



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING
9वीं मंजिल, बिटा बिल्डिंग/ 9th floor, Beta Building
आई थिंक टेक्नो कैंपस/ I-Think Techno Campus
कांजूर मार्ग (पूर्व)/Kanjur Marg (East)
मुंबई / MUMBAI-400 042
वेब साइट/Website : www.dgshipping.gov.in
ई-मेल/e-mail : dgship@dgshipping.com

No.11-Admn (1)/2013

Dated 04th Oct, 2013

To

Addressed List Attached.

Subject:-Quotation for supply of 13 Nos. vehicles (TATA- Indigo / Indica)
for the period of one year in this Directorate— regarding.

Sir,

I am directed to inform you that this Directorate indents to hire total Thirteen (13) nos. vehicles TATA-Indigo AC / TATA Indigo Non AC & TATA Indica Non AC or equivalent for the official use with effect from 01st Nov, 2013. The details of requirement are as under:-

- | | |
|-------------------------------|-----------------------------|
| i) 03 Nos. vehicle with A/C | : TATA-Indigo or equivalent |
| ii) 09 Nos. vehicle (non A/C) | : TATA-Indigo or equivalent |
| iii) 01 No. vehicle (non A/C) | : TATA Indica or equivalent |

iv) The rate 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.

v) Parking Airport entrance, toll tax : As per actual

2. The following information should be furnished in a tabular form separately TATA Indigo / Indica or equivalent in quotations in a sealed cover and addressed by name to the undersigned so as to reach on or before **21st Oct, 2013 till 1500 hrs.**

3. Details of your Organization:

- a) Details of Contract under taken by the tourist for providing vehicles in the past 2-5 yrs.
- b) Personnel Composition of the Company with their designations.
- c) The tour operator's registration No. under Section 66 of Motor Vehicle Act, 1988.
- d) Copy of P/L account and Balance Sheet for the past 02 years along with proof of filling of Income Tax return

4. Details of Driver with appropriate Driving License.

- a) List of qualified drivers who are already working as contract driver with other companies with whom you have entered to driving car (minimum 10). The information may be given in the following format

Sr. No.	Name of the Company Contact person, address and Tel No. with whom you have provided car.	Period of services rendered to the company	Name of the Drivers for appointed

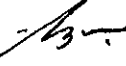
- b) List of the driver's along with the details of their qualifications, license number who would be appointed as Driver in this Directorate.

5. Terms and conditions applicable for Contract are enclosed as Annexure-A As undertaking to this effect will be taken from the company to whom the Contract is awarded.

6. This 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.

7. Your latest quotation may be forwarded to the undersigned in a sealed envelope to the undersigned by **21st Oct, 2013.**

Yours faithfully,



(Dr. Amol B. Kirtane)

Dy. Director General of Shipping

Terms & Conditions for hiring of vehicles.

1. The office of the Directorate General of Shipping, Mumbai intends to hire ~~(Mazda)~~ Indica /Indigo or equivalent vehicles w.e.f. 1st Nov, 2013.
2. The vehicle are proposed to be hired for an initial period of two years (07 days per week basis) with the option of extending it further at the discretion of the Directorate. And with the stipulation for price variation only in respect of the fuel (Petrol /Diesel) and that also beyond the initial period of 12 months, at mutually agreed upon rate.
3. The category of vehicle to be hired is as under:-

Name of the vehicle	Numbers of A/C Car	No. of Non A/C
TATA Indigo or equivalent	3 Nos.	09 (Nine)
TATA Indica or equivalent	Nil	01 (one)
4. **Eligibility Criteria**
 - i) The Applicant Contractor 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 02 years.
5. All the vehicles proposed to be hired to D.G. Shipping should not be old more than 02 years old and further the vehicle should not have run for more than 50,000 kms.
6. The rate 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 km. per month should also be specified in the rate.

.....2/-

7. 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. The driver should be having Transport License, with sufficient experience and their antecedents should be duly verified by Police Authorities, at the instance of the contractor.

8.(a) 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(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.

8(c) 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

9. 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.

10. **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 .**

11. The Contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicle.

12. The Earnest Money Deposit (Refundable, if the bid is not successful) of Rs.5000/- (Rupees Five thousand only).

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

14. 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

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

15. 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 14.

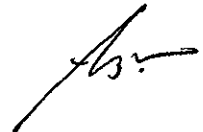
16. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.

.....4/-

17. Tender will be opened on **22nd Oct, 2013** at **1600 hrs** in this Directorate in front of bidders or their authorized representatives.

18. The successful bidders shall provide details of all vehicles with 03 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.

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



Amol B.Kirtane)
Dy. Director General of Shipping