



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

18-21011/6/2020-ADMIN - DGS

Dated 12.04.2022

TENDER NOTICE

Sub: - Tender for empanelment of service providers for supply of **06 Nos.** vehicles (Sedan) for the operational use in the Office of the DG Shipping- reg.

1. Tender from the leading service providers engaged in Transportation/ logistic are invited for hiring of six sedan vehicles, for the official use of the Directorate General of Shipping The details of requirement of the vehicles are as under:-
2. **06 Nos. vehicles (A/C) : Sedan CNG (Honda Amaze, Hyundai Xcent, Maruti Suzuki Dzire or equivalent) of 2021 make.**

Terms and conditions: Enclosed as **Annexure-A**

3. Eligibility Criteria

- (i) The Applicant hereafter referred to as service provider should own at least **06** vehicles for the contract.
- (ii) The drivers of the service providers should have the experiences of running hired vehicles for Central Govt. or State Govt. organizations or PSUs for at least 3 years.
- (iii) Turnover of the bidder should be Rs. 50 Lakhs or above per annum, for the FY 2019-20, FY 2020-2021 and FY 2021-2022 each.

4. Two Bid System :

This is a Two Bid System Tender. The technical bid & financial bid is required to be submitted on line.

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. Driver must have an experience of at least 5 years.
- d. GST tax registration certificate.
- e. Details of ownership of **06** vehicles to be provided (built in **2021** make).
- f. The copy of the audited profit and loss account statement indicating the turnover and the Income tax return for the FY 2018-19, FY 2019-20 and FY 2020-2021.

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

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- g. The Earnest Money Deposit (refundable, if the bid is not successful) in the form of a Demand Draft in the name of the Directorate General of Shipping, Mumbai (payable at Mumbai) of Rs.50,000/- (Rupees Fifty Thousand only) should be submitted physically.

GOVERNING LAW AND DISPUTES (APPLICABLE IN CASE OF SUCCESSFUL SERVICE PROVIDER)

All disputes or differences whatsoever arising between the parties out of or in relation service, meaning and operation of effect of these Tender Documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve theme amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/s shall give a reasonable award. Any appeal will be subject to the exclusive jurisdiction of Honorable Courts at Mumbai.

The service provider shall continue work under the contract during the arbitration proceedings unless otherwise directed in writing by this office or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be only at Mumbai.

ASSIGNMENT AND SUB LETTING

The Service Provider shall not assign/ sublet, in whole or in part, its obligations to perform under the contract, except with this office prior written consent.

Service Provider shall be solely liable to comply with all statutory requirements/provisions in relating to services offered by them.

6. The Financial bid:

- i. The rates quoted should be specified (exclusive of GST) for 2500 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 **2500 kms** per month should also be specified in the rate. The Parking charges, Airport entrance, toll charges etc would be charged as per actual.
- ii. In case only one bidder found technically eligible, no financial bid will be opened for lack of competition
- iii. **All the bidders who are technically qualified and if it is found that the bidders possess the same address or the responsible person of the bidding organization found to be the same 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 the tender without any reasons etc.

8. The tender will be opened on 11.05.2022 at 11 am 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.


(Mening Raj)
Asstt. Director General of Shipping (I/C)

Terms & Conditions for hiring of vehicles.

1. The office of the Directorate General of Shipping, Mumbai intends to hire Six AC Sedan Vehicles run on CNG (Honda Amaze, Hyundai Xcent, Maruti Suzuki Dzire or equivalent) of 2021 make vehicles.
2. The vehicles are proposed to be hired for an initial period of one year (07 days per week X 24 Hrs. basis) with the option of extending it further at the discretion of the Directorate. The category of vehicle to be hired is as under:-

 06 Nos. Sedan vehicles run on CNG (A/C): (Honda Amaze, Hyundai Xcent, Maruti Suzuki Dzire or equivalent)
3. The vehicles that would be provided to the Directorate should have been built / purchased in 2021, and should not have run for more than 25,000 kms. 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 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. Out of total driving experience at least three year experience in Govt. sector.
7. 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 made on proportionate basis.
8. Payment shall be made on monthly basis by the Department, invoice are to be submitted before 05th of the subsequent month.
9. The vehicle shall be deemed to be at the disposal of the 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.
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 bidder and the Department will not bear any liability apart from the hiring charges.
11. The contract between the DGS and the bidder can be cancelled with a notice period of one month from bidder side and any time from DGS side without assigning any reason.

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12. The bidder 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. 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
04	Refusal of duties	100% of proportionate contract charges per day
05	Change of drivers without permissions	Rs.500/- per instance
06	Vehicle kept unclean	50% of proportionate contract charges per day
07	Providing vehicle other than as per contract	Rs. 500/- per day

14. In case of vehicle breakdown, a substitute vehicle shall be provided by the bidder 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 bidder. 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.

15. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed non-compliance of terms of contract and would render security deposit/EMD liable to forfeiture 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. 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 3% of the value of the annual contract as a performance security deposit in favour of Directorate General of Shipping, which will be refundable after two 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/-.

BIDDER DETAILS FORM CUM TECHNICAL BID

TO BE FURNISHED ON THE BIDDER LETTER HEAD

S.No	Description	Information
1	Name of Tendering Service Provider	
2	Details of Earnest Money Deposit	DD No. date of issue Rs. 50,000/- drawn on Bank
3	Name of Director/ Partner	1. 2.
4	Full Address of Registered Office: Contact Person Telephone No. : FAX No. : E-Mail Address :	
5	GST registration certificate PAN number of the firm	
6	Details of ownership of six vehicles (2021 make)	
7	The bidder should have minimum three year experience as on 31.03.2022 in Central/ State/ PSUs.	
8.	Details of drivers having experience of 3 years of working in Central/ State/PSUs.	
9	Financial Details as per Audited Accounts Annual T/O & Financial returns for the year	
11	Should not have been blacklisted. Self declaration from to be submitted.	

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Annexure – C

OFFICE OF THE DIRECTOR GENERAL OF SHIPPING
FORMAT FOR FINANCIAL BID

Sl. No.	Name & Model of the vehicle	Make	Mileage	Rate per month (INR)	CGST SGST	Total Amount per month (INR)
1			2500 per month			
2.						

Note: The additional Km after **2500 Kms** per month should also be specified separately.

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