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केंद्रीय विद्यालय के सामने/Opp. Central school  
पारादीप/Paradip, ओडिसा/Odisha-754142

Govt. of India

पोत परिवहन मंत्रालय/MINISTRY OF SHIPPING  
समूद्री वाणिज्य विभाग/MERCANTILE MARINE DEPARTMENT  
पारादीप/PARADIP

No.PDP/MMD/TENDER/01/2020

Dated: 17.09.2020

**Subject: - Tender Notice for grant of contract for Hiring of Vehicles for one year in the office of the Mercantile Marine Department, Paradip**

**1. Introduction:**

Sealed bids are invited for Hiring of One (01) vehicle as detailed in enclosed **Annexure-I**. The contract will be initially for a period of 12 months which may be extended on the same terms and conditions, for a further period of 12 months, on satisfactory service and no adverse complaints and at the discretion of this department.

**2. The scope:**

To carry out the work as described in **Annexure-II** i.e. providing vehicles for office use (with qualified & experienced drivers). The quality of work should be to the satisfaction of this department.

The approximate number of vehicles required for hire shall be about 01(one). The vehicles are proposed to be hired for an initial period of one year (07 days per week basis). The number and category of vehicles may be increased or decreased depending upon the need of the department by giving 15 days notice.

**3. Terms and Conditions-**

The work described at **Annexure-II** shall be complied with by providing vehicles along with driver having requisite qualification and experience, as given below:

- i) The monthly charges payable shall be all inclusive i.e. salary of driver, fuel maintenance, cleanliness, repairs, insurance, service tax, etc. and any other incidental expenses.

- ii) The vehicle are proposed to be hired for an initial period of one year (07 days per week basis) with the option of extending it further at the discretion of the Surveyor in-charge and at the same term and conditions of initial contract.
- iii) The category of vehicle to be hired is given in **Annexure - I**
- iv) The rate should be specified (exclusive of GST) for 1500 kms./month (reckoned from place of reporting to place of release or back to MMD Paradip if place of release is not MMD Paradip ) & 300hrs/month. On monthly basis (reckoned from time of reporting to the time of release) for the vehicle. The charges for additional hours after 300 hours and additional distance after 1500kms. Per month should also be specified in the rate. No extra charges will be paid for the usage on Saturdays / Sundays/Public holidays.
- v) The contractor shall provide dedicated vehicles & drivers and any changes in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle / driver should be provided in the event of a breakdown of vehicle / non availability of driver. The driver should be having valid driving License, with minimum experience of three years and should have no criminal background or history of rash or drunken driving.
- vi) a) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence / end in the beginning / end of the month payment of minimum charges will be made on proportionate basis.  
b) Payment shall also be made on monthly basis on the actual usage of the vehicle by the department, over and above the minimum charges agreed upon if additional hours or kilometers are consumed.  
c) The vehicle shall be at the disposal of Mercantile Marine Department during period of official use and the billing for kms and hours shall be made from MMD Paradip premises.
- vii) The drivers employed along with the vehicle should satisfy the following conditions : -
  - a) Driver should be decently dressed. Preferably wear light coloured shirt with dark trousers and black / brown shoes.
  - b) Driver should be well versed with the roads and the places in Odisha Region and should have experience in city driving as well as highway driving.
  - c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
  - d) Drivers should be provided with a mobile phone.
  - e) Drivers should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents or drunk driving and an undertaking regarding the same is to be provided by the company.



- f) Car should be kept clean, insect and odor free, suitable for official use.
- g) The contractor shall ensure that the drivers should obtain port entry passes within one month of commencement of contract.
- h) The amount paid for port entry pass or relating to the port entry may be reimbursed by MMD, Paradip
- viii) The liability on account of fuel, driver and all expenses relating to maintenance, insurance, medical expenses if incurred while on duty etc. of the vehicle would, solely and wholly, be responsibility of the contractor and the department will not bear any liability apart from the hiring charges.
- ix) The contract between the Department and Contractor can be cancelled with a notice period of one month from contractor side and any time from Department side without assigning any reason whatsoever.
- x) The contractor will indemnify for loss / damage of property or life because of negligence or poor maintenance of vehicle or due to an accident.
- xi) In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under.

