

**MMTC Limited, RO Ahmedabad**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014

**Registered office CORE-1, SCOPE COMPLEX, 7,**  
**INSTITUTIONAL AREA, LODHI ROAD,**  
**NEW DELHI – 110 003 TELEPHONE NO: 011-24362200 ext 1483, 011-24361560**

**REQUEST FOR PROPOSAL (RFP)**  
**Tender Notification for “HIRE OF CAR/TAXIS/VEHICLES FOR**  
**MMTC LIMITED, Ahmedabad**

<b>Tender no. &amp; date</b>	MMTC/AHD/ADMIN/CAR-HIRE/13-14/1 dated. 18.11.2013
<b>Earnest Money</b>	Rs. 25,000/- (Rs. Twenty Five Thousand only) favouring MMTC Limited.
<b>Cost of Tender Document</b>	NIL
<b>Last Date and Time of submission of tender</b>	Up to 15:00 hrs on 26.11.2013
<b>Date and Time of Opening of Tender</b>	15:15 hrs. On 26.11.2013
<b>Contact Person for Further Communication</b>	<b>Mr. S N Ramraje</b> Manager (P&A), MMTC Limited, 2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014 Tel No: 079- 40244723 e-mail: snramraje@mmtclimited.com

**Total No. of pages of the tender documents are 13 (Thirteen)**  
**pages.**

## SECTION I

### **1.0 BACKGROUND**

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MMTC was established in 1963, and is today India's leading international trading company, with a turnover of over US\$ 12 billion. It is the first international trading company of India to be given the coveted status "SUPER STAR TRADING HOUSE" and it is the first Public Sector Enterprise to be accorded the status of "GOLDEN SUPER STAR TRADING HOUSE" for long standing contribution to exports. MMTC is the largest non-oil importer in India. MMTC's diverse trade activities encompass Third Country Trade, Joint Ventures, Link Deals - all modern day tools of international trading.

### **2.0 OBJECTIVE:**

MMTC Limited, 2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014. invites sealed quotations from reputed tours and travels agencies / service providers for inclusion in panel for hiring car/taxis/vehicles on daily , weekly , monthly, requirement basis for the official use of MMTC Limited RO Ahmedabad initially for a period of one year which can be considered for extension by the competent authority on the following terms & condition The Contract is for the period of one year from 1-Dec-2013 to 30-Nov-2014.

### **3.0 Bid Process**

3.1. Tender is invited in two parts i.e. (1) Qualifying bid and (2) Financial bid. The tender form for Qualifying bid in proforma prescribed in ANNEXURE - I and the tender form for the Financial bid in proforma prescribed in ANNEXURE - II, complete in all respects shall be submitted in two separate sealed covers addressed to the Manager(P&A) 2 Nagindas Chambers Ashram Road Ahmedabad 380014, last date & time for submission of Tender by **26-Nov-2013 at 1500 hrs.** Late submission of tenders shall not be accepted. The sealed covers should be superscribed with "Qualifying Bid – Car/Vehicle Hiring Contract " and "Financial Bid - Car/Vehicle Hiring Contract", respectively. **Qualifying Bids will be opened on 26-Nov-2013 at 15.15 PM** in the presence of bidders at Conference Room 2 Nagindas Chambers Ashram Road Ahmedabad 380014,. If the date of opening is declared a holiday, the quotations will be opened on next working day. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders. **The financial bids of the short listed bidders will be opened at 26-Nov-2013 at 16.00 PM.** In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.

3.2. If the tenders are sent by post / courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. Department is not responsible for the delay on account of Postal / Courier Services.

3.3 Earnest Money Deposit: Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five Thousand only) per application in the form of Demand Draft / Banker's cheque of Scheduled Bank drawn in favour of MMTC Limited , Ahmedabad shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished in ANNEXURES - I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder .

3.4 This EMD will be returned to the selected bidder on successful performance & completion of contract and contract period. No interest shall be paid on the Security placed with the Department by the successful bidder. The Security Deposit will be forfeited in the event of withdrawal of contract by the service provider before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.

3.5. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the ANNEXURE I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.

3.6. The tender forms shall be rejected if it is not complete in any respect.

#### **4.0 ELIGIBILITY CRITERIA**

4.1) The Bidder company/firm/service provider should be registered in Ahmedabad , India.

4.2 The Bidder company/firm/service provider should have more than 5 years of experience in similar field

4.3 The Bidder company/firm/service provider should be financially sound i.e., it must have made profits in the immediately preceding three financial years. (Copy of audited annual accounts for the last three years should be enclosed.)

