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भवन
IWAI Bhavan
ए-13सेक्टर-1
A-13, Sector -
नोएडा(उत्तरप्रदेश) –
201301
Noida(Uttar Pradesh) –
201301

भारत सरकार / Govt. of India
पोत परिवहन मंत्रालय
Ministry of Shipping
Mercantile Marine Department

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समुद्री वाणिज्य विभाग

मुंबई जिला / Mumbai District

परीक्षा केंद्र नोएडा / Examination Centre Noida

संख्या/No. MMDND/DGS/CAR HIRE/2020

दिनांक -12/02/2020

Subject: - Tender Notice for grant of contract for hiring ONE Vehicle for DGS officers use visiting to New Delhi in the office of the Mercantile Marine Department, Noida.

1. Sealed bids are invited in two cover system (Cover-1 Technical Bid and Cover-2 Financial Bid) for hiring of ONE (01) vehicle for Mercantile Marine Department, Noida office. The contract will be initially for a period of one (01) year which can be extended at the same terms and conditions, further for one (01) year at the discretion of this department. The details of requirement of the vehicles are as under:-
 - i) 01 No. vehicle with A/C : Maruti Suzuki Ciaz or equivalent.
2. **Terms and conditions** applicable for the hiring of vehicles are enclosed as **Annexure-A, and Annexure-B**, which are required to be signed and submitted, inter alia, along with the bid.
3. **Eligibility Criteria**
 - i) The Applicant hereafter referred to as service provider should be able to provide at least 1 vehicle, during the contract period of (2+1) years.
 - ii) The drivers of the service providers should have the experiences of running hired vehicles for Central Govt. or State Govt. organizations or PSUs for at least 5 years.
 - iii) Experience with Central Govt. ministries preferably with MMD, MoS etc alongwith supporting documents viz. Contract Copy or Bills etc.
 - iv) Proprietors to have a Delhi based car pool and at least ownership of 15 cars.
 - v) Turnover of the firm should be Rs. 75 Lakhs & above, for the FY 2016-17, FY 2017- 18 and FY 2018-2019 each.
 - vi) GST registration mandatory.
4. The bid shall contain the copies of the following, duly signed by the applicant bidder:-
 - a) Copy of PAN card
 - b) Names and contact details of the Directors/partners/proprietors / persons, of the respective bidding company/proprietorship firm/Partnership concern / AoP.

- c) Details of experience in driving vehicles in the past 5 years, in respect of drivers to be engaged.
- d) GST registration.
- e) Details of the model and ownership of vehicle is to be provided (built in 2019-20, current FY).
- f) The copy of the audited profit and loss account statement indicating the turnover and the Income tax return for the FY 2016-17 FY 2017-18 and FY 2018-19, if available.
- g) The signed copies of the SPECIAL CONDITIONS OF CONTRACT [Annexure-A], NO NEAR-RELATIVE DECLARATION CERTIFICATE [Annexure-B] and PROFILE OF BIDDER [Annexure-C] TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS OF SERVICES [ANNEXURE-D] of this document, as a proof of acceptance therewith.

5. **The Financial bid :**

- i) Financial bid must be submitted separately, as per the EVALUATION FORMULA / PRICE SCHEDULE [ANNEXURE-F] failing which the bid will be deemed to be disqualified.
- ii) The rates quoted should be specified (exclusive of GST tax) for 2600 kms. (reckoned from place of reporting to place of release) & 360 hrs on monthly basis (reckoned from time of reporting to the time of release) of vehicle. The charges for additional hours after 360 hours and additional distance after 2600 kms per month should also be specified in the rate. The Parking charges at airport, Airport entrance/toll charges, etc would be charged as per actual.

6. The MMD, Noida reserves the right to add/ amend/ modify/ cancel any points mentioned above and in the terms and conditions applicable to the contract. This MMD also reserves the right to reject any quotation without any reasons etc.

7. Time Schedule of Bid:

Date/Time of Publishing of Tender	1500 Hrs of 13.02.2020
Bid Submission End Date/Time	1500 Hrs of 26.02.2020

The financial bid of only those firms will be opened which meets the minimum eligibility conditions in technical bids. The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate.

8. The interested bidders who have submitted their bids may present themselves or through their authorized representative, at the time of bid opening, if they so desire. Overwriting must be avoided and if done, should be countersigned by the authorized person.