Sr. No.	Name of default	Penalty Rs.
1	Late Reporting	50% of proportionate contract charges per day
2	Non – Reporting	150% of proportionate contract charges per day
3	Poor maintenance of vehicles /frequent breakdowns	Rs. 2000/- per month
4	Refusal of duties	100% of proportionate contract charges per day
5	Change of drivers without permission	Rs. 200/- per instance
6	Vehicle kept unclean	50% of proportionate contract charges per day

The penalty shall be levied on the basis of the certificate signed by the officer concerned.

- xii) 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 department would have a right to hire a vehicle from the

market and the additional cost incurred by the Department will be billed to the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate penalty as per Para 3(xi) are liable to be deducted from the contract charges payable.

xiii) The work will be awarded to lowest of the eligible bidder.

xiv) 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 term of contract

xv) The successful bidders shall provide details of all vehicles within 03 days of bid opening date and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.

xvi) Surveyor in-charge, Mercantile Marine Department, Paradip reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.

xvii) The contract shall be terminated by the office of Mercantile Marine Department, Paradip at any time, in case, the services are not found satisfactory.

xviii) The payment will be made on monthly basis only on satisfactory performance of the work. No interest would be payable on account of delayed payment for any reason. However the contractor has to ensure that the salaries of the drivers are paid in time within the first week of the succeeding month even if payments from MMD Paradip are delayed.

xix) The successful bidder shall start the work **within one week** of the acceptance of award of contract failing which the award can be cancelled

xx) The successful bidder will have to enter into an agreement with MMD, Paradip on a non judicial stamp paper of Rs. 100/-.



xxi) The Performance security deposit shall liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage, if any, sustained by the Office of Surveyor In charge, Mercantile Marine Department, Paradip on account of failure or negligence of the drivers deployed by him or in the event of breach of the agreement by the Contractor besides annulment of the contract.

xxii) The contracting Company/Firm/Agency shall furnish the details and certificates of vehicles and driver that will be deployed by it in this department before the commencement of work.

xxiii) The Mercantile Marine Department, Paradip reserves the right to accept or reject the quotation in full or part without assigning any reason thereof. The decision of the Surveyor In charge, Mercantile Marine Department, Paradip in this regard shall be final and binding on the firm.

xxiv) The successful bidder will have to submit an interest free performance security deposit in form of Bank Guarantee/FD valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor, for the amount equivalent to 5% of the annual value of the contract as an interest-free 'Performance Security Deposit' with the MMD,Paradip, which will be refundable after completion of contract period. On completion, the contractor should furnish an undertaking on a non-judicial Stamp Paper of Rs. 100/- that he has settled all statutory dues of his workers. In case of unsettled payments / claims, if any, the contractor will indemnify the MMD, Paradip against any claim that might be lodged by the workers against the contractor, whether in the Industrial / Labour Tribunal or with the office of the Commissioner of Labour. In the event of any breach or violation of the terms and conditions of this contract, the Performance Security Deposit of the contractor shall stand forfeited either in part or full at the sole discretion of the office of Mercantile Marine Department, Paradip.

Xxv) In case only one bidder is found eligible the tendering process will be cancelled due to lack of competition.

**xxvi) The successful bidder must have a registered operating office in Paradip, Odisha**

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#### **4. ELIGIBILITY CRITERIA:**

1. The bidder should have been having adequate experience in this field. He should provide relevant documents with respect to acquired experience.
2. The bidder should be registered under the authority concerned of State or Central Government as applicable with a Shop & Establishment License, Goods & Service Tax registration & PAN. The principal place of business of bidder should be within the Paradip Metropolitan region.
3. The vehicles should be in very good condition and suitable for official use by the Government department and should not have run for more than 75,000 kms. Further, the vehicles should be not more than four years old at the time of contract.
4. The applicant Contractor should have sufficient cars for replacement of the breakdown vehicle with a driver who is adept in driving.

#### **5. Instruction to the Bidders-**

The interested eligible entities who accept the above terms and conditions may submit their quotation in tender box available at MMD, Paradip. The interested eligible entities download the tender notice from Central Public Procurement Portal i.e. [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app).

