



IMU-MUMBAI PORT CAMPUS  
(A Central University Govt. of India)

Tender No. IMU-MPC/Vehicle Hiring/2018/07

Dated: 18<sup>th</sup> Jan., 2018

**TENDER NOTIFICATION**

Sealed tenders are invited from reputed and established Vehicles/Bus/ operators for hiring of **CAR/SUV from established Taxi operators on Hourly/Distance basis** on monthly basis for INDIAN MARITIME UNIVERSITY, Mumbai Port Campus.

The Tender Document can be downloaded from the university website [www.imumumbai.com](http://www.imumumbai.com) the last date for receiving tender is **13:00 Hrs. on Thursday, 12<sup>th</sup> February, 2018.**

Sd/-  
Deputy Registrar (Admin)  
IMU – Mumbai Port Campus

## **Clause-1 Introduction**

The Indian Maritime University, Mumbai Port Campus, a Central University under the Union Ministry of Shipping, Govt. of India invites bids under two cover system for "**Hiring of CAR/SUV vehicles on Hourly/Distance basis either on Monthly basis or as and when required**" to meet the daily need of pick up and drop off facility required by the IMU staff members. **Tender reference No along with due date** and addressed to The Director (I/C), Indian Maritime University, Hay Bunder Road, Mumbai, PIN - 400033 Phone: (022) 23719932/35/36, FAX No. (022) 23753151.

**The sealed bids should reach the above address on or before 13:00 Hrs. on 12.02.2018.**

- 1.1 **The contract for hiring of the CAR/SUV vehicle will be initially for a period of one year. However, the contract may be extended for a further period up to One year (on year to year basis and upon mutual consent) at the same rates & terms and conditions only if the service of the contractor is found to be satisfactory by the competent authority.** The interested parties/ service providers may submit their bids in the prescribed application forms along with prescribed Technical Bid as per **Statement 1** and Price Bid as per **Statement 2**.
- 1.2 The bid document can be downloaded from IMU website [www.imumumbai.com](http://www.imumumbai.com) and to be submitted along with fee of Rs.500/- (non-refundable) in the form of Demand Draft in favour of the "**Indian Maritime University, Mumbai Port Campus**" payable at **Mumbai**.
- 1.3 The Technical bid shall be enclosed with Demand Draft in favour of the "**Indian Maritime University, Mumbai Port Campus**" payable at **Mumbai** for Rs.20,000/- towards Earnest Money deposit (EMD). The EMD should remain valid for a period of 45 days beyond the final tender validity period.
- 1.4 The Bid Document shall be addressed to:  
**The Director (I/C),  
Indian Maritime University,  
Mumbai Port Campus  
Hay Bunder Road, Mumbai,  
PIN - 400033**
- 1.5 The bids must be sent only by Registered/Speed Post or through Special Messenger to reach by **13:00 Hrs. on 12.02.2018**. The complete bid document may be dropped in the Tender box. Late bids shall not be accepted under any circumstances.
- 1.6 The Technical Bid (Statement 1) and the Price Bid (Statement 2) should be sealed by the bidder/service provider in separate covers duly *super scribed* and both these sealed covers are to be put in a bigger cover which should

also be *duly* sealed and *duly super scribed*. The outer envelope must be *super scribed* "**Tender for Hiring of CAR/SUV vehicles on Hourly/Distance basis either on Monthly basis or as and when required**". The EMD demand draft should be enclosed with the technical bid. Bids received after specified date and time will not be considered.

- 1.7 The technical bids will be opened by the Tender Committee on **13.02.2018 in IMU, Mumbai Port Campus at 11:00 Hrs.** in the presence of bidders or with the representatives of the bidders, who may wish to be present. One representative of the bidder duly authorized will be permitted to attend the bid opening. The bids will be opened at the specified time and date in the tender document regardless of bidders present. Hypothetical/Conditional/Incomplete bids will be summarily rejected.
- 1.8 Liquidated damages: The successful tenderer shall commence the service within 07 days from the date of receipt of the work order. Any delay in commencement of service beyond 07 days from the date of receipt of the first order will attract penalty of Rs.2000/- per day or part thereof till the commencement of the service. If the successful tenderer failed to commence the service within 07 days from the date of the receipt of the first order, the University shall terminate the contract and EMD deposited by the successful tenderer shall be forfeited.
- 1.9 Penalty: If there is any disruption (or) non-performance of service due to any reason whatsoever, the following penal charges will be levied:-
  - a) Rs.2,000/- towards penalty for each day.
  - b) In addition to the above, the hire charges for those days will not be paid besides recovery of charges incurred by IMU, if any, on account of deficiency of service.

