



Tender No. MMTC/Vizag/Admin/Vehicle- Hiring/2019-1 Dt. 05<sup>th</sup> JuLY 2019

**Notice Inviting Open Tender for Hiring of Vehicle for Office and Providing Vehicles on spot booking basis.**

MMTC Limited, Regional Office, Vishakhapatnam (A Government of India Enterprise) intends to empanel reputed/experienced Travel Agencies for hiring of Cars on Monthly/Spot basis.

MMTC requires one vehicle of Sedan type(minimum1150CC)to be deployed on monthly basis along with Driver and Vehicles of various types depending on the requirement on spot booking basis as and when required.

The Bidders may submit their offer in sealed envelope super scribing **“Technical bid for hiring of cars” and “Price bid for hiring of cars”**. Both envelop to be sealed in one envelop super scribing **“Submission of bid for hiring of cars, tender no. MMTC/VIZAG/Admin/Vehicle- Hiring/2019-1 dt. 05<sup>th</sup> JULY 2019”**

Each and every page of the document submitted should be signed by the bidder as a token of acceptance of all the terms and conditions of the tender. Financial/Price bids of only those technically qualified Travel Agencies will only be opened for further consideration.

The Travel Agencies desirous of participating in the tender shall be required to submit Earnest Money Deposit (EMD) as per details given in Technical parameters for pre-qualification of tender. EMD of unsuccessful bidder will be refunded immediately after evaluation of Bid. However, EMD of successful bidder will be converted into the security deposit and same will be returned within 10 days after expiry of the contract.

The Bids completed in all respects can be dropped in the Tender Box placed at MMTC Limited, MMTC Bhavan, Port Area, Visakhapatnam-530 035, **latest by 1600 hours (IST) on 19.07.2019. Tender box will be opened at 16.30 hours on19.07.2019.**

J K Rao  
Dy. General Manager (Admin)

Visakhapatnam  
05<sup>th</sup> July 2019



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**TECHNICAL PARAMETERS FOR PRE-QUALIFICATION OF TENDER**

1. The **Travel Agencies must own a fleet of minimum 5 (Five) Sedan Cars in the name of the Firm/Owner/Partners of the Agency.** The list of Cars along with photocopies of RC Book/Permit/Insurance as a proof of Ownership to be enclosed, small cars are not eligible. Vehicle so offered for deployment and should confirm to latest emission norms. The Vehicles offered should also have comprehensive Insurance
2. The Sedan Car offered for deployment should be **Minimum 1150 CC**, preferably white colour and **should not be more than One Year old on the date of opening of the Tender offered vehicle** must be registered with a Transport Authority of Andhra Pradesh only.
3. Travel Agencies must have experience of deployment of Cars to PSU/Government Offices in Andhra Pradesh for at least one year in the recent past. Copies of work order(s) to be attached along with Technical Bid. Preference will be given to those having experience and existing/past contracts with State/Central Government organizations.
4. Travel Agencies/ Bidders should have Bank Account/ PAN / GST Registration in their own name. Copies of said certificate to be attached along with Price Bid
5. The Vehicles offered should be in good running condition with clean interiors and proper upholstery etc. and should always be well maintained
6. The Drivers engaged by the Travel Agencies must have valid Licenses and should be well acquainted with roads/ Government Offices/Banks  
/other important locations of Visakhapatnam
7. Bids must be accompanied with **EMD for an amount of Rs. 20,000/- (Rupees Twenty Thousand)** in the form of DD/BC in the name of MMTC Limited, payable at Visakhapatnam. Firms registered under MSME/NSIC are exempted for submitting the EMD as per the rules applicable to **MSMEs.**



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**TERMS AND CONDITIONS FOR HIRING OF CARS**

- 1) 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 number 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.
- 2) Travel Agencies are required to be registered with the GST authorities and provide GSTIN No, if they are not exempted.
- 3) Drivers deployed by the Travel Agencies must possess valid License for driving passenger Cars. The drivers shall be direct employees/engaged by the Travel Agencies and shall have no link whatsoever with MMTC Ltd., in so far as the regulation of Labour Laws and provisions thereof are concerned. The Travel Agencies shall be solely responsible for all kinds of payments/ liabilities towards wages/ overtime etc. to the drivers. The Travel Agencies 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 Travel Agencies shall provide substitute driver in order to accommodate weekly off to the regular driver.
- 4) The drivers deployed by the Travel Agencies should wear uniform 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 Travel Agencies with the parties concerned and MMTC shall have no direct or indirect involvement whatsoever.
- 5) 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/Travel Agencies well in advance.
- 6) After the completion of the trip, each day the car is to be placed in the office premises, incase vehicle is engaged on monthly basis.
- 7) The Vehicle and Driver deployed on MMTC duty should be regular and should not be changed without prior permission ofMMTC.
- 8) The age of drivers should be between 21 to 40years.



