



भारत सरकार

GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय

Ministry of Shipping

समुद्री वाणिज्य विभाग मुंबई

Mercantile Marine Department, Mumbai

प्रतिष्ठा भवन/ Pratishttha Bhavan

पो. बॉ. सं. / P. B. No.11096

101 महर्षि कर्वे रोड/101 M.K. Rd.

मुंबई/ Mumbai-400 020

हिंदी में पत्राचार करके भारत की

भावनात्मक एकता में सहयोग दें।

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हमेशा हिंदी में पत्राचार करके देश का गौरव बढ़ाएँ।

संख्या /

ST-137/80013819

Date : 07/04/2017

NOTICE INVITING TENDER FOR HIRING OF VEHICLES FOR ONE YEAR IN THE OFFICE OF THE MERCANTILE MARINE DEPARTMENT, MUMBAI

The office of the Principal Officer, Mercantile Marine Department, Mumbai invites tender under two bid system for hiring of three (03) vehicles plus one (01) as and when required along with drivers on a monthly hire basis from **01.05.2017 to 30.04.2018**.

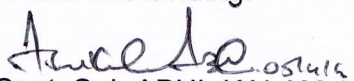
The detailed terms and conditions is enclosed as Annexure – “A” to this tender notice. In case of any query, you may contact the office of the Mercantile Marine Department having office at Pratishttha Bhavan, OLD CGO Complex, 101 M.K. Road, Mumbai 400 020. Tel: 022-22076882/22039881 on any working day during office hours on or before 25.04.2017. The tender details can be downloaded from the official website of the department mmd.gov.in

The tender is invited in two covers i.e. 1) Technical bid/Qualifying bid and 2) Financial bid in a sealed cover. The tender form for technical bid as prescribed in Annexure-B and financial bid, duly completed in all respect shall be submitted. The interested bidders may submit all relevant documents duly signed and stamped, in a sealed cover super scribed on the envelopes “**Tender For hiring vehicles**” addressed to the Principal Officer, Mercantile Marine Department, Pratishttha Bhavan, 101, M. K. Road, New Marine Lines, Mumbai – 400 020. The bids **should reach latest by 3.00 PM on 26/04/2017. The bids will be opened on the same day at 5.00 PM on 26/04/2017.**

The parties, who wish to be present at the time of opening of Tender, may represent themselves or authorize their representatives with an authority letter. The financial bids of only those bidders shall be opened whose technical bids are qualified.

The tender shall be enclosed by EMD of Rs.10, 000/- only of a nationalized bank in the form of demand draft/pay order drawn in favour of ‘Principal Officer, Mercantile Marine Department Mumbai’. Tender without EMD will not be processed further. The EMD of successful bidder will be converted into Security Deposit. EMD of un-successful bidders will be returned as early as possible.

The Mercantile Marine Department, Mumbai reserves the right to accept or reject any or all tenders without assigning any reasons thereof. In case of any dispute of any kind and in any respect whatsoever, the decision of the Principal Officer shall be final and binding.



(Capt. S. I. ABUL KALAM AZAD)
Head of Office & Nautical Surveyor
Mercantile Marine Department,
Mumbai.

Annexure – A

ELIGIBILITY CRITERIA:

1. The bidders should be having adequate experience preferably of three years in this field. He should provide experience certificate or contract letters of the Corporate & Government/Semi Govt. Organizations of at least three years.
2. The bidder should be registered under a Shop & Establishment License, Service Tax & PAN. The company should also be registered under companies act.
3. 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 vehicles.
4. The vehicles should be a commercially registered vehicle in very good condition and should be not more than three years old and further the vehicle should not have run for more than 20,000 kms. However, preference will be accorded to the bidders deploying new/latest vehicle.
5. The applicant Contractor should be owner of at least five vehicles at the time of making application for the contract and should produce evidence to that effect.

Terms and Conditions:

1. 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.

2. 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 Principal Officer 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	Number of AC car
Category I: Maruti Suzuki Ciaz / Honda City / Volkswagon Vento / Skoda Rapid	One (01)
Category-II: Maruti Swift Dzire / Toyota Etios / Ford Aspire / Hyundai Xcent / Honda Amaze / Tata Tigor / Tata Manza / Fiat Linea	Two (02) + One (01) as and when required on need basis

4. The rate should be specified (exclusive of Service Tax) for 2000kms. (reckoned from place of release) & 300hrs. on monthly basis (reckoned from time of reporting to the time of release) for both category of vehicles. The charges for additional hours after 300 hours and additional distance after 2000 km. per month should also be specified in the rate. No extra charges will be paid for the usage on Saturdays / Sundays.

5. 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 break down of vehicle / non availability of driver. The driver should be having transport License, with minimum experience of five years and their antecedents should be duly verified by Police Authorities at the instance of the contractor.

6 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 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.

c. While computing the amount payable as per clause (b) above on account of extra Kms, over above agreed kms per month, i.e. 2000 kms per vehicle, for one or more vehicle or vehicles, the total of unused kms of other vehicles of the contractor for that month shall be reduced.

