



MMTC Limited, RO Ahmedabad
(A GOVERNMENT OF INDIA ENTERPRISE)
2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014
Phone 079—40244719 Fax-079-27543739

**Registered office CORE-1, SCOPE COMPLEX, 7,
INSTITUTIONAL AREA, LODHI ROAD,
NEW DELHI – 110 003**

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

Tender no. & date	Ref.No. MMTC/AHD/ADMN/VEH./03/2014 Dated 26.03.2014
Earnest Money	Rs. 5,000/- (Rs. Five Thousand only) favouring MMTC Limited.
Cost of Tender Document	NIL
Last Date and Time of submission of tender	Up to 15:00 hrs on 07.04.2014
Date and Time of Opening of Tender	15:15 hrs. On 07.04.201
Contact Person for Further Communication	Mr. S S Jain Manager (P&A), MMTC Limited, 2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014 Tel No: 079- 40244719 e-mail: ssjain@mmtclimited.com

Total No. of pages of the tender documents are 7 (Seven) pages.

NOTICE INVITING TENDER FOR HIRING OF VEHICLES for FY 2014-2015

MMTC Limited, Regional Office, Bhubaneswar (A Government of India Enterprise) intends to empanel reputed Travel Agencies for hiring of Cars on Monthly/Spot basis. Interested parties may collect tender documents containing detailed Terms & Conditions from Administration Division, MMTC Limited, 2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014 on all working days between 11.00 AM to 3.00 PM. The last date of submission of tender document is 07.04.2014 upto 15.30 Hrs and the same shall be opened on the same day at 16.30 Hrs. The tender document can also be downloaded from our website www.mmtclimited.com or www.eprocure.gov.in.

The Tenderers may please note that the offers are to be submitted in Two Bid System i.e. one for Technical Bid other for Financial Bid. Ist Envelope should be superscribed as 'Technical Bid' II nd envelop superscribed as 'Financial Bid' and III rd envelope superscribing 'Tender for hiring vehicles and should be duly sealed. Financial bids of only those Travel Agencies/Vehicle owners will be opened who qualify in the Technical Bid.

The Bids completed in all respect can be dropped in the Tender Box placed at MMTC Limited, 2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014

(S.S. Jain)
Manager(P&A)

TERMS AND CONDITIONS

- a. The Travel Agencies desirous for participating in the tender shall be required to submit Earnest Money Deposit (EMD) of Rs.5000.00 (Rupees Five Thousand only) in the form of DD/Pay Order favouring "MMTC Limited," Payable at Ahmedabad along with their offer.
- b. The Cars/Vehicles offered for deployment in MMTC should conform to latest Emission Norms and should not be more than Two Years old on the date of opening of the Tender. 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.
- c. Travel Agencies are required to be registered with the Central Excise Department and pay Service Tax. They should provide us 15 digits Service Tax Code Number.
- d. Drivers deployed by the transporters must possess valid Licenses for driving passenger Cars. The drivers shall be direct employees of the transporters and shall have no link whatsoever with MMTC Ltd., insofar as the regulation of labour laws and provisions thereof are concerned. The Transporter shall be solely responsible for all kinds of payments/ liabilities towards wages/ overtime etc. to the drivers. 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.
- e. The drivers deployed by the transporters should wear uniform prescribed by Transport Authority 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 transporters with the parties concerned and MMTC shall have no direct or indirect involvement whatsoever.
- f. 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/transporters well in advance.
- g. 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.
- h. The age of drivers should be between 30 and 45 years.

- i. Vehicles should have sufficient fuel in the morning while reporting for duty and should not require to fill during duty hours.
- j. 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 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 Manager(P&A) MMTC, 2, Nagindas Chambers Ashram Road Usmanpura Ahmedabad 380014 for their scrutiny and payment.
- k. The transporters shall adhere to administrative instructions issued by the Manager(P&A)/concerned officer of MMTC from time to time regarding deployment of the cars hired by MMTC.
- l. 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.
- m. PENALTY : In case any transporter is unable to provide vehicle, immediate replacement shall have to be provided at the disposal of MMTC. In the event transporter fails to provide replacement a sum of Rs. 500.00 per occasion shall be deducted from the bills of such transporter.
- n. In case the driver misses the assigned duty before or after reporting, he shall not be allowed to claim any mileage for that day. Apart from this 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.
- o. The transporters shall keep the vehicle hired by MMTC in perfect working condition and carry out regular servicing of vehicles deployed in MMTC. Transporters 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.
- p. 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.
- q. MMTC reserves the right to accept or reject any tender without assigning any reason whatsoever.

