

SEAFARERS' WELFARE FUND SOCIETY

(Autonomous Body of Ministry of Ports, Shipping and Waterways Government of India)
(Registered Charitable Trust-Regn.No. F/1364/BOM)

NauBhavan Building, Ground Floor, R. K.Marg, Ballard Estate, Mumbai-400 001

Tel.No. 022-20826980,22626981, e-mail ID – swfs1966@gmail.com

Ref. No.3SWFS(3)/2023

Date:18/10/2023

To,

Shri Ashish Sinha,
Dy. Director General of Shipping,
& Member Secretary (SWFS)
9th Floor, Beta Building,
I-Think Techno Campus,
Kanjurmarg (east),
Mumbai.

SUBJECT : PUBLISHING OF SWFS TENDER NOTICE No.6 of 2023 FOR HIRING CAR

Sir,

Enclosed herewith the Tender Notice No.6 of 2023 Ref. No.3 SWFS(3)/2023 dated 16/10/2023 for Hiring Car which may kindly be arranged to be published on DGS website.

Kindly do the needful.



(H. S. Bowalekar)

Chief Administrative Cum Accounts Officer

Encl: Tender Notice dated 16/10/2023

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Ref No. 3-SWFS(3)/2023

Date: 16/10/2023

SUBJECT : TENDER NOTICE No. 6 of 2023 FOR HIRING CAR.

INTRODUCTION

Seafarers' Welfare Fund Society, Mumbai is an Autonomous society under Ministry of Ports, Shipping & waterways, Govt. of India. Sealed bids are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound parties for providing one hire car for Seafarers' Welfare Fund Society, Mumbai.

Desirous interested Companies/ Limited Liability Partnership firms (LLPs) / Partnership firms / Proprietary firm's agencies may download limited tender documents available on the website of the Directorate General of Shipping i.e. www.dgshipping.gov.in.

TENDER NOTICE

TENDER NOTICE No. 6 OF 2023 for hiring car.

DATE OF ISSUE OF TENDER DOCUMENT: 16/10/2023

LAST DATE FOR RECEIPT OF TENDER DOCUMENT: 30/10/2023 at 15.00 hrs.

PLACE OF OBTAINING & SUBMISSION OF THE TENDERS: Seafarers' Welfare Fund Society, Nau Bhavan, Gr. Floor, R. K. Marg, Ballard Estate, Mumbai-400 001.

Sub: Tender for "Hiring of one Vehicle on contract basis for Official Purpose".

With reference to our tender notice for Hiring of car on contract basis, sealed quotations are invited from reputed Registered Transport Operators/Taxi Car Operators having a valid permit issued by the Regional Transport Authority for hiring of one Non-AC 4 seated sedan type car on Monthly rental basis for one year or more from the date of acceptance, as per terms and conditions mentioned bellows.

II. Technical Specification of vehicle to be hired are as under:

| Specification | Values |
|--|--|
| Vehicle Type | Sedan |
| Type of car (please select at least 3 options) | Honda Amaze, Maruti Suzuki Dzire, Hyundai Xcent, Tata Tigor, Toyota Etios, Ertiga. |
| Usage Variant | 2000 km × 320 hours |
| Type of Service | Local 24 * 7 |
| Year of Vehicle Model | 2020, 2021, 2022 |
| Km Travelled | Upto 25,000 kms. |
| Air Conditioning Requirement | Non-A/C |
| Area of operation | Plains |
| Fuel Type | Any |

III. The quotations are to be submitted in two parts i.e. Technical Bid and financial Bid in separate sealed envelopes contained in a single big envelope. The sealed cover should be marked on the top as "Quotation for Hiring of Vehicle" (Tender Notice No. 6 of 2023 for Hiring Car dated 16/10/2023

IV. Intended bidders are requested to quote their rates in respect of the above mentioned car to be supplied to this office.