**The Bid** shall be submitted along with self attested photo copy of the following documents:

1. Original bid document duly completed in all respect signed with seal on every pages (Form of Tender (Part-1), experience questionnaire and warranty form)
2. Rates to be quoted as per Annexure –II.
3. Tender Acceptance letter (To be given on company letter head)
4. A certificate/s of experiences and satisfactory performance in providing vehicles service previously to be produced.
5. Firm/company registration certificate for providing services of vehicles hire.
6. PAN No. issued by IT department
7. GST registration certificate
8. A name, address, contact number of the proprietor/partners/ share holders of the bidding concern.
9. Audited balance sheets & profit and loss account (If available) or IT Returns to be submitted.



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10. Letter of authority for signing and negotiation of tender (as the case may be)
11. The bidder shall give a declaration that they have not been banned or black-listed by any Govt. or Quasi Govt. agency or PSU.
12. The full name, postal address and phone/ Fax of the Bidder shall be clearly mentioned on the sealed envelope prior submission.

#### 6. Evaluation and Award of Tender:

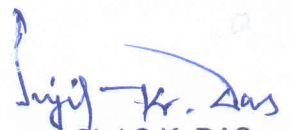
The Tender Evaluation Committee (TEC) shall open the tenders in the presence of the intending bidders who may be present at the date and time of opening informed in the bid document or subsequently. If any of the bidder or his agent is not present at the time of opening of tender, the TEC shall record the same on opening of tenders of the absentee bidder.

The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate for providing one number vehicle per month for the normal usage.

7. The bidders may submit their bids in tender box of MMD, Paradip through downloading this from [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app) portal latest by 1500 hrs on 07/10/2020.

8. The bids will be opened on 09.10.2020 at 1100 hrs.

9. For any query Shri S.K. DAS, SIC, MMD, Paradip may be contacted on email, [Paradip-sicmmd@gov.in](mailto:Paradip-sicmmd@gov.in) or on phone No.06722-220053.



Shri S.K. DAS  
Engineer & Ship Surveyor-cum-DDG (Tech.)  
Head of Office.  
MMD, Paradip.

सुजीत कुमार दास  
Sujit Kumar Das  
प्रभारी सर्वेक्षक/ Surveyor-in-Charge  
समुद्री वाणिज्य विभाग  
Mercantile Marine Department  
पारादीप पोर्ट/ Paradip Port

**ANNEXURE -1**  
**SCOPE OF WORK**

Hiring of following category of vehicles for office use of MMD, Paradip: -

Name of the Vehicle	Number of cars
<b>Category:</b> Maruti Swift Dzire / Toyota Etios / Ford Aspire / Hyundai Xcent / Honda Amaze / Tata Indigo/ Tata Manza	One (01)



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**ANNEXURE - II****(A) QUOTED FIXED RATE:-**

Sr.No.	Particulars	Amount in Rupees (One vehicle)
1.	Monthly cost of work contract including service charges and other expenditure, if any. For normal usage i.e. 1500 kms & 300hrs.	Rs.
2.	GST	Rs.
	Total monthly cost including GST	Rs.

**(B) ADDITIONAL RATE:-**

Rate for additional use	Amount in Rupees – 1 vehicle
( a) Rate per hour beyond 300 hrs (excluding GST)	
( b) Rate per Kms beyond 1500 kms (excluding GST)	



\_\_\_\_\_  
Name & Signature of the bidder

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**PART-I****FORM OF TENDER**

To

The Surveyor in-charge,  
 Mercantile Marine Department,  
 Paradip-754142

**Name of Work: E-Tender for grant of contract for providing car hiring services to the Mercantile Marine Department, Paradip.**

Having visited the site and examined the information and instructions for submission of tender, General conditions of contract, Special Condition of contracts, Technical, General and Detailed specification, etc for the above named works, I/ We hereby tender for execution of the works referred to in the tender documents in conformity with the said Conditions of Contract, Specifications, etc of this tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.

I/ We undertake to complete and Deliver the whole of the works comprised in the Contract within the time as stated in the tender and also in accordance in all respects with the specifications, designs, drawings and instructions as mentioned in the tender documents.