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TECHNICAL PARAMETERS FOR PRE-QUALIFICATION OF TENDER

1. The Transporter must own a fleet of minimum 3(Three) Cars in the name of the Firm/Owner/Partners of Transport Company. 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 Gujarat.
3. Transporters must have experience of deployment of Cars to PSU/Government Offices in Gujarat for at least 3 (Three) years in the recent past. Copies of work order to be attached.
4. Transporters/ Bidders should have Bank Account/ PAN / Service Tax Registration in their own name. Copies to be attached.
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 Vehicles should be Petrol/ Diesel driven only. Fuel Tank capacity should also be indicated.
7. The Drivers engaged by the transporters must have valid Licenses and should be well acquainted with roads/ Government Offices/ Banks /other important locations in Ahmedabad
8. Bids must be accompanied with a DD/BC of Rs.5000/- payable to MMTC Limited, Ahmedabad.

TECHNICAL BID**MMTC LIMITED
TENDER FOR HIRING OF VEHICLES**

1	Name of Firm	_____
	Address of Firm	_____
	Contact Person	_____
	Mobile	_____
	Phone	_____
	Email	_____
	id	_____

2	Type of Firm	Proprietary	Name of Proprietor	_____
		PartnerShip/Company	Name of Partners/Directors	_____ _____ _____
		Others	Name of Owners	_____ _____

3 Main Bussiness of Firm/Company/Partnership

4	Bank Account No	Account NO	_____
		Branch Name	_____
		Branch Address	_____

5	Itax-pan No		
	Service Tax No		
	EMD 5000/- vide DD/BC No _____	dtd	_____

Signature _____
Date _____
Designation _____
Stamp/Seal _____

NB:- The Technical Bid constitute page No.1 to 5

DETAILS OF VEHICLES OFFERED FOR HIRE

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

FINANCIAL BID

**MMTC LIMITED
TENDER FOR HIRING OF VEHICLES**

		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> NON A/C Cars on MONTHLY BASIS. (i)Upto 3000 Kms. & 12 Hrs. daily (ii)Extra charge per Km (above 3000 Kms) (iii)Extra charge per Hour (above 12 Hours)		
2.b)	<u>Quotation for Hiring INDIGO On monthly basis</u> A/C Cars on MONTHLY BASIS. (i)Upto 3000 Kms. & 12 Hrs. daily (ii)Extra charge per Km (above 3000 Kms) (iii)Extra charge per Hour (above 12 Hours)		
2.c)	<u>Quotation for Hiring LOGAN/VERITO On monthly basis</u> A/C Cars on MONTHLY BASIS. (i)Upto 3000 Kms. & 12 Hrs. daily (ii)Extra charge per Km (above 3000 Kms) (iii)Extra charge per Hour (above 12 Hours)		

3) Quotation for Hiring of Cars on SPOT basis.

a) Indica

- Full day (200Kms. & 12 Hrs.)
- Half day (100 Kms. & 6 Hrs.)
- Drop/Pickup(50 Kms & 3 Hrs.)
- Extra per Km. (above 200 Kms.)
- Extra per Hr. (above 12hrs)

Local Rates		OutstationRates	
Non A/C (Rs)	AC (Rs)	NonA/C (Rs)	AC (Rs)
			-

	Local Rates		OutstationRates	
	Non A/C (Rs)	AC (Rs)	NonA/C (Rs)	AC (Rs)
b) ESTEEM/TATA INDGO/HUNDAI / ACCENT/FORD-FIGO/VERITO Full day (200Kms. & 12 Hrs.) Half day (100 Kms. & 6 Hrs.) Drop/Pickup(50 Kms & 3 Hrs.) Extra per Km. (above 200 Kms.) Extra per Hr. (above 12hrs)				-
	Local Rates		OutstationRates	
	Non A/C (Rs)	AC (Rs)	Non AC (Rs)	AC (Rs)
c) Qualis/ Tavera/Scorpio/xylo / Bolero/TATA Sumo/ Full day (200Kms. & 12 Hrs.) Half day (100 Kms. & 6 Hrs.) Drop/Pickup(50 Kms & 3 Hrs.) Extra per Km. (above 200 Kms.) Extra per Hr. (above 12hrs)				-
	Local Rates		OutstationRates	
	AC (Rs)		AC (Rs)	
d) Tyotta Corrolla Full day (200Kms. & 12 Hrs.) Half day (100 Kms. & 6 Hrs.) Drop/Pickup(50 Kms & 3 Hrs.) Extra per Km. (above 200 Kms.) Extra per Hr. (above 12hrs)				

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

Date

Signature

Date

Designation