4.4) The bidder should own at least two Vehicles, one of each category (not older than 2012) registered as Taxi of category as listed or higher. Vehicle should be on the name of firm/Proprietorship/Partnership. (Annecure-A)

4.5) The bidder shall submit full details of the vehicle, and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than 2012

4.6) The bidder shall be registered for service Tax, Income Tax, and Registrar of company, as applicable. & have licence for car rental from concerned Authority

4.7). Documents required to be submitted along with the bid.

The bidder shall furnish the following documents along with the bid:

- a. Document showing ownership of least two Vehicles, one of each category (not older than 2012) registered as Taxi of category as listed or higher.
- b. Bio Data of Bidder.
- c. Bid Security of required amount in form of Demand Draft/Bank Guarantee.
- d. Valid Service TAX Registration Certificate if applicable.
- e. Latest Income TAX return along with copy of PAN card, if applicable.
- f. Registration with registrar of the company under companies act/ firm registration /proprietorship / partnership deed or article/ Memorandum of Association as the case may be.
- g. Details of Vehicles and Drivers as per Annexure-A&B
- h. Copy of proof of Licence for Car rental

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid. All the pages of the tender document and certificates shall be duly signed by the bidder.

4.8 The Bidder company/firm/service provider should have an annual financial turnover of at least Rs. 25 Lakhs (Rupees Twenty Five Lakh) during the last Three (3) years.

4.9 The Bidder company/firm/service provider must have executed satisfactorily, a minimum of Three (3) contracts of similar Nature for Ministries/Departments of Government of India/PSUs/Banks with at least one (1) ongoing contract with such departments. (sanction letters of the contracts may be attached). **Performance certificate from these organizations along with copies of the sanction letter may be attached.**

4.10 The Bidder company/firm/service provider should have its own office(s) at Ahmedabad for the systems service support.

**Supporting document(s) to be enclosed for above or else bids will be rejected**

## 5.0 **DISCLAIMER**

5.1 The information contained in the Request for Proposal (RFP) document provided to Bidders on behalf of MMTC is being provided to all interested Bidders on the terms and conditions set out in this RFP document.

5.2 This RFP document is not an agreement and is not an offer or invitation to any other party. The purpose of this RFP document is to provide Bidders with information to assist the formulation of their proposal submission. This RFP document does not purport to contain all the information Bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for MMTC to consider the investment objectives, financial situation and particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. MMTC and their advisors make no representation or warranty and shall incur no liability financial or otherwise under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

5.3 MMTC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

**6.0 MMTC reserves the right to accept or reject any quotation, and to annul the quoting process and reject all quotations, at any time prior to the award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Company/Firm or Company/Firms on the grounds for the Purchaser's action.**

## II. TERMS & CONDITIONS

1. The Contract for Hiring of Car/Vehicle is for the period of one year from 1<sup>st</sup> Dec - 2013 to 30<sup>th</sup> -Nov-2014.
2. The service provider shall be based in or around Ahmedabad
3. The service provider shall provide direct service and shall not employ Sub-Contractors.
4. The vehicle to be provided should not be more than four years old as on date of Hiring by MMTC, Ahmedabad
5. The Firm/service provider/Agency/Vendor should have atleast three years of experience in the tours and travels business in providing vehicles to government /public sector and should have adequate number of vehicles of its own with them
6. The Firm/service provider/Agency/Vendor should ensure that driver to be provided should possess Valid Driving licence, Have two or more years of driving experience , carry all the necessary documents ( RC , Insurance Papers/PUC /Permits. etc ) with him the Drivers should be well mannered and courteous and should always carry mobile phone with him as it will enable the officer to contact him any time