## **Clause-2 General terms and conditions**

- 2.1 The Bus/Vehicle to be provided should have been purchased on or after 01.01.2014. The vehicle should have been duly registered with Transport authority.
- 2.2 Bus/Vehicle will be solely under the administrative control of Indian Maritime University, Chennai during the hiring period. The route of the vehicle and schedule for pick up and drop off for IMU staff will be provided after finalisation of tender.
- 2.3 The Contractor has to be registered with the GST department and should submit a copy of GST Registration Number in the valid format.
- 2.4 The rates to be quoted are to be filled in all columns in the proforma given at **Statement 2**. The rates quoted shall be fixed and valid for one year from the date of award of contract, irrespective of the increase in fuel rates, if any, occurring during the currency of the contract.
- 2.5 The earnest money deposit of all the unsuccessful tenderers will be returned as early as possible after issue of the work order to the successful tenderer. No interest shall be paid on the Earnest Money Deposit.

- 2.6 **Forfeiture of Earnest Money Deposit:** The earnest money deposit will be forfeited if the Contractor/service provider unilaterally withdraws the offer or unilaterally amends, impairs or rescinds the offer or does not commence the service as per the work order/contract award letter within the period of its validity after assigning the reasons for the same.
- 2.7 The contractor will have to submit a written undertaking of acceptance of all the terms and conditions of this tender.
- 2.8 The contractor/service provider shall replace with the alternative Bus/vehicle during the Maintenance / Repairs of the Bus/vehicle.
- 2.9 Duty Slips in duplicate copy to be printed and serially numbered by the contractor/service provider as per the prescribed format of IMU and the contractor/service provider should ensure that at the end of duty for the days, the duty slips are completed and signed by the IMU officials and a perfect log book of the trips has to be submitted duly countersigned by the IMU official concerned and a parallel copy of the log book must be maintained and tallied on a weekly basis.
- 2.10 The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and the misbehavior of Driver while on duty shall be viewed seriously and attract levy of penalty or leading to even cancellation of contract.
- 2.11 Service Provider / Contractor shall not engage any person below 18 years of age or any person with bad character and antecedent.
- 2.12 Indian Maritime University reserves the right to cancel the contract if service provided by contractor/service provider is found to be unsatisfactory.
- 2.13 **Security Deposit:**
- (a) Within 7 days of the successful Bidder's receipt of notification of award, the successful Bidder shall furnish a Security Deposit of @10% of the tender value for the work order issued, in the form of an A/C Payee Demand Draft.
- (b) The Security Deposit will be discharged by the IMU and returned to the Service Provide following the date of completion of the Service Provider's performance obligations.
- (c) The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss/(es) resulting from the failure of the Service Provider to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Service Provider.

### **Clause- 3 Terms and conditions of Contract**

- 3.1 All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, taxes, etc. necessary for the running & maintenance of vehicles shall be borne by the contractor/service provider.

- 3.2 Contractor/Service Provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found to be working against the interests of the university, the said Driver shall be withdrawn and substituted by a fresh Driver to the university immediately.
- 3.3 All hired vehicles shall be under Campus control and shall be parked in designated locations of the Indian Maritime University, Mumbai Port Campus when not in use during the period of hiring.
- 3.4 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary.
- 3.5 Vehicles should also be fitted with Towing hook.
- 3.6 Contractor/Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc. on time without disturbing the service of the University. Alternate vehicle shall be provided during such period.
- 3.7 The Contractor/Service Provider shall be responsible for all liabilities and keep the University wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.8 The Mumbai Campus has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.
- 3.9 Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws. The driver should be provided a mobile phone by the contractor and the vehicle should be fitted with GPS facility.
- 3.10 In case of breakdown/accident of the vehicle, the contractor/Service Provider shall, within two hours provide another vehicle at no extra cost. The IMU-MPC shall have absolute right to charge Rs.2,000/- per day, if the vehicle is not provided within two hours, failing which the vehicle will be hired from the open market and the expenses incurred there on will be deducted from the monthly bill of the contractor.
- 3.11 In case of any accident to the vehicle, it will be the responsibility of the contractor/service Provider or his representatives (Drivers) to lodge FIR etc. with police authorities. All RTO issues and Traffic violations shall be taken care of only by the contractor/service provider.
- 3.12 The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Indian Maritime University, Mumbai Port Campus.
- 3.13 Drivers should carry sufficient cash for parking charges & toll taxes. **Parking charges & toll fee will not be reimbursed to the**

**contractor.**The price bid must be quoted only after taking into consideration all charges involved in undertaking the contract.

- 3.14 Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility.
- 3.15 In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the MPC shall have right to expel or discontinue his services. No charges shall be paid for such days and services.
- 3.16 Every Bidder should note that the IMU is situated at Hay Bunder Road, Mumbai. The Calculation of hours / distance should commence from the time and place of reporting of vehicle at IMU, MPC or IMU designated places and not from garage to garage. The price should be calculated and quoted cautiously to avoid misrepresentation rate.

