



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)/2015-16

Dated 4th January, 2016

Sub: - Quotations for empanelment of service providers for supply of 4 Nos. of Vehicles (Maruti Suzuki Ciaz or equivalent) and 8 Nos. vehicles (TATA- Indigo and equivalent) for the operational use in this Directorate– reg.

Reference Quotation dated 8th December, 2015 on the above subject, wherein the last date of receipt of the quotations was 1st January, 2016. The said date has now been extended for further period of 15 days upto 15.01.2016.

2. The Quotations may be submitted in a sealed cover, super scribed “**Quotation for Hiring of Vehicles for the Directorate General of Shipping: Type of vehicles & No. of vehicles**” along with detailed address, telephone & mobile number written on it, latest by **1700 hrs on Friday 15.01.2016**. The quotation received after the stipulated date / time shall not be entertained. The quotations will be opened on **Monday 18.01.2016 at 1500 hrs** in the office of the Directorate General of Shipping, Kanjurmarg, Mumbai. The interested bidders who have submitted quotations may present themselves or through their authorized representative, at the time of opening of quotations, if so desired.

3. The details of technical and financial bid, eligibility criteria, terms and conditions etc. shall be as per the Tender Notice dated 8th December, 2015.

[S.G.Bhandare]

Dy. Director General of Shipping



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No.11-Admn (1)/2015-16

Dated 08th Dec, 2015

Sub: - Quotations for empanelment of service providers for supply of 4 Nos. of Vehicles (Maruti Suzuki Ciaz or equivalent) and 8 Nos. vehicles (TATA- Indigo and equivalent) for the operational use in this Directorate– reg.

1. Sealed quotations from the service providers engaged in Transportation/ logistic are invited for hiring of the vehicles, for the official use of the Directorate General of Shipping with effect from 4th December, 2015. The details of requirement of the vehicles are as under:-

- i) 04 Nos. vehicles with A/C : Maruti Suzuki Ciaz or equivalent [2600 km/month]
- ii) 08 Nos. vehicles (non A/C):TATA-Indigo or equivalent [1700 km/month]

2. Terms and conditions applicable for the hiring of vehicles are enclosed as Annexure-A

3. Eligibility Criteria

- i). The Applicant hereinafter referred to as service provider, should be able to own at least 10 vehicles for the contract.
- ii) The drivers of the service providers should have the experience of running hired vehicles for Central Govt or State Govt organizations or PSUs for at least 3 years.

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- iii) Turnover of the concern should be Rs. 20 Lakhs & above, for the FY 2013-14 and FY 2014 - 15 each.
- iv) Association of persons (AoP) is not required to comply with (iii) above.

4. **Two Bid System :**

This is a Two Bid System Tender. The technical bid & financial bid is required to be submitted in separate envelopes and these two envelopes should be super scribed as 'Technical Bid' and 'Financial Bid'. These two envelopes should be properly sealed and should be placed in a bigger envelop with the words **"Quotation for Hiring of Vehicles for the Directorate General of Shipping"** written on it.

5. **The technical bid shall contain the following:-**

- (a) A copy of PAN card
- (b) Names of the Directors/partners/proprietors / persons of the respective bidding company/firm/concern / AoP.
- (c) Details of experience in driving vehicles in the past 3 years, in respect of drivers to be engaged.
- (d) Service tax registration.
- (e) Details of ownership of ten vehicles to be provided (built in 2015 – 16, current FY).
- (f) The copy of the audited profit and loss account statement indicating the turnover and the Income tax return for the FY 2013-14 and FY 2014-15, if available.
- (g) 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 :**

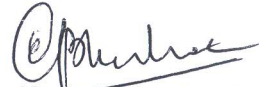
- i) Financial bid must be submitted in a separate envelope failing which the bid will be deemed to be disqualified.

- ii) The rates quoted should be specified (exclusive of service tax) for 2600/1700 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 2600/1700 kms per month should also be specified in the rate. The Parking charges, Airport entrance, toll charges etc would be charged as per actual.
- iii) In case only one bidder found technically eligible, no financial bid will be opened for lack of competition.
- iv) From the bidders found technically eligible, if it is found that the bidders possess the same address or the responsible person of the bidding organization found to be the same or the responsible persons are found to be in relation with each other, then no financial bid of such bidders will be opened.

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 Quotations may be sent to "Assistant Director General of Shipping [Administration], Directorate General of Shipping, 9th floor, Beta Building, I-Think Techno Campus, Kanjurmarg [East], Mumbai -400042' in a sealed cover, super scribed **"Quotation for Hiring of Vehicles for the Directorate General of Shipping"** alongwith detailed address, telephone & mobile number written on it, latest by **1700 hrs on 01.01.2016**. The quotation received after the stipulated date / time shall not be entertained. The quotations received, will be opened on **04.01.2016 at 1500 hrs** in the office of the Directorate General of Shipping, Kanjurmarg, Mumbai. 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.

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



(S.G. Bhandare)

Dy. Director General of Shipping

Annexure-A

Terms & Conditions for hiring of operational vehicles on contract.

1. Following are the terms & conditions for hiring of operational vehicles by the Directorate General of Shipping (DGS):-
2. The vehicles are proposed to be hired for an initial period of three years (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:-
 - i) 04 Nos. vehicles with A/C : Maruti Suzuki Ciaz or equivalent [2600 km/month]
 - ii) 08 Nos. vehicles (non A/C):TATA-Indigo or equivalent [1700 km/month]
3. The vehicles that would be provided to the DGS should have been built / purchased in 2015 – 16, (current FY) and should not have run for more than 20,000 kms. The existing vehicles will qualify for technical bid on inspection. The bidders can also submit papers for purchase of new vehicles of the desired make of vehicles in the technical bid.
4. The vehicles should be registered with the authority concerned i.e. State or Central Government, and should fulfill the conditions prescribed in the Motor Vehicle Act, 1988.
5. The Service Provider shall provide dedicated vehicles & drivers and any change in vehicle and /or driver should be made only in exceptional circumstances with the permission of DGS. 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 break down of vehicle /non availability of driver. The Vehicle once hired by DGS will be for exclusive use of the office and 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 the contract and forfeiture of the bank guarantee/ deposit. A Criminal case of misuse of government property will also be registered.

6. The drivers should possess 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 in exclusive contract for DGS and cannot be given any outside work by the Service Provider.

7.(i) 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 a month, payment of minimum charges will be made on proportionate basis.

(ii) For Computing the amount payable as per clause 5 (1) above on account of extra kilometers, over and above agreed kilometers per month 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.

8. 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.

9. The vehicle shall be deemed to be at the disposal of DGS 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.

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 DGS will not bear any liability apart from the hiring charges.

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

12. The contractor will indemnify for loss/damage of property or life due to 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 by DGS. 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 drivers without permissions	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

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 DGS would have a right to hire a vehicle from the market and the additional cost incurred by the DGS will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the DGS, proportionate contract charges are liable to be deducted from the charges payable, in addition to the penalty levied as indicated in para 13. In case of repeated non-reporting of vehicle, the contract will be terminated and the penalty will be recovered from the bank guarantee/ deposit.

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 for feature and penalty as the case may be.

16. 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.

17. He should also provide, within seven days, the list of drivers and their licence numbers to DGS.

18. DGS 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 annual 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 performance security shall remain valid for a period of sixty days [60] beyond the date of completion of all the contractual obligations of the firm.

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

21. The bidders can bid for all 12 vehicles or lesser number of vehicles. In case the bidders bid for lesser number of vehicles, a panel of more than one Service Provider will be drawn by DGS for supply of the vehicles.

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