- (1) The vehicle should be dedicated to the SWFS and should be of latest model and shall have clean seat cover/towels and in good running condition. The vehicle should be properly and comprehensively insured and should be not older than 2020 model.
- (2) The firm should have at least three years experience in tour and travel or providing Car hiring services to Govt. Dept. and should not be blacklisted by any Government Department/Ministry for which the bidder is to submit the declaration /Affidavit as per format attached.
- (3) Rate for supply of the vehicle will be binding on the bidder for a period of "twelve months or more from the date of agreement. If the contract period is extended for further period of twelve months depending upon satisfactory performance, old rate will prevail on the same terms and conditions based on mutual agreement.
- (4) An Earnest Money of Rs. 10000/* (Rs. Ten thousand only), in the form of Demand Draft/Pay order in favour of "Seafarers Welfare Fund Society" payable at Mumbai, is to be submitted along with the tender in the "Technical Bid" envelope. Earnest Money received from the bidders will be refunded to the unsuccessful bidders, immediately after the process of award of the contract is over.
- (5) The successful bidder will be required to submit 10% of the contract value as a Performance Security Deposit in the form of demand draft in favour of Seafarers' Welfare Fund Society and the same will be refunded to the contractor after the successful completion of contract, including the extended contract period, if any.
- (6) The provider of such services shall quote a monthly vehicle hiring cost depending on the usage variants, type of vehicle, location and other parameters as given in the Sr. No.II. The rate to be quoted shall be inclusive of all consumables, fuel and lubricants, driver's salary etc. and excluding applicable taxes i.e. GST.
- (7) The vehicle hired on regular basis is expected normally to report for duty at pick-up point at 8.30 a.m. and release of vehicle at 8.30 p.m. on Monday to Friday and may be required to report for duty any time during Saturdays, Sundays and closed Holidays subject to 2000kms/320hrs/26 days in a month for 24 × 7.
- (8) Duty Hours will be calculated from "reporting time to the user" to "releasing time to the user". Additional charges beyond 320 hrs in a month will be paid to the selected bidder as per rates quoted in the financial bid. Provided the monthly running kms are less than 2000 kms.
- (9) Daily distance in kms will be first calculated from "reporting point to the user" to "releasing point to the user" and to this will be added garage to garage distance daily subject to a maximum of 5 kms both ways. If the total distance calculated in this manner exceeds 2000kms in a month, additional charges will be paid to the selected bidder as per rates quoted in the financial bid. Provided the monthly duty hours are less than 320 hours.
- (10) In case the vehicle runs more than 2000 kms in a month and also total duty hours exceeds 320 hrs in a month, additional charges i.e. either extra kms. Or extra hrs. whichever is convenient to the contractors, will be paid to the selected bidder.

- (11) Any problem/defects notified by this office must be attended within 24 hrs, failing which 10% of hiring charges will be deducted from monthly bills for the subsequent days till the defects are rectified.
- (12) Car should always be in good condition and periodical servicing of the car will be carried out by the bidder for avoiding any break down owing to any technical snag during the duty hours.
- (13) If the car happens to be out of order due to any event or occurrence, the concerned firm should make immediate arrangement of another car of similar type and facilities instantly and ensure that the officer travelling by the car is not stranded or distressed on the road.
- (14) In case the officer with whom the vehicle is deployed is on leave/tour, the vehicle will report for duty in the office. No leave shall be allowed to the driver for such period.
- (15) The owner has to engage the driver for the car. Apart from driving, it will be onus of the driver to clean the car regularly. Besides the driver has to be good mannered and well trained and neatly dressed having at least 5 years of driving experience. (Supporting documents are required to be attached). Changes of driver, if any, shall be made only with the prior approval of this office.
- (16) Supplied vehicle must be pollution free and a recent certificate in this regard must be attached.
- (17) Log Book of vehicle duly signed by the user should be maintained by the vendor and furnish the same at the time of submission of bill.
- (18) All types of repairing charges will be borne by the owner/supplier of the Car.
- (19) Any type of additional charges by the way of road tax, toll charges, parking charges, payment to the driver will be borne by the owner/supplier of the car.
- (20) Payment will be made on monthly basis on production of bill along with duty slip & log book.
- (21) Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act, GST Act etc.
- (22) The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
- (23) Duration of the service contract may be extended further beyond the initial contract duration of 12 months. (Subject to satisfactory performance and mutual consent).
- (24) The firms willing to supply the car may quote rate on their company letter head in a sealed envelope superscripting "**Quotation for Hiring of Vehicle**" addressed to the Seafarers Welfare Fund Society, Nau Bhavan Ground Floor, R. Kamani Marg, Ballard Estate, Mumbai- 400 001.
- (25) Quotations may be submitted to Inward Section of this office up to 3.00 p.m. on or before 30/10/2023 and will be opened on the same day i.e. 30/10/2023 at 4.00 p.m., in presence of the bidders or their authorized representatives.
- (26) Incomplete quotations will be rejected outright.

