



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
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No.MMTC/CO/ADMN./GA/2014-15

29th January, 2015

SUB : Tender for hiring of Cars.

e-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 10 (Ten) vehicles in the name of the firm/proprietor/Partners of the firm with an annual turnover of Rs.30.00 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 <https://mmtc.eproc.in>, www.mmtclimited.com or www.tender.gov.in. Last date for submission of e-tender documents competed in all respect is 18/02/2015 by 15.00 hrs. The technical bid will be opened on the same day i.e. 19/02/2015 by 11.00 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.
 - h) The vehicles should be having valid Pollution Control Certificate – Proof thereof.
 - i) The earnest money of Rs.50000/- (Rs. Fifty 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 :

- i) 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.
- ii) The vehicles 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.
- iii) The cars/vehicles 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.
- iv) 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.30 lakhs or more for the same period.
- v) 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.
- vi) 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.
- vii) 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 New Delhi. The drivers 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.
- viii) 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.
- ix) The vehicle alongwith driver shall report for duty at 9.00 a.m. to the In-charge of Car Cell at MMTC Limited, Corporate 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.

- x) 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.
- xi) Each driver should be provided with individual mobile. The mobile number should be informed to Incharge of Car Cell and driver should be in regular touch with Car Cell. In case driver does not bring mobile on any day, a sum of Rs.100/- will be deducted for each day.
- xii) 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.
- xiii) 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.
- xiv) Vehicles should have sufficient fuel in the morning while reporting for duty and should not require filling during duty hour.
- xv) 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.
- xvi) 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 Car Cell at the end of each calendar month alongwith monthly bills of the transporters. The transporters shall be required to submit their monthly bills to Incharge of Car Cell, MMTC Limited, Core – 1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110003 for their scrutiny and payment.

For pick and drop of the officers from their respective residence to office and back, one side dead mileage of 10 kms or actual whichever is less will be allowed.
- xvii) The transporter shall adhere to administrative instruction issued by the Incharge of Car Cell/concerned officer of MMTC from time to time regarding deployment of the cars hired by MMTC.
- xviii) 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 or for any reason whatsoever.
- xix) No compromise shall be made on account of punctuality, cleanliness, obedience, promptness, behaviour 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.

xx) Any dispute or difference arising between the parties out of or relating to the construction, meaning and scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman & Managing Director (CMD) of MMTTC. The provision of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceeding. The venue of arbitration shall be New Delhi.

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

xxii) Penalty Clauses would be as under :

Sl.No.	Problems	Penalty
1.	Late Arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond or does not turn up	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 enroute	Office to hire a taxi to reach the destination, 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.
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- xxiii) This office reserves the right to reject any or all the quotations without assigning any reason thereof.
- xxiv) 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.

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.

SPECIAL TERMS & CONDITIONS FOR E TENDER

1. e-Tender is available on MMTC e-procurement website <https://mmtc.eproc.in> for online process. For this, bidder is required to obtain minimum class II Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority (www.cca.gov.in) and have to register with e-procurement portal <https://mmtc.eproc.in> (a one time activity) independent of each other as given below :

Procedure for obtaining Digital Certificate

You should obtain digital certificate to participate in the tender. The procedure for obtaining Digital Certificate is given in the web site <https://mmtc.eproc.in>. In case of any difficulty either mail or talk to the technical support engineer, whose contact details are given below :

2. For any assistance on e-bidding process, please contact Mr. Rahul Sharma, Technical Support engineer – email id rahul.sharma@c1india.com, mobile Phone +91 981060599 or Ms. Neeti Bala, email id neeti.bala@c1india.com, mobile No.+91 9958000492.
3. Earnest money in physical form should reach us on or before closing date and time of tender.

SUBMISSION OF BIDS

The offer complete in all respect to be submitted to our e-tendering portal only as per special terms and conditions contained in the document and the copy of the same should be dropped in **two separate envelops 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 in Administration Division, 2nd Floor, Scope Complex, Lodhi Road, New Delhi latest by 3.00 pm on 18th February, 2015. The two envelopes should be superscribed "TENDER FOR HIRING OF CARS".

**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. 50,000/- vide DD/BC No. dtd.

Signature with date

Name

Designation

Stamp

**TECHNICAL BID
Form - B**

DETAILS OF VEHICLES OFFERED FOR HIRE

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

**TECHNICAL BID
Form - C**

DETAILS OF DRIVERS

Sl. No.	Name	Age	License No.	Validity

PRICE BID

(Amt. in Rs.)

	Description	Indica/WagonR & Equivalent without A/C	Indica/Wagon R &Equivalent With AC	Maruti D'Zire & Equivalent	Tavera/Innova/ Zylo/Safari & Equivalent	SX-4/Honda City Corolla & Toyota Equivalent
MONTHLY RATES						
	2000 Kms(9hrs daily)					
	Extra per Km above 2000 Kms					
	Extra per Hour above 9 hours daily					
SPOT LOCAL						
	Full day 80 Kms (8 hrs)					
	Half day 45 Kms (4 hrs)					
	Extra per Km					
	Extra per hour					
SPOT OUTSTATION						
	Full day					
	DA for driver					
					Party's Name	