7. Any change in driver/vehicle would be allowed by prior information of MMTC Limited RO Ahmedabad
8. The vehicle./car should be made available at any given time and day, location as desired /required by MMTC Limited RO Ahmedabad The Vehicles offered should be in good running condition with clean interiors and proper upholstery etc. and should always be well maintained.
9. The Vehicle should have comprehensive insurance and necessary permits of RTO
10. MMTC Limited RO Ahmedabad wont be any way responsible for any challan/loss/injury to driver /accident to driver ./damage to vehicle or other vehicle or any other person.
11. The payment will be made on monthly basis on submission of pre receipted bills duly supported by duty slip/log book sheets duly signed by the concerned officer
12. The service provider/vendor should have the arrangements for repairing the vehicles in a short time and during the repair time the service provider/vendor will provide a substitute vehicle and driver immediately so that there is no inconvenience/ disruption in work of MMTC Limited RO AHmedabad
13. The successful bidder will have to enter into an agreement for one year on Non judicial paper for Rs 100/- the successful tenderer/firm/service provider/vendor will have to deposit Rs25000/-(Rupees Twenty Five thousand Only) as security Deposit in the shape of Demand Draft in Favour of MMTC Lintied RO Ahmedabad payable at Ahmedabad
14. However MMTC Lintied RO Ahmedabad reserves the rights to cancel the agreement at any time without assigning any reason whatsoever
15. MMTC Lintied RO Ahmedabad reserves the rights to reject any/all quotations/tenders at any time without assigning any reason whatsoever
16. The daily record indicating time/mileage for each vehicles Visit shall be maintained and shown to proper officer (which will be intimated from time to time)
17. Telephone facility (24hrs) must be available with Servie Provider/Vendor
18. A Certificate to be produced by service provider/Vendor from competeant authority to certify proper status/functioning of Meter indicating Kilometers
19. The rates shall be quoted inclusive of all expenses such as taxes
20. Service tax as applicable will be paid on billing parking/toll charges should be submitted along with Original Parking/Toll slip and duly signed by user who has signed duty slip
21. MMTC Lintied RO Ahmedabad reserves the rights to impose penalty of Rs 1000/- (One thousand) for each irregularity in case if the service provider/vendor does not fulfill any of the above conditions or does not provide vehicle on requisition
22. The Service provider/Firm/Vendor must have obtained the following:
  - a)Permanent Account Number (PAN) under Income Tax Act, 1961.
  - b)Registration under Service Tax
  - c)Requisite Permits, licences, PUC
  - d) Bank account
- 23 The evidence for filing of returns along with a copy Profit & Loss Account and Balance Sheet for the Financial Year 2012-13 (Assessment Year 2013-14) shall be enclosed along with the qualifying bid.

24. The bidder must have gross contractual receipts of Rs. 10 Lakhs and above during the Financial Year 2012-13 (Assessment Year 2013-14).

25. A list of clients shall be enclosed along with the qualifying bid.

26. The notice period for termination of contract shall be one month by either party. However, the service provider shall continue the service on same terms until a new service provider is in place.

27. The contract is extendable for a further period of one year on mutually agreed rates and terms and conditions, at the discretion of MMTC Limited RO Ahmedabad

28. Decision of MMTC Limited RO Ahmedabad will be final and binding for any conditions not mentioned above

#### **28.0 Force Majeure:**

28.1 The Force Majeure condition may include but not limited to Fires, explosions, floods, earthquakes, strikes, mobilization, wars, acts of God, acts of Government, etc.

28.2 The contract delivery period may be extended in case of Force Majeure condition. In order to be able to obtain an extension to the contract delivery period, the bidder shall promptly notify MMTC advising the existence of such an event, not later than two weeks of such event happening and produce the necessary documents such as a certificate of Chamber of Commerce or any other competent authority indicating the scope; of such an event, and its impact on the performance of the contract and show that such an event is not attributable to any failures on its part.

#### **29.0 Arbitration:**

29.1 All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by reference to arbitration by a sole arbitrator to be nominated by the Chairman & Managing Director (CMD) of MMTC Limited. The award made in pursuance thereof shall be binding on both parties.

29.2 The venue of arbitration shall be Ahmedabad.

( In sealed envelope)

BIDDER DETAILS

Annexure –I

1. Name of the Party :
2. Address :  
(with Tel No., Fax No.)
- 2a Vendor Ahmedabad Branch office Address & telephone
3. Name & Address of the Proprietor / Partners / Directors :  
(with Mobile No. & E-mail)
4. Contact Person(s) (with Mobile No. & E-mail)
5. No. of years of experience in Service / :
6. Permanent Account Number (PAN) Pan No:  
(documentary proof)
7. The evidence for filing of IT returns and a copy of Profit & Loss Account and Balance Sheet for the Asst. Year 2012-13 :
8. Evidence for Gross Contractual Receipts of Rs.10 lakhs and above in the Financial Year 2012-13 (AY 2013-14) :
9. List of Clients :
10. Documentary evidence for Service Tax Registration: Service tax No :  
(documentary proof)
11. Details of Earnest Money Deposit (EMD) : DD NO & Bank  
( dd payable at Ahmedabad ) DD Amt

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)



MMTC LIMITED RO Ahmedabad  
TENDER FOR HIRING OF PRIVATE CARS/TAXIS

( in sealed Envelope)  
FINANCIAL BID DOCUMENT ANNEXURE – II

1. Name of the Party :
2. Address  
(with Tel No., Fax No.) :
3. Name & Address of the Proprietor /  
Partners / Directors :  
(with Mobile No. & E-mail)
4. Contact Person(s) (with Mobile No.& E-mail) :