SPECIAL CONDITIONS OF CONTRACT

{Terms & Conditions for hiring of operational vehicles on contract}

Following are the terms & conditions for hiring of operational vehicles by the DGS officers use visiting New Delhi :-

1. The vehicles are proposed to be hired for an initial period of (1+1) years (07 days per week basis) with the option of extending it for further time or increase in the no. of vehicles, at the discretion of the MMD, Noida. The category of vehicle to be hired is as under:-
 - a. 01 No. vehicle with A/C Maruti Suzuki Ciaz or equivalent (Diesel)
2. The vehicles that would be provided to the DGS officials visiting Delhi should have been built / purchased in 2019 - 20, (current FY) and should not have run for more than 2000 kms. The existing vehicles will qualify for technical bid on inspection. The bidders can also submit papers relating to purchase of new vehicles of the desired make of vehicles in the technical bid.
3. The Service Provider shall provide dedicated vehicles & drivers and a spare driver. Any change in vehicle and /or driver should be made only in exceptional circumstances with the permission of MMD, Noida. Replacement of the vehicle with vehicle of equivalent or better make /driver of equal or more qualification should be made in the event of a breakdown of vehicle/ non availability of driver. The vehicles once hired by DGS will be for exclusive use of the office and shall carry the sticker and name plate of the office. Use of this vehicle for any other purpose by the Service Provider will result in cancellation of contract. A Criminal case of misuse of government property will also be registered.
4. The drivers should possess a mobile/cell for contacts by officials and the Driving License with experience of at least five years with no criminal records and clear antecedents. He should be polite, well dressed and observe the courtesies required from a staff car driver. The driver once hired should be used exclusively for DGS and cannot be given any outside work by the Service Provider.
5. The car should be kept clean and maintained in running and trouble free condition. It must be washed and be provided with proper seat covers. The following extra amenities must be provided in the car:
 - a. **One newspaper.**

- b. Two Water bottles of reputed brand such as Bisleri, Kinley, Aquafina, Himalaya etc.**
 - c. Tissue Papers (in pouch).**
 - d. Mobile phone to the driver on duty.**
6. (i) The driver must be in clean uniform report for duty at the specified time and place. He should be polite, courteous and service oriented at all times.

(ii) The driver must always be available at the place where the car is parked.

(iii) They should be periodically trained/updated on traffic rules/regulations along with etiquette and proper communication.

(iv) The driver should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the sole responsibility of the Agency. The Driving License should be displayed prominently on the dash board or any prominent place of the car as is now mandated for all taxis as per RTO guidelines.

(v) The driver must carry a placard depicting particulars of the arriving Guest / Officer at the Airport / Railway Station, etc.
7. The driver should maintain a proper record of start and end kilometers on a daily basis and get the same authenticated by the user officer/staff. The trip-sheets must mandatorily note the route in which car has travelled, failure of which could attract penalty.
8. The car hiring agency should convey without fail the car details i.e. Car make & colour, Car Registration No., Driver's Name and his mobile number to Dealing Officer of MMD Noida and to the user of the car by a telephone call and through an SMS respectively, at least 24 hours prior to start of journey.
9. The agency would be solely responsible for ensuring the compliance to rules/regulations formed by the Central and State government in respect of traffic, registration etc.
10. (i) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence lend in the beginning /end of a month, payment of minimum charges will made on proportionate basis.

(ii) For computing the amount payable on account of extra kilometers, over and above agreed kilometers per month, i.e. 2600 kilometers, per vehicle, for one more vehicle or vehicles, the total of unused kilometers of other vehicles of the contractor for that month shall be reduced.
11. Payment shall be made on monthly basis on the actual usage of the Vehicle by the Department, over and above the minimum charges agreed upon, provided bills are submitted before 05th of the subsequent month.
12. The vehicle shall be deemed to be at the disposal of MMD, Noida during the period of hiring and the billing for kms and hours shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.

13. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and the MMD, Noida will not bear any liability apart from the hiring charges.
14. The contract between the MMD, Noida and the Contractor can be cancelled with a notice period of one month from contractor side and any time from MMD, Noida side without assigning any reason.
15. The contractor will indemnify MMD, Noida for loss/damage of property or life due to negligence or poor maintenance of vehicle or due to an accident.
16. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied by MMD, Noida. The penalty for some of the defaults is as under:

Sr. No	Name of Default	Penalty Rs.
01	Late Reporting	75% of proportionate contract charges per day
02	Non-reporting	150% of proportionate contract charges per day
03	Poor maintenance of vehicles	Rs.5000/- per month on pro-rata basis
04	Refusal of duties	100% of proportionate contract charges per day
05	Change of driver/s without permission	Rs.200/- per instance
06	Vehicle kept unclean	50% of proportionate contract charges per day
07	Non observation of dress code	Rs. 100/- per instance
08	Providing vehicle other than as per the contract	Rs. 500/- per day
09	Not providing a spare driver	Rs. 650/- per day
10	Non-update of log sheet	Rs.1000/-
11	Delay in arrival or driver not contactable	Contracted Driver to be replaced immediately
12	Misbehavior with users or department staff	Driver to be replaced immediately
13	Vehicle breakdown midway trip including AC	Vehicle should be replaced with immediate effect
14	Driver in an intoxicated	Driver to be replaced immediately

17. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the MMD, Noida would have a right to hire a vehicle from the market and the additional cost incurred by the MMD, Noida will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the MMD, Noida, proportionate contract charges are liable to be deducted from the charges payable, in addition to the penalty levied as indicated in para
18. In case of repeated non-reporting of vehicle, the contract will be terminated and the penalty will be recovered from the bank guarantee/ deposit.
19. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render EMD/security deposit liable to forfeiture and penalty as the case may be.
20. The successful bidders shall provide details of all vehicles within 07 days of bid opening date and also present himself for signing the agreement as and when called for, and also physically produce the vehicles for inspection, within a reasonable period mutually agreed upon.
21. He should also provide, within seven days, the list of drivers and their license numbers to MMD, Noida.
22. The MMD, Noida reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
23. The successful bidder will have to enter into an agreement with MMD, Noida on a non-judicial stamp paper of Rs.100/-.

