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CIN L51909DL1963GO1004033

**MMTC LIMITED, RO, MMTC Bhawan, Port Area, Visakhapatnam 530 035**

No.MMTC/VIZAG/Admn/Vehicle- Hiring/18

5 FEB 2018

Notice Inviting 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 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 Price bid for hiring of cars. Each and every page of the document submitted should be signed by the bidder as a token of acceptance of 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) of Rs. 10000.00 (Rupees Ten Thousand only) in the form of DD/Pay order favoring MMTC Ltd.+Payable at Visakhapatnam along with their offer, which will be refunded after Three months of expiry of the contract, if awarded

The Bids completed in all respect can be dropped in the Tender Box placed at MMTC Limited, MMTC Bhawan, Port Area, Visakhapatnam . 530 035 **latest by 1600 hours (IST) on 15.02.2018. Tender box will be opened at 16.30 hours on 15.02.2018.**

Addl General Manager

Visakhapatnam  
5 Feb 2018

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

1. The Travel Agencies must own a fleet of minimum 5(Five) Cars in the name of the Firm/Owner/Partners of the Agency. 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 Andhra Pradesh.
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.
4. Travel Agencies/ Bidders should have Bank Account/ PAN / GST Registration in their own name. Copies of said certificatea 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. Vehicles offered for deployment should not be more than Two 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 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 a DD/BC of Rs.10000/- in the name of MMTC Limited, payable at Visakhapatnam.

## **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 Two Years 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., insofar 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. However, same shall be parked at owner's risk.
- 7) The Vehicle and Driver deployed on MMTC duty should be regular and should not be changed without prior permission of MMTC
- 8) The age of drivers should be between 21 and 50 years.
- 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) Vehicles should have sufficient fuel in the morning while reporting for duty and should not 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 Car Cell at the end of each 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, MMTC Bhavan, Port Area, Visakhapatnam . 530 035 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. 500.00 per occasion shall be deducted from the bills of such Travel Agencies.

15) In case of break-down/technical problem en-route arising for the car provided, the Travel Agencies 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. 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 till such time the regular vehicle resumes its normal duty.

17) 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 and shall also be liable for making good of the damages if any. 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.

18) MMTC reserves the right to accept or reject any or all offers without assigning any reasons thereof.

19) Tampering of meter in any way is not permitted. In case of such incidence coming to notice, the contract shall be terminated forthwith.

20) 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 30 minutes.

21) 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. MMTC reserves the right to terminate the contract by giving one month prior notice.

22) Rs100/ Hour will be paid as over time charges beyond the stipulated time.

23) The successful Bidder/Security Agency shall execute an agreement with MMTC LTD on the basis of agreed terms & conditions between the parties hereto.

24) Holiday Listing: Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the Policy in force.

25) Force Majeure: 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.

26) TERMINATION: Notwithstanding anything contained hereinabove, MMTC has the right to terminate the agreement with the Security Agency by giving one month's notice at the address appearing hereinabove.

27) 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.

28) JURISDICTION: All matters connected with the tender/contract shall be governed by exclusive jurisdiction of the courts at Visakhapatnam.

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:-

M Prasad AGM 0891-2562866, 9666411473 [mprasad@mmtclimited.com](mailto:mprasad@mmtclimited.com)  
JK Rao CM (Admn) 0891-2562108, [jkrao@mmtclimited.com](mailto:jkrao@mmtclimited.com)

**TECHNICAL BID**

No.MMTC/VIZAG/Admn/Vehicle- Hiring/18

5 FEB 2018

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1. Name of Firm:
2. Type of Firm: Proprietary Name of proprietor  
Partnership Name of Partners  
Company Name of Directors  
Others Name of Owners/
3. Main 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) GSTIN No.  
d) EMD of Rs. 10000/- vide DD/BC No. dtd.  
On Bank Name

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

(Stamp)

(Seal)

**PRICE BID**

No.MMTC/VIZAG/Admn/Vehicle- Hiring/18

5 FEB 2018

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We require one vehicle of Sedan type 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.

Please submit your best price exclusive of Taxes as per the requirement as given below:

- 1) One A/c Vehicle with Driver usage limit of 1800Kms and 10 Hours Duty=Rs-----
- 2) One A/c Vehicle with Driver usage limit of 2000Kms and 10 Hours Duty=Rs-----
- 3) One A/c Vehicle with Driver usage limit of 2200Kms and 10 Hours Duty=Rs-----
- 4) Per Km charges beyond the monthly limit of 1800/2000/2200/2500Kms=Rs-----

SPOT Booking Rates for:

	SEDAN		INNOVA	
	Local	Outside	Local	Outside
Full Day 100 Kms and 10 Hrs				
Half Day 50 Kms and 5 Hrs				
Quarter Day 30 Kms and 3 Hrs				
Extra Per Km charges				
Extra Per Hour charge				

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

(Stamp)

(Seal)