Explanation : For the purpose of clause 6(c) unused kms would mean the difference between cumulative agreed kms and the cumulative actual kms, run by

one or more vehicles of the contractor, if the cumulative actual kms run by them is less than the cumulative agreed kms.

d. The vehicle shall be deemed to be at the disposal of Mercantile Marine Department during 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.

7. The drivers employed along with the vehicle should satisfy the following conditions:-

- a) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licensees for driving passenger vehicles on hire.
- b) Drivers should be decently dressed. Preferably wear light coloured shirt with dark trousers and black/ brown shoes.
- c) Driver should be well versed with the roads and the places in Mumbai City and should have experience in city driving.
- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of atleast 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
- e) Driver should be provided with a mobile phone.
- f) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- g) Car should be kept clean and odour free, suitable for official use.
- h) The contractor shall ensure that the drivers should obtain police clearance certificate and port entry passes within one month of commencement of contract.

8. The liability on account of fuel, driver and all expenses relating to maintenance, insurance, 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.

9 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.

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

11 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	75% of proportionate contract charges per day
2	Non-reporting	150% of proportionate contract charges per day
3	Poor maintenance of vehicles refusal of duties	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 using officer.

12 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 born 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.

13 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 and would render security deposit liable to forfeiture and penalty as the case may be.

14 Trips made to and for JNPT (Nhava / Sheva) will not be treated as out station.

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

16 Principal Officer, Mercantile Marine Department, Mumbai 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.

ANNEXURE "B"

TECHNICAL BID

1. Name, address & telephone number of the service provider :
2. Name and address of the Proprietor / Partner / Director:

Sr. No.	Nature of Details	Service Provider
1	Name of the Firm	
2	Address with e-mail, Phone, Fax, Mobile Nos.	
3	Details of Owner / Partners etc.	
4	Year of Establishment of the firm experience in the execution of transport services contract, etc.	
5	PAN (enclose copy)	
6	Services Tax (if any)	
7	Details of works executed during the last 02 years (add documentary proof of the same) with satisfactory completion certificates of the concerned organizations	
8	List of similar work undertaken / in hand at present (proof document)	
9	Whether sufficient number of vehicles in specified category Is available with the applicant contractor (Furnish Documentary evidence)	
10.	Details of Demand Draft/Bankers Cheque in respect of Earnest Money	
11.	Any other information in support of their past antecedent present experience approach & methodology of work, competency to execute contract, financial capacity etc.	

QUALIFYING CRITERIA FOR TECHNICAL BID:

1. We own vehicles :YES/NO
2. The vehicles are registered as commercial vehicle :YES/NO
3. We have attached copy of RC book offered in this Tender :YES/NO
4. We have valid Service Tax registration :YES/NO
5. We have attached copy of Service Tax registration certificate :YES/NO
6. We have valid PAN :YES/NO
7. We have attached copy of PAN :YES/NO
8. Shop & establishment Number :
9. We have attached copy of shop & establishment no. :YES/NO

ADDITIONAL EVALUATION CRITERIA:

10. Total number of commercially registered vehicles owned :
11. In 2014-15 or 2015-16 whether provided vehicles on hire for over six months
to the Central Government /State Government/Public Sector Office : YES/NO
12. If reply to (11) above is yes, then provide names of the offices :
13. Have your firm/company black listed at any time in past by any : YES/NO
Organization?
14. Have your any director/partner/entrepreneur
convicted under any law? : YES/NO

DECLARATION:

I/We hereby 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 Annexures.

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

Signature & Name of the authorized Signatory

Seal / Stamp

Date:

Place:

Financial Bid (In separate cover):

ANNEXURE "B"

FORMAT OF TENDER DOCUMENT

(i.e. Financial Bid For Hiring of Vehicles)

- 1 Name, address & telephone number of the Tender :
- 2 Permanent Account No. (PAN):
- 3 Name, address of the Proprietor/Partners/Director and their PAN :
- 4 Hiring Charges per vehicle (Exclusive of service tax)

S. No.	Description	Rate (Rupees)
1	For 2000 Kms. And 300 Hours per month, rates to be specified separately for vehicles running on Petrol/ Diesel/ CNG -	
2	For every extra Km. beyond 2000 Kilometers per month rates to be specified separately for vehicles running on Petrol/Diesel/CNG -	
	(a) Maruti Suzuki Ciaz / Honda City / Volkswagon Vento / Skoda Rapid.	
	(b) Maruti Swift Dzire / Toyota Etios / Ford Aspire / Hyundai Xcent / Honda Amaze / Tata Tigor / Tata Manza / Fiat Linea.	
3	For every extra hour beyond 300 hours per month for each vehicle, rates to be specified separately for vehicles running on Petrol/Diesel/CNG-	
	(a) Maruti Suzuki Ciaz / Honda City / Volkswagon Vento / Skoda Rapid.	
	(b) Maruti Swift Dzire / Toyota Etios / Ford Aspire / Hyundai Xcent / Honda Amaze / Tata Tigor / Tata Manza / Fiat Linea.	

Name & signature of Authorized signatory