#### **Clause- 4 Terms of Payment**

- 4.1 No advance will be paid to the Service Provider.
- 4.2 Monthly bills shall be submitted in duplicate copy to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on a monthly basis. The Contractor is required to submit the bills (complete in all respect) on or before 10<sup>th</sup> Day of every month and the payment in respect of the bill so raised. However, the incomplete bills will be returned for rectification and modified bill has to be re-submitted on every such occasion. Contractor/Service Provider will submit along with monthly bills that he has deposited the ESI/PF to the respective authority. Contractor/Service Provider shall submit the receipt of deposited ESI/PF along with the next month bill(s).

#### **Clause- 5 Termination**

The IMU-MPC may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:

(a) If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by the University.

(b) If the contractor fails to perform any other obligation(s) under the contract.

**In case the Contract has to be terminated, one month advance notice in writing shall be given by either side.**

#### **Clause- 6 Jurisdiction**

All disputes arising out of this contract shall be subject to the jurisdiction of Mumbai in the Mumbai High Court.

## **Clause- 7 Technical Eligibility Conditions for Bidders**

- 7.1 The Contractor/Agency should at least own 03 vehicles **(40 CAR/SUVVehicle)** purchased on or after 01.01.2014 at the time of bid submission and vehicles registered as 'Commercial Vehicle'.

*[Mode of Proof: Copy of Registered Certificate of the Vehicles showing that the Bidder is the owner of the vehicle; the date of purchase of vehicle and a copy of the Vehicle registered as 'Commercial Vehicle']*.

- 7.2 The Bidder should have at least 03 years' experience in the business of providing vehicles on 'Hiring basis to Central/State Government Departments/Public Sector Undertakings/Universities/Companies/Corporate sectors etc. since April 2014 or earlier:-

*[Mode of Proof: Copy of Hiring of vehicle order/Contract showing that the Bidder had carried out similar work on or before April 2013 (or) Copy of Profit & Loss Account & Balance sheet of the bidder for the last 03 Financial years authenticated by Chartered Accountant (or) copy of Income Tax return for the last 03 years should be enclosed with the Technical bid]*.

- 7.3 The Bidder should NOT have been debarred or blacklisted by any Government Department / Agency in the past 03 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

*[Mode of Proof: The bidder should submit an undertaking for this]*

**\*The Bidder must possess ALL the above Minimum Qualifying Criteria. If he does not possess even one of these, he shall stand disqualified and his bid will be rejected.**

## **Clause- 08 Tender Evaluation Process**

### **8.1 The Technical Bids will be opened at 11:00 Hrs. on 13.02.2018.**

- 8.2 The IMU-MPC shall have the right to call upon the bidders to explain/substantiate/prove the various claims made by the Bidder and if satisfactory explanation/proof is not forthcoming, the IMU reserves the right to treat the claim as 'Not Proved' and ignore it.

- 8.3 The schedule for opening of Price Bids of Technically qualified eligible bidders shall be decided later by the Tender Evaluation Committee and the same would be intimated to the technically successful bidders.

- 8.4 The bidder should fill all the columns in the Price Bid failing which the Price Bid will be summarily rejected.

- 8.5 The IMU shall issue a separate Work Order for the hiring of Bus and hiring of Car/SUV to the successful bidder giving him 7 days' time to furnish the Security Deposit and execute the contract with IMU-MPC in the prescribed format.

- 8.6 IMU reserves the right to accept any bid under this tender in full or in part or to reject any bid or all bids without assigning any reason.

## **Clause- 9 Relationship Certificate**

The bidder should give a certificate that none of his/her near & blood relative (as defined below) is working in the Indian Maritime University, where he is going to apply for the tender. In case of proprietorship firm, certificate will be given by the proprietor. For partnership firms, certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. If there is a breach of any of these conditions by the bidder, the tender will be cancelled and Bid Security amount will be forfeited at any stage, whenever it is noticed and IMU shall not be liable for any damage to the Service provider. The Service provider will also be debarred from further participation in the Indian Maritime University, Mumbai Port Campus.

The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family
- (b) Spouse
- (c) The one is related to the other in the manner as father, mother, son(s)

& Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

The format of the certificate to be given is "I.....s/o.....r/o..... hereby duly certify that none of my relative(s) as defined in the tender document is/are employed in Indian Maritime University, as per the details furnished in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, Indian Maritime University shall have the absolute right to take any action including termination of contract or as deemed fit/without any prior intimation to me."



**Tender for Hiring of Vehicles**

**Statement No.1**

**Technical Bid**

(Covering Letter to Accompany Technical Bid)

Tender No. IMU-MPC/Vehicle Hiring/2018/07

Dated: .....2018

From

**Name & Address of the Bidder**

To

**The Director (I/C),  
Indian Maritime University, Mumbai Port Campus,  
Hay Bunder Road, Mumbai - 400033.**

Sir,

We are a -----  
-----  
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[Introduce your company and its activities with particular reference to your experience in providing Vehicle on Hiring basis. Also furnish particulars of your registration with various statutory Tax authorities in not more than 200 words].