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- 9) The drivers deployed in the vehicles provided to MMTC should always possess valid & relevant Personal Insurance. It is the responsibility of the Travel Agencies to cover the Drivers deployed with the vehicles provided to MMTC for Provident Fund, ESI etc., and the timely remittance of these items to the respective departments.
- 10) Vehicle should have sufficient fuel in the morning while reporting for duty and shouldn't require filling 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 after the journey is completed. Such logbooks, complete in all respects shall be required to be surrendered to the car cell at the end of the calendar month along-with monthly bills of the Travel Agencies. The Travel Agencies shall be required to submit their monthly bills to In-Charge of Car cell at MMTC Bhavan, Port Area, Visakhapatnam – 530035 for their scrutiny and payment.
- 12) The Travel Agencies 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 Travel Agencies 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.
- 14) PENALTY: In the event Travel Agencies fail to provide a vehicle a sum of Rs.1500.00 per occasions shall be deducted from the bill of such Travel Agencies.
- 15) In case of break-down/technical problem en-route arises for the car provided the Travel Agencies should make alternative vehicle/arrangements for the journey/day immediately.
- 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.
- 17) The Travel Agencies shall keep the vehicle hired by MMTC in perfect working condition and carry out regular servicing of vehicles. Travel Agencies 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 of the same segment till such time the regular vehicle resumes its normal duty.



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- 18) If during the validity of the contract any material particulars provided by the Travel Agencies are found to be untrue or have concealed any information, the contract is liable to be terminated. The Travel Agencies 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 offers without assigning any reasons thereof.
- 20) Tampering of material in any way is not permitted. In case 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 Travel Agencies location at a maximum of 10 Kms with a reporting time of 30minutes.
- 22) The **contract with the successful bidder will be initially for a period of two years**. Further the contract further can be extended for another one year with the same terms and conditions subject to satisfactory services in the initial period. In case of unsatisfactory services during the tenure of the contract MMTC reserves the right to terminate the contract by giving one-month prior notice.
- 23) Rs100/ Hour will be paid as over time charges beyond stipulated time.
- 24) The successful Bidder/Security Agency shall execute an agreement with MMTCLTD on the basis of agreed terms & conditions between the parties hereto.
- 25) Security Deposit: **EMD as deposited by the successful bidder will be converted into the security deposit** and same will be returned within 10 days after expiry of the contract.
- 26) Force Measure: In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under the tender/ contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.
- 27) Termination: Notwithstanding anything contained hereinabove, MMTC has the right to terminate the agreement with the Travelling Agency by giving one month's notice at the address appearing hereinabove.



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- 28) Dispute Resolution: The Clarifications/Disputes, if any arising out of or relating to any point(s) or clause(s) of this agreement including interpretation of terms of the agreement shall be resolved through joint discussion of the authorized representative(s) of both the parties. However, the decision(s) of the General Manager, MMTC Limited, Visakhapatnam would be final and binding on both the parties.
- 29) Jurisdiction: All matters connected with the tender/contract shall be governed by exclusive jurisdiction of the courts at Visakhapatnam.
- 30) MMTC reserve the right to accept or reject the tender without assigning any reason to the bidder, any request to the bidder on this issue will not be entertained.

In the event of any doubt regarding the terms and conditions/formats, the person concerned may seek clarifications from the authorized officer of MMTC, whose details are as follows:-

Mr. Arnab Chakma, AGM (Admin), 0891-2561761, 7330886635  
[chakma@mmtclimited.com](mailto:chakma@mmtclimited.com)

Mr. J K Rao DGM (Admn) 0891-2562108, 9866559936  
[jkrao@mmtclimited.com](mailto:jkrao@mmtclimited.com)

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**TECHNICAL BID**

**Open Tender for Hiring of Vehicle for Office and Providing Vehicles  
On spot booking basis**

1.	Name of Firm	:	
2.	Type of Firm (Proprietary, Partnership, Company) and name of proprietor, Partner, Director	:	
3.	Main Business activity of Firm/ Partnership Company	:	
4.	Date of Registration of Firm/Partnership/Company	:	
5.	Bank Account No./ Bankers Name/ Branch Address	:	
6.	Income Tax/ PAN	:	
7.	GSTIN No.	:	
8.	EMD, Amount and details of DD/BC	:	
9.	Details of MSME/NSIC certificate and validity shall be indicated along with copy of the same to be enclosed	:	

**Note: Bid will not be qualified without EMD unless MSME/NSIC certificates are enclosed.**

Signature with date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



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**PRICE BID**

**Tender for Hiring of Vehicle for Office and Providing Vehicles On spot booking basis**

We require one vehicle of Sedan type (Minimum 1150 CC, preferably white colour) to be deployed on monthly basis along with Driver and Vehicles of various types depending on the requirement on spot booking basis as and when required,

**1. Monthly basis:**

	<b>Type of Car &amp; Parameter</b>		<b>Quote in Rs.</b>
1.	One Sedan AC Vehicle with Driver, 2500 KM usage per month, with 12 hrs daily duty	:	Rs.
2.	Per Km Charges beyond monthly usage limit	:	Rs.
3.	Per hour Charges beyond daily 12 hrs daily duty	:	Rs.

**2. SPOT Booking Rates for Local:**

<b>Parameters</b>	<b>SEDAN</b>	<b>MUV/SUV/TUV</b>
Full day 100 Kms and 10 hrs		
Half day 50 Kms and 5 hrs		
Quarter day 30 Kms and 3 hrs		
Extra Charges per Km.		

**3. SPOT Booking Rates for Outstation but return on same day:**

<b>Parameters</b>	<b>SEDAN</b>	<b>MUV/SUV/TUV</b>
Per Km		

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_  
(Stamp/Seal)