- (27) For detailed information and clarification on any issue, the intending vendors may contact the Chief Administrative Cum Accounts Officer (phone no. 022-22626981) on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicated above shall be extended upto the next working date & time without issuance of any separate notice.

Member Secretary
Seafarers Welfare Fund Society.

Encl: Tender Format (Annexure I to IV)

TECHNICAL BID**(To be prepared on company letterhead)****(To be enclosed in a separate sealed envelope along with EMD of Rs. 10,000/- in the form of DD)**

For Supply of vehicle on hire basis to Seafarers Welfare Fund Society, Mumbai-400 001.

| | | |
|----|---|---|
| 1 | Name of Firm/Agency/Supplier | |
| 2 | Registered address of Firm/Agency/Supplier | |
| 3 | Telephone No. | |
| 4 | Fax No. | |
| 5 | Mobile No. | |
| 6 | E-mail ID | |
| 7 | Name of proprietors/Partners/directors with address and PAN | |
| 8 | Registration no. of firm, if any (copy to be enclosed) | |
| 9 | PAN of Firm (copy to be enclosed) | |
| 10 | GST Registration No. (copy to be enclosed) | |
| 11 | Length of experience in the similar work. (submit the work order or certificate issued by the companies for similar job for past 3 years i.e. Financial year 20-21, 21-22, 22-23) | |
| 12 | Details of vehicle being offered for hiring: make, model, registration number (copy of RC to be enclosed) | Name of Vehicle: Year of manufacture: Registration No.: |
| 13 | EMD Details DD No. dated Amt. Rs. | |

Fill all columns properly before submission.

Signature of authorized person with full name**& company/firm seal**

Date:

Place:

DECLARATION

(To be printed on company letterhead and submitted along with Technical Bid)

For Supply of Vehicle on hire basis to Seafarers Welfare Fund Society, Mumbai-400 001.

1. I _____ son/daughter/wife of Shri
_____ Proprietor/Partner/Director/authorized
signatory of firm/agency _____
address _____

_____ am competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by their.
3. The information/documents furnished along with the tender application are true and
authentic to the best of my knowledge and belief.
4. I/We am/are aware of the fact that furnishing of any false/misleading
information/fabricated documents would be rejection of my quotation at any stage and
the department is free to initiate appropriate legal action against me/us.
5. I/ We am/are hereby declare that our firm/company is not black listed by any Govt.
Department/organisation and those are no criminal cases pending against the
firm/company or any of its partner/Directors/proprietors etc.

Signature of authorized person with full name

Date:

Place:

Seal:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Supply of Vehicle on hire basis to Seafarers Welfare Fund Society, Mumbai-400 001.

1. Name of bidder company/firm/agency:
2. Address with telephone and fax numbers:
3. Permanent Accounts number (PAN):
4. Details of hiring charges:

| Sr. No. | Description | Rate (in Rs.) for Non-AC Swift Dzire/SX4/Etios/Maruti Ciaz/Verna, Ertiga or comparable car. |
|---------|--|---|
| 1 | Per month for running up to 2000 kms/320 hrs | |
| 2 | Charges for every additional Km beyond 2000 km | |
| 3 | Charges for every additional hour beyond 320 hrs | |

Fill all columns properly before submission

Signature of authorized person with full name

Date:

Place:

Seal:

Checklist for submission of Documents with Technical Bid (to be submitted in sealed envelopes)

1. Annexure-I i.e., Technical Bid with EMD
2. Attested copy of trade License, if any
3. Attested copy of Permanent Account Number (PAN)
4. Attested copy of GST Registration Certificate
5. Experience certificate (details of similar contracts handled by the tendering firm /agency/
for Government Departments/PSUs/Banks during last three years)
6. Signed Declaration i.e. Annexure-II
