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भारत सरकार /GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय/ MINISTRY OF SHIPPING

सरकारी नौवहन कार्यालय / GOVERNMENT SHIPPING OFFICE

नव भवन ,10,रामजीभाई कमानी मार्ग / NOU BHAVAN, 10, R.K. MARG,

बेलाई इस्टेट / BALLARD ESTATE,

मुम्बई / MUMBAI-400001

सं.ADM/STN(1)/2005-06/VOL.IV

दिनांक: 18.06.2019

Sub:- Tender Notice for grant of contract for Hiring of Vehicles for 02 (Two)year in the office of the Government Shipping Office, Mumbai

1. Introduction:-

Sealed bids are invited in two cover system(Cover-1 Technical Bid and Cover:-2 financial bid) for Hiring of One (01) vehicles as detailed in enclosed Annexure-1. The contract will be initially for a period of 12 months and extendable for a period of 12 months at the same terms and conditions at the discretion of this department.

The requirement is One (01) commercial sedan vehicle like Maruti Swift desire, Toyota Etios/ Ford Aspire/ Hyundai Xcent/ Honda Amaze/ Tata Manza/ Fiat Linea equivalent model/size if less than two years old for use by the Office of the Government Shipping Office, Mumbai). Interested Agencies /Firms willing to comply with the term and condition annexed to this notice may submit their bids as given in the instructions for bid submission (Annexure-A&B) on or before 03.07.2019 by 15.30 hrs. The vehicle is to be used on monthly hiring basis up to 2000 KMs per month/ 26 days as per term and condition available in separate sheet.

2. The Tender document with Annexure, A&B can be downloaded from the www.eprocure.gov.in

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|---|---------------------|
| Date Of Publishing the Tender | 18.06.2019 |
| Bid/ Tender document download start date | 18.06.2019 |
| Last date of submission of Bid/Tender | 03.07.2019 by 15.30 |
| Date of opening of the Technical Bid/Tender | 04.07.2019 |
| Date of opening of Financial Bid/Tender | 04.07.2019 |


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3. The Financial Bids (as per Annexure-B) of only those tenders who fulfils the Technical conditions (Annexure-A) and pre-qualification requirements as mentioned in Annexure —A & B will be opened on 04.07.2019 at 11.00.AM.

4. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. The format of the technical bid and financial bid is enclosed as Annexure A and Annexure B.

5. The Government Shipping Office, Mumbai reserves the right to cancel or postpone the date of opening of quotations without assigning any reason thereof.

NOTE:-Annexure "A" & "B" are to be filled for the vehicle being offered in separate envelopes. Complete copy of RC Book indicating date of manufacture & registration is to be submitted with Annexure "A" failing which the bid will be disqualified


(R.C.HEMBRAM),
DY.SHIPPING MASTER.
FOR SHIPPING MASTER, MUMBAI

TERMS AND CONDITIONS

1. The contract shall be valid for a period of one year and extendable for a further period of one year at the discretion of this department. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
2. They will provide dedicated sedan vehicle like Maruti Swift desire, Toyota Etios/ Ford Aspire/ Hyundai Xcent/ Honda Amaze/ Tata Manza/ Fiat Linea or equivalent small size vehicle in excellent running condition with a dedicated and well behaved, good running experience driver. The photo copy of commercial registration certificate of vehicle, driving license copy should be submitted in the office along with the term and conditions.
3. The contact for providing vehicle on monthly hire basis will be given to the LI i.e. the person quoting the lowest amount of monthly hire charge(excluding GST) while meeting all the term and conditions given in the tender document. To safeguard against failure by the successful serve provider in providing the vehicle, this office may empanel other service provider, who are prepared to provide services as per same term and conditions as that of L-1 bidder. In case quality of service by the service provider is not found adequate. The Government Shipping Office, Mumbai may terminate the contract after giving 15 days notice. In case of such termination services of other empanelled Service providers may be utilize.
4. Generally the duty hours of the vehicle starts from 08:00 hours to 20:00 hours or till the office work is completed, whichever is later on the working days. But outside works there is no time limit of duty hours and that may extent to any extent including Sundays and holidays.
5. The service supplier should give an undertaking that he or his firm has not been black listed by any Organization/Government department as on the date of submission of the bid.
6. The service supplier should give the GST Registration Number (i.e. Form GST REG-25) in the tender document and if they are not registered they should mention the same. They should also provide the copy of PAN Card.



7. The service supplier should furnish the details of the vehicles viz. i) Year of the manufacture, ii) registration number of the vehicles, iii) mileage run and iv) condition of the vehicles etc, as per Annexure-A.
8. The service supplier should provide Vehicles in a very good condition with shining body and clean interior with good upholstery.
9. The vehicle(s) provided should comply with laws in force in India. The vehicle should carry necessary permits/clearance from the Transport Authority or any other concerned authority, including pollution certificates.
10. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer.
11. The service supplier would ensure that the drivers employed have valid driving license and shall furnish the name and address of the drivers provided for the vehicles. The drivers should be adequately experienced and maintain decency, politeness and neat dress and good habits.
12. The service supplier/driver should have a mobile telephone for contact round the clock.
13. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters. No mileage will be allowed to the driver for lunch/breakfast or for drawal of petrol/diesel/CNG etc.
14. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month. A log book for the car in proper format for each of the journey performed, duly signed by the officer, would be maintained and submitted by the contractor with the bill and duty slips.
15. Any person, who is in government service or an employee of the department should not be a partner, directly or indirectly, with the service supplier.
16. They will comply with labour laws in force and all liabilities in this connection will be theirs.
17. If the contract is awarded, they will have to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licenses.



18. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service supplier during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service supplier. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service supplier during the course of hire.

19. In case of any accident, any and all the claims and damages arising there from shall be met by the service supplier.

20. The service supplier shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service supplier or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

21. In the event of the hired vehicle developing snags the service supplier will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.

22. The department reserves the right to terminate the contract without assigning any reason by giving fifteen days notice.

23. Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted on and of every month.

Accepted the above conditions

Signature of the bidder or
Authorized representative with
Name and Contact No.

ANNEXURE-A

TECHNICAL BID FOR HIRING VEHICLE
(Qualifying criteria for Quotation)

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| 1.Name of the Bidder with mobile and landline telephone No, FAX and complete address and contact person and details of the registration of firm /company with registrar of partnership firm/ROC(Please attached self- attested copies) GST Registration details. | |
| 2. If any (submit copy of registration certificate) | |
| 3. PAN No.(Xerox copy) | |
| 4.Make, model, Mileage, and registration No. of commercially registered vehicle to be provided (must be filled in) | |
| 5.Experience in providing vehicles to PSU/Govt. Department (copy of the contract papers, letters are to be attached. | |
| 6.Details of pending legal disputes relating to proving of vehicle, if any | |

Note: - Non — fulfillment of any of the criteria above will be result in disqualification of bid.

Signature of the bidder or
Authorized representative with
Name and Contact No.

ANNEXURE-B
FINANCIAL BID
(Qualifying criteria for Quotation)

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|---|--|
| 1.Name and complete address of vehicle provider along with telephone no./mobile No | |
| 2. PAN No. | |
| 3. Details of hiring charges.(in Rs.) on KM basis (subject to maximum2000kms) | |
| 4. Type of vehicle | |
| 5.Add; any other charges, if required | |

DECLARATION:

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case, any deviation is found in the above statement at any stage I/we will be blacklisted and will not have any dealing with the department in future.

Date-

Place-

Signature of the bidder or
Authorized representative with
Name and Contact No.