 Kms. & 12 Hrs. daily

Extra per Km (above 3000 Kms)

Extra per Hour OTA (above 12 Hours

- 2) Quotation for Hiring of Cars
on **SPOT basis.**

a) Indigo

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>

Charges per KM running :

Detention charges per hour :

Night halt charges :

b) Qualis/Bolero /Travera A/C

Local Rates

Outstation Rates

Charges per KM running :

Detention charges per hour :

Night halt charges :

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

Local Rates Outstation Rates

Charges per KM running :

Detention charges per hour :

Night halt charges :

d) **Innova/Scorpio**

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

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

Charges per KM running :

Detention charges per hour :

Night halt charges :

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

