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CIN NO. L51909DL1963GOI004033

DELHI REGIONAL OFFICE

F-8-11, Flatted Factories Complex,

Rani Jhansi Road, Jhandewalan,

New Delhi – 110055, Tel: 011-23557462

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

24th April, 2015

Bid Submission Start Date & Time	:	24-04-2015 (1000 hours)
Bid Submission Closing Date & Time	:	14-05-2015 (1700 hours)
Bid Opening Date & Time	:	15-05-2015 (1100 hours)

SUB : Tender for hiring of DLY Cars.

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 03 (Three) vehicles in the name of the firm/proprietor/Partners of the firm with an annual turnover of Rs. 10.00 lakhs 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 (for 2000 km per month and 9 hours per day). 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 www.eprocure.gov.in or www.mmtclimited.com. Last date for submission of e-tender documents competed in all respect is **14-05-2015 by 1700 hrs.** The technical bid will be opened next day i.e. on 15-05-2015 at 1100 hrs.

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) Copy of the details of the past experience (minimum 3 years) of providing services in the same field in Government / PSUs / Reputed Corporate Sectors.
 - f) Copy of PAN Number
 - g) The vehicles should be registered **2013 onwards** - copy of RCs to be submitted. Vehicles should **not be more than two year old**. Registration of vehicles should be of Delhi only.
 - h) The vehicles should be having valid Pollution Control Certificate – Proof thereof.
 - i) The earnest money of Rs.10000/- (Rs. Ten thousand only) through a demand draft / pay order in favour of MMTC Limited payable at New Delhi.
 - j) 15 digits Service Tax Code Number / VAT Account Number.
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.

TERMS & CONDITIONS :

1. 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.
2. The vehicles (DLY cars) should be in very good working condition and well be maintained during the contract period. The vehicle to be supplied should in excellent condition mechanically as well as get-up wise i.e. outer body / upholstery etc. should be decent looking.
3. The cars/vehicles (DLY cars) offered for deployment in MMTC should conform to latest emission norms and should be not earlier than the year 2013. 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.**
4. 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.10 lakhs or more for the same period.
5. 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.
6. Drivers deployed by the transporters must possess valid licenses for driving passenger cars. 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 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.
7. 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 be fully conversant with the routes of Delhi / New Delhi. The drivers deployed by the transporters must wear uniform prescribed by the Transport Authority and 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.
8. 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.

9. The vehicle alongwith driver shall report for duty at 9.00 a.m. 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 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.
11. 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.
12. Vehicles should have sufficient fuel in the morning while reporting for duty and should not require filling during duty hour.
13. 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.
14. 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 Administration Division at the end of each calendar month alongwith monthly bills of the transporters. The transporters shall be required to submit their monthly bills to In-charge of Administration Division, MMTC Limited, F-8-11 Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055 for their scrutiny and payment by 10th of next month.
15. The dead mileage from garage to pick up point shall be limited to 10 (Ten) Kms or the actual which is lower. In case of vehicles hired on spot basis, dead mileage shall be from garage to garage.
16. 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.
17. The transporter shall adhere to administrative instruction issued by the In-charge of Administration Division / concerned officer of MMTC from time to time regarding deployment of the cars hired by MMTC.

18. 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 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 during contract validity.

19. No compromise shall be made on account of punctuality, cleanliness, obedience, promptness, behavior etc. 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.

20. 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.

21. In the event of any dispute, the court of Delhi shall have exclusive jurisdiction to adjudicate any dispute.

22. Penalty Clauses:

Sl.No.	Problems	Penalty
1.	Late Arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond	a) Rs.50.00 b) Rs.100.00 c) Rs.200.00 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.50.00 to Rs.200.00, depending upon the inappropriateness. b) The driver with the vehicle will be sent back and a penalty of Rs.300.00 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.20.00 for the 1 st day and Rs.200/- 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 hire a taxi for the day, payment of which will be borne by the contractor
5.	Breakdown	Office to hire a taxi to reach the destination,

	enroute	payment to be borne by the contractor.
6.	Driver's behavior	If any misbehavior by the driver, the driver will have to be changed by the contractor immediately. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi will be hired payment of which will be borne by the transporter alongwith a fine of Rs.200/- daily.
7	Unable to provide vehicle	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. 1000/- per occasion shall be deducted from the bills of such transporter
8	Driver misses the assigned duty	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.
9.	Driver turned up without Mobile	Each driver should be provided with individual mobile. The mobile number should be informed to In-charge of 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.
10	Change of vehicle or driver without prior permission	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

Levy or waiver will be at the discretion of MMTC.

23. MMTC reserves the right to reject any or all the quotations without assigning any reason thereof.
24. 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.
25. 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.

SUBMISSION OF BIDS

The offer complete in all respect should be dropped in ***two separate envelopes comprising (A) TECHNICAL BID with prescribed EMD and documents (B) PRICE BID*** bearing the name and address of the bidders in both bids in Tender Box kept at **MMTC Limited, F-8-11, Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055** latest by **5.00 pm on 14-05-2015**. The two envelopes should be superscribed **“TENDER FOR HIRING OF DLY CARS”**.

On letter head

**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
 Others
 (Specify) Name of Owners/
 Principal Officials
3. Main Business activity of Firm/ Partnership Company:
4. Date of Registration of Firm/Partnership/Company:
5. Annual Turnover of the firm :
6. Experience :
7. a) Bank Account No./ Bankers Name/ Branch Address:

 b) Income Tax / PAN:

 c) Service Tax No.

 d) EMD of Rs. 25,000/- vide DD/BC No. dtd.

Signature with date

Name

Designation

Stamp

On letter head

PRICE BID

(Amt. in Rs.)

	Description	Maruti D'Zire	Innova
		With A/C	With A/C
MONTHLY RATES			
	2000 Kms(9hrs daily)		
	Extra per Km above 200 0 Kms		
	Extra per Hour above 9 hours daily		
SPOT LOCAL			
	Full day 80 Kms (8 hrs)		
	Extra per KM		
	Extra per Hour		
	Half day 45 Kms (4 hrs)		
	Extra per Km		
	Extra per hour		
SPOT OUTSTATION			
	Full day (Min. 200 Kms per day)		
	DA for driver		
	Night charges per night		
			Party's name