(Signature of Authorized Signatory)

Date:

Place:

Full Name: _____

Address:

Seal:

ANNEXURE - B

NO NEAR-RELATIVE DECLARATION and CERTIFICATES

(To be submitted by either authorized signatory or proprietor, or each partner/director in case of partnership Firms/Companies/Agencies)

I, son/daughter/wife of Shri----- — —

Proprietor/Partner/Director/Authorized signatory/Representative of M/s -----

— — ————— Name and address of the bidder) is competent to sign this declaration/certification and execute the tender document regarding "Hiring of Light Commercial Vehicles at O/o Mercantile, Marine Department, Noida";

I, -----, resident of ----- hereby certify that none of relatives of mine/proprietor/partners/directors of the Firm/Company/Agency is/are employed in the units where he/she is going to apply for the tender.

I have carefully read and understood all the terms and conditions of the tender document and undertake to abide by the same;

I also certify that our Firm/Company/Agency will observe all legal formalities or/and obligations under the contract well within time. In case of failure to observe any of the legal formalities or/and obligations. I shall be personally liable under the appropriate law.

I also hereby certify that the Firm/Company/Agency namely M/s.----- is currently not blacklisted or debarred by Government Department from taking part in Government tenders.

The Information/documents furnished here and along with the tender document are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Bidder/Proprietor/Partners/Director/Authorized Signatory)

Date:
Place:

Full Name: _____
Address:
Seal:

PROFILE OF BIDDER

- 1. Full Name of Bidder:
- 2. Registered Address:
- 3. Address of correspondence:
- 4. Details of Contact/Authorized Person:
Name & Designation _____
Address _____ Tel No. (Landline) _____
Mobile _____
Email ID _____ FAX : _____
- 5. Type of Firm/Company/Agency: Private Ltd./Public Ltd./Co-operative/PSU/ Proprietary (Please tick the appropriate)
- 6. Name(s) of Directors/ partners/ proprietor:
- 7. PAN/GIR/TIN No. _____
- 8. Service Tax/GST Registration No. : _____
- 9. Earnest money details: DD/Bankers Cheque No. _____ dated __
for Rs..... drawn on bank _____
- 10. Bank Account details of the bidder:
 - a. Name and address of Bank
 - b. Account no.
 - c. MICR no.
 - d. IFSC code of Branch

I / We hereby declare that the information furnished above is true and correct.

(Signatures of Bidder/authorized
signatory) Name _____
Designation _____
Seal:

TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS OF SERVICES:

On Monthly basis:

SN.	Type of Vehicle	Model	Make	Quantity	Job Description
1	AC Vehicle	Ciaz model or equivalent	2019-20 or later , Not run more than 2000 Kms	1	Hiring of registered commercial vehicle(s) permitted to operate under various rules/guidelines of government, statutory bodies etc. for office purpose with a usage of Approx. 2600 Km/month

Note: The general working time is 12 hours per day. However, in exigencies office/user can detain/call/use the vehicle/driver beyond 12 hours, on Holidays and Night halt also for which the payment will be made as per terms & conditions. The vehicle shall remain 24 hrs x7 days, at the disposal of the MMD, Noida.

Place:-----

Date:—

Signature of the Bidder/authorized signatory with Seal

EVALUATION FORMULA / PRICE SCHEDULE

Name of Work: Hiring of Light Commercial Vehicles for the O/o Mercantile Marine Department, Noida.				
Contract No:				
Sl. No.	Item Description	Quantity	Units	RATE in INR inclusive of all taxes & Duties (after discount, if any) In Figures To be entered by the Bidder Rs. P
1	One AC Vehicles (Ciaz , basic model or equivalent)			
1.01	Hiring Charges for 2600Kms per month and 12 Hours per day (P) per car	1	Monthly Hiring	Rs. ----- P
1.02	Charges per Km beyond 2600 Kms per month (Q) per car	1	Km	Rs. ----- Q
1.03	Charges per Hour for duty performed beyond 12 Hours per day/overtime(R) per Car	1	Hrs	Rs. ----- R
1.04	Charges per Night Halt (S) per car	1	Nos	Rs. ----- S
Total Evaluated Cost = Rs.(P+Q+R+S)				

NOTE: The above table/quantities are only for the purpose of evaluation of the tender. However claim/payments will be as per actual service rendered by the contractor.

Dated thisday of — 20--.

(.....)

Signature

in capacity of.....
(Duly authorized to sign the bid for and on behalf of.....)