



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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No.11-Admn (1)/2013

Dated 21.12.2014

**Subject:-Quotation for supply of 12 Nos. vehicles for the period of one year in this Directorate.**

Sir,

I am directed to inform you that this Directorate has intends to supply of 12 (twelve) numbers of vehicles on hire basis for the use of officials for the period of one year with effect from 04<sup>th</sup> December, 2014. The details of requirement are as under:-

- i) 04 Nos. Vehicle with A/C : TATA-Indigo or equivalent
- ii) 08 Nos. Vehicle (Non A/C) : TATA-Indigo or equivalent

5. Terms and conditions applicable for the Contract are enclosed as Annexure-A

6. Eligibility Criteria

- i). The Applicant should own at least 05 vehicles at the time of making application for the contract and should produce evidence to that effect.
- ii) The applicant contractor should have the experiences of running a fleet of vehicles on hiring basis for at least 03 years with experience of working in at least two Central Govt or State Govt organizations and PSUs.
- iii) Turnover of the concern should be Rs. Three Crores each in the FY 2011-12 and FY 2012-13

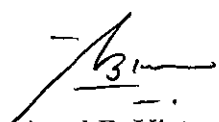
7. The bid should comprise of two parts namely

- c) Technical Bid
- d) Financial Bid

...2/-

4. The technical bid must contain the following:-
- (a) A copy of PAN card
  - (b) Names of the Directors/partners/proprietors of the bidding company/firm/concern.
  - (c) Details of Contract under taken for providing vehicles in the past 3 years.
  - (d) Service tax registration.
  - (e) Proof of ownership of five vehicles.
  - (f) The copy of the audited profit and loss account statement indicating the turnover and the Income tax return for the FY 2011-12 and FY 2012-13.
  - (g) The letters from the organizations served earlier indicating its experiences of running a fleet of vehicles on hiring basis for at least 03 years with experience of working in at least two Central Govt or State Govt organizations and PSUs.
  - (h) The Earnest Money Deposit (refundable, if the bid is not successful) in the form of a Demand Draft in the name of Director General of Shipping of Rs.50,000/- (Rupees Fifty Thousand only).
6. **The Financial bid must be enclosed in a separate envelope failing which the bid will be deemed to be disqualified.** The rates quoted should be specified (exclusive of service tax) for 2000 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 2000 kms per month should also be specified in the rate. The Parking charges, Airport entrance, toll charges etc would be charged as per actual
7. The Directorate reserves the right to add/amend/modify/cancel any points mentioned above and in the terms and conditions applicable to the contract. This Directorate also reserves the right to reject any quotation without any reasons etc.

8. The interested bidders are requested to submit financial bid and technical bid a separate sealed envelope, failing which the bids will stand disqualified. The bidders may be clearly writing **"Quotation for Hiring Vehicles for the Directorate General of Shipping"** on the envelope along with detailed address and telephone/mobile number. The quotation should reach the undersigned at the Directorate General of Shipping on or before **12.12.2014 at 17:00 hrs.** The quotation received after shall not be accepted.
9. The quotations received shall be opened on **15.12.2014 at 15:00 hrs.** in the presence of the bidders present.

  
(Dr. Amol B. Kirtane)  
Dy. Director General of Shipping

## **Annexure-A**

### **Terms & Conditions for hiring of vehicles.**

1. The office of the Directorate General of Shipping, Mumbai intends to hire Indigo AC/ Non AC or equivalent vehicles from December 2014 onwards.
2. The vehicles 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 Directorate. The category of vehicle to be hired is as under:-

Name of the vehicle	Numbers of Vehicle
TATA Indigo such as Honda Amaze, Swift D-zire, Maruti Sx4, Toyota Etios or equivalent.	04 Nos.(Four) of vehicles with A/C.
TATA Indigo or equivalent.	08 nos. (Eight) of vehicles (Non A/C).

3. The vehicles that would be provided to the Directorate should not be more than 02 years old and should not have run for more than 50,000 kms.
4. The vehicles should be registered with the authority concerned i.e. State or Central Government, and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicle.
5. The contractor shall provide dedicated vehicles & drivers and any change in vehicle and /or driver should be made only in exceptional circumstances. Replacement of the vehicle /driver should be made in the event of a break down of vehicle /non availability of driver.
6. The drivers should possess the Driving License with experience of at least five years with no criminal records and clear antecedents.
7. Payment of minimum charges agreed upon shall be made every month, provide that if the contract does not commence /end in the beginning /end of a month, payment of minimum charges will made on proportionate basis.

8. 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.

9. The vehicle shall be deemed to be at the disposal of D.G. Shipping during the period of official use 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

10. 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 Department will not bear any liability apart from the hiring charges.

11. The contract between the Department and the Contractor can be cancelled with a notice period of one month from contractor side and any time from Department side without assigning any reason.

12. The contractor will indemnify for loss/damage of property or life because of negligence or poor maintenance of vehicle or due to an accident.

13. 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.
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.2000/- per month
04	Refusal of duties	100% of proportionate contract charges per day
05	Change of drivers without permissions	Rs.200/- per instance
06	Vehicle kept unclean	50% of proportionate contract charges per day

14. 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 borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated in para

15. 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 security deposit liable to forfeiture and penalty as the case may be.

16. The successful bidders shall provide details of all vehicles with 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.

17. He should also provide, within seven days, the list of drivers and their licence number who would be appointed as Driver in this Directorate.

18. The Directorate General of Shipping reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

19. The successful bidder will have to submit bank guarantee of 10% of the value of the contract as a performance security deposit in favour of Directorate General of Shipping, which will be refundable on completion of contract. The security deposit shall be arranged to be refunded to the contractor after three months on the successful completion of the contract period (including the extended period, if any). The period of bank guarantee must be up to 60 days from the date of completion of the contract.

20. The successful bidder will have to enter into an agreement with DGS on a non-judicial stamp paper of Rs.100/-.

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