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5. Quote      Validity

	Unit Rate in Rs. Per Month	Unit Rate in Rs. Per Month
	NON-AC	AC
2.a) <u>Quotation for Hiring INDICA on MONTHLY BASIS</u> (Please see terms and conditions) (i)Upto 2600 Kms. & 9 Hrs. daily (ii)Extra charge per Km (above 2600 Kms) (iii)Extra charge per Hour (above 9 Hours)		
2.b) <u>Quotation for Hiring INDIGO On monthly basis</u> (i) Upto 2600 Kms. & 9 Hrs. daily (ii) Extra charge per Km (above 2600 Kms) (iii)Extra charge per Hour (above 9 Hours)		

2.c) <u>Quotation for Hiring LOGAN/VERITO On monthly basis</u> A/C Cars on MONTHLY BASIS.  (i)Upto 2600 Kms. & 9 Hrs. daily	Per Month
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- (ii) Extra charge per Km (above 2600 Kms)
- (iii) Extra charge per Hour (above 9 Hours)

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

a) Indica

- Full day (90 Kms. & 9 Hrs.)
- Half day (60 Kms. & 6 Hrs.)
- Quarter day ( 30 Kms & 3 Hrs.)
- Extra per Km. (above stipulated Kms.)
- Extra per Hr. (above stipulated time)

b) ESTEEM/TATA INDIGO/HUNDAI -(A/C)

- \_ACCENT/FORD-FIGO/VERITO - (A/C)
- Full day (90 Kms. & 9 Hrs.)
- Half day (60 Kms. & 6 Hrs.)
- Quarter day ( 30 Kms & 3 Hrs.)
- Extra per Km. (above stipulated Kms.)
- Extra per Hr. (above stipulated time)

c) Corrolla/Honda/Innova - A/c

- Full day (90 Kms. & 9 Hrs.)
- Half day (60 Kms. & 6 Hrs.)
- Quarter day ( 30 Kms & 3 Hrs.)
- Extra per Km. (above stipulated Kms.)
- Extra per Hr. (above stipulated time)

d) Qualis/ Tavera/Scorpio/xylo

**Bolero/TATA Sumo/**

- Full day (90 Kms. & 9 Hrs.)
- Half day (60 Kms. & 6 Hrs.)
- Quarter day ( 30 Kms & 3 Hrs.)
- Extra per Km. (above stipulated Kms.)
- Extra per Hr. (above stipulated time)

Local Rates		OutstationRates	
Non A/C (Rs)	AC	Non A/C	AC
Outstation Rates			
Local Rates		OutstationRates	
Non A/C (Rs)	AC	Non A/C	AC
NA		NA	
NA		NA	
NA		NA	
NA		NA	
NA		NA	
Local Rates		OutstationRates	
Non A/C (Rs)	AC	Non A/C	AC
NA		NA	
NA		NA	
NA		NA	
NA		NA	
NA		NA	
Local Rates		OutstationRates	
Non A/C (Rs)	AC	Non A/C	AC

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

DECLARATION

I hereby certify that the information furnished above is true and correct to the Best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing With the Department in future.

(Signature of Authorized Signatory with date)

Notes :-

- a) All quotes to be given for inclusive of taxes
- b) Invoices with Taxes which will be charged in Tax Invoice Bill/Vat Bill having printed vat number
- c) Taxes should be mentioned clearly/seperately along with rate%
- d) The above Technical Bid & Financial quotes sealed enveloped should be Filled and submitted in sealed quotation with subscribing **“Tender Quotation for Hiring of Car/Vehicle- 13-14 ”**

To

Shri S N Ramraje  
Manager(P&A)  
2 Nagindas Chambers  
Usmanpura , Ashram Road  
Ahmedabad 380014  
Tel 079-40244723

Annexure -A  
DECLARATION OF VEHICLE NOT OLDER THAN 2012

“I / We hereby declare that I/We have carefully gone through the terms & conditions of tender

notice No. MMTc/AHD/ADMIN/CAR-HIRE/13-14/1 dated. 12.11.2013 in detail and agree to the rates submitted by me/us in the Rate Sheet and I/We agree in full”.

“I / We Declare that I/We will be supplying commercial vehicle of Model not older than 2012”.

“I / We Declare that I/We do have the ownership of at least two commercial vehicle of required category or higher of Model not older than 2012 of each type” The detail of vehicles is given below and necessary documents are enclosed.

1) Signature of the Party : \_\_\_\_\_  
Full Name in Block Letters : \_\_\_\_\_  
Capacity in which the Tender is signed : \_\_\_\_\_

2) Full Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: Office \_\_\_\_\_  
Res. \_\_\_\_\_

ANNEXURE -B  
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

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)