I am tendering for the work mentioned in the table below and submitting the relevant details

Details of Work: E-Tender for grant of contract for providing car hiring services to the Mercantile Marine Department, Paradip		
Sr.No.	Requirements for the bidder*	Details (Self attested photocopy of each supporting document to be submitted)
1	Name of the company and its registration number:  Name of the owner/directors:	Copy of company / firm registration to be submitted.
2	Registered address of the company: (Should be within PARADIP Region)	
3	PAN No.	Copy of PAN card to be submitted.
4.	GST registration number:	Copy of GST registration to be submitted.
5.	Whether any legal suit/criminal case pending or contemplated or legal notice having being served against the bidding firm or company or its	



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	Directors or Proprietor or Partners (as the case may be) on grounds of moral turpitude or for violation of any of the laws in-force? The bidder should provide undertaking regarding this.	
6.	Turnover of the company with audited balance sheet & Profit and loss account (If available)	
7.	Details of Income Tax returns filed during the preceding three financial years. Copy of IT returns to be submitted.	
8.	Similar works completed during the preceding years.	
9	Details of vehicles	Vehicle Regn. No.

**\*Note: Parties not meeting the above pre-qualification criteria in full shall out rightly be rejected.**

**DECLARATION:**

I / We here certify that information furnished above is true and to the best of my / our knowledge. I/We understand that if any deviation is of and in above statement at any state, I / We shall be blacklisted and will not have any dealing with department in future. I / We have read the terms and conditions of the Tender Notice along with its annexure.

I hereby confirm that I am authorized to sign the Tender Documents.

I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 90 days from the date of opening of bids or extension thereto as required by the Mercantile Marine Department (MMD) and not to make any modifications in its terms and conditions.

I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Earnest money, as aforesaid and MMD shall without any prejudice to another right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said earnest money shall be retained by MMD towards part of security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree to abide by and fulfill all the terms and conditions and provisions of this tender. No interest is payable on earnest money deposit and/ or security deposit.

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If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.

If my/ our tender is accepted, I/We am/are to be jointly and severely responsible for the due performance of the Contract. I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking.

I/ We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender without assigning any reason.

I/ We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

I/ We certify that the information/documents submitted by me are true and correct. If any misleading/incorrect/false/fake/fraud information/documents are found submitted by me at any stage of evaluation of bid or after award of work/signing of agreement, my EMD/Security deposit shall be forfeited by Mercantile Marine Department.

Date .....

Signature .....

Name .....

Designation .....

duly authorized to sign & submit tender for  
an on behalf of (Name and address of firm)

M/s .....

Telephone no:.....FAX No.....

Witness :

Signature.....

Name : .....

Occupation .....

Address .....



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**Performa of Tender Acceptance Letter (To be given on Company letter head)**

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned

'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

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## WARRANTY FORM

(To be furnished with Tender)

M/s \_\_\_\_\_

\_\_\_\_\_ having its registered office at \_\_\_\_\_ (hereinafter referred to as the contractor) having carefully studied all the documents, specifications, etc pertaining to the contract for works required for the work of

\_\_\_\_\_ and \_\_\_\_\_  
the local and site conditions and having under taken to execute the said works:

### DO HEREBY WARRANT THAT:

1. The contractor is familiar with all the requirements of the contract.
2. The Contractor has investigated the office and satisfied himself regarding the character of the work and local conditions that may affect the work or its performance.
3. The contractor is satisfied that the work can be performed and completed as required in the contract.
4. The contractor accepts all risks directly or indirectly, connected with the performance of the contract.
5. The contractor has no collusion with other contractors, with any of the men of the MMD or with any other person in Authority to execute the said works according to the terms and conditions of the said contract.
6. The contractor has not been influenced by any statement or promise of the Authority but only by the contract documents.
7. The Contractor is financially solvent.
8. The Contractor is experienced and competent to perform the contract to satisfaction of the MMD.
9. The Statement submitted by the contractor is true.
10. The contractor is familiar with all general and special laws, Acts, Ordinance, and Rules & Regulation of the Municipalities, District, State and Central Government that may affect the work, its performance or personnel employed therein or environment.

Date:

For and on behalf of the Contractor.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Stamp : \_\_\_\_\_