2) We hereby submit our Bid for Hiring of **CAR/SUVvehicle** on Monthly basis and Hourly basis respectively.

3) We have enclosed a Demand Draft bearing No..... dated.....for Demand Draft bearing No. Dated for Rs.20,000.00 towards Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

4) We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Evaluation Criteria of Price Bid, the Time line for delivery, Payment Terms etc.

5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 03 years.

6) In the event of our being awarded the work and understanding the urgency involved, we undertake to remit the Security Deposit within 07 days and execute the contract within 07 days of the issue of work order, failing which the hiring of vehicle order on a monthly basis may be cancelled and the EMD forfeited.

7) Our Price Bid is inclusive of driver, fuel, maintenance and all applicable taxes, duties and charges and all other costs and the price quoted shall be firm till the execution of the contract.

8) "I.....s/o.....r/o.....here by duly certify that none of my relative(s) as defined in the tender document is/are employed in Indian Maritime University, as per the details furnished in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, Indian Maritime University shall have the absolute right to take any action including termination of contract or as deemed fit/without any prior intimation to me.

Yours faithfully,

Date:

Place:

*Signature with Seal  
Of Authorised Signatory*

## **Tender for Hiring of Vehicles**

### **Technical Bid Criteria**

1. Whether the bidder own at least 03 vehicles (**CAR/SUV vehicle**) purchased on or after 01.01.2014 at the time of bid submission and vehicles registered as 'Commercial Vehicle'.
  - (a) No. of vehicles owned :
  - (b) Mode of Proof enclosed:
2. Whether the bidders have at least 03 years' experience in the business of providing vehicles on hiring basis for Central /State Government Departments/ Public Sector Undertakings / Universities / Companies /Corporate sectors etc**since April 2014 or earlier:**
  - (a) No. of years' experience :
  - (b) Mode of Proof enclosed :
3. Whether the bidder has been debarred or blacklisted by any government department/agency in the past 03 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance?

### **Declaration**

We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our company is liable to be blacklisted / debarred by IMU forthwith.

Date:

Place:

*Signature with Seal of  
Authorised Signatory*

**Statement No.2**

**Tender for Hiring of Vehicle**

**Price Bid - Monthly Basis**

Tender No. IMU-MPC/Vehicle Hiring/2018/07

Dated: .....2016

From

**Name & Address of the Bidder**

To

**The Director (I/C),  
Indian Maritime University, Mumbai Port Campus,  
Hay Bunder Road, Mumbai - 400033.**

Dear Sir,

We hereby submit our Price Bid for the hiring of vehicle for the Indian Maritime University, Chennai on monthly basis :

The rates quoted are inclusive of driver salary, fuel, maintenance and all applicable taxes, duties and other charges like toll tax etc. and the price quoted shall be firm till the completion of the contract including the period of extension, if any.

Category of the Vehicle	Make and Model of the Vehicle	6 hours & 60 kms	8 hours & 80 kms	10 hours & 100 kms	12 hours & 120 kms	Rate for Extra Hour	Rate for Extra km
		(1)	(2)	(3)	(4)	(5)	(6)
<b>SUV Models</b>		Rate	Rate	Rate	Rate	Rate	Rate
Toyota Innova		A	B	C	D	E	F

The total "rate per hour" is equal to  $[A/6 + B/8 + C/10 + D/12 + E + (Fx10)]$ . Likewise total "rate per hour" of all the vehicles in the price bid will be calculated. A weightage of 20:80 shall be given to Vehicles in Category (a) and (b) respectively.

**The bidder who has secured the lowest total (after applying weightage) of 'rate per hour' all the vehicles put together shall be awarded the contract** for a period of one year from the date of Award of contract with an option of extension for a further period up to one year at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU.

It is clarified that the above calculations will be done by IMU. The bidders shall merely quote the rates for Columns (1) to (6) above in the Price Bid. IMU-MPC reserves the right not to issue Purchase Order for any particular Make/Model if it is not satisfied with the rates.

IMU-MPC reserves the right to accept any bid under this tender in full or to reject any bid or all bids without assigning any reason.

**TAXES AND DUTIES:**

The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. **33AAAI2610K2Z3**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. The benefit of Input Tax Credit should be passed on to IMU as per applicable GST act.

**Statutory variation:**

If there is any statutory change in CGST & SGST or IGST within contractual delivery period, the same shall be admissible and will be paid at actual based on the documentary evidence. However, no upward revision in the same beyond original delivery period shall be admissible.

Date:

Place:

*Signature with Seal of  
Authorised Signatory*