

M. P. POWER TRANSMISSION CO. LTD.
OFFICE OF EXECUTIVE ENGINEER(TESTING Dn.-1),BHOPAL

No.73251/T-1/Veh.Enq./09/

Date:

To

All Contractors

Sub.: Enquiry for hiring of 1 No. Truck make-TATA, Mahindra , etc. for official use for EE(Testing Dn.-1), Bhopal for the period of three years.

Dear Sir

Please quote your most competitive rates in a sealed cover in the enclosed schedule-I for hiring 1 No. Truck make-TATA, Mahindra , etc. for official use for EE(Testing Dn.-1), Bhopal of Latest Model with copy of invoice or estimate from dealer of vehicle, Registration Certificate, valid Insurance cover on or before 10-11-2017 up to 3.00 PM. Quotations will be opened on the same day i.e. on 10-11-2017 at 03:30 Pm in presence of the tenderers or their representative.

The truck has to be taken on hire initially for the period of three years and depending upon the services, the hiring period may be extended further.

The hiring charges offered shall include all the expenses to be incurred towards running the vehicle i.e. Fuel, lubricants, wages of the driver & cleaner, repair & maintenance all taxes & insurance charges etc.

The Earnest Money of Rs. 5000/- in the form of Demand Draft/Banker's Cheque payable to Regional Accounts Officer, MPPTCL, Bhopal shall be submitted along with the offer. The offer shall not be considered without Earnest Money.

The other terms and conditions for hiring of truck are enclosed herewith.

EXECUTIVE ENGINEER(TESTING DN.-1)
MP POWER TRANS.CO.LTD.:BHOPAL

Copy To:

- 1) The SE (T&C) MPPTCL, Bhopal.
- 2) Web Master O/o CE (D&P) MPPTCL, Jabalpur.
- 3) Notice Board.

EXECUTIVE ENGINEER(TESTING DN.-1)
MP POWER TRANS.CO.LTD.:BHOPAL

Instructions to Bidders

The rates are to be quoted inclusive of cost of fuel, lubricants, driver & cleaner`s salary with EPF & ESI remuneration, other maintenance, insurance /assurance taxes arising out of running these vehicles. The vehicle owner has to quote their most competitive rate as under:-

(i) Fixed charges per month (without any run)- Rs._____ per month.

In above fixed charges the charges towards 50% cost of maintenance of the vehicle on run, RTO, Insurance charges, fitness charges, interest on the working capital, driver & cleaner`s salary including **EPS & ECSIS** is included.

(ii) Variable charges per KM (on actual run)- Rs._____ per KM.

These variable charges Per KM include cost of HSD, lubricants etc. consumed on regular run in addition to 50% of the maintenance cost of vehicle invested on run. The cost of vehicle run to be calculated considering the base rate of HSD as Rs.60 per Ltr.

The other terms and conditions for truck to be engaged on hire basis are as indicated below:-

- i. Ex-showroom cost of the vehicle shall be derived from the invoice (at the time of purchase) of the vehicle.
- ii. The base rate of diesel has been considered as Rs. 60.00 per liter. For every one rupee increase or decrease in diesel cost per litre, the rate per kilometer shall be applicable to the owner of vehicle as 20 paise Per KM.
- iii. The base rate of Driver & cleaner`s salary is considered as Rs. **353/-** per day & Rs 267/- per day respectively. Increase in minimum wage of Driver and cleaner covered under skilled and unskilled category respectively shall be payable extra per month as per rates approved by the Labour Commissioner, Bhopal time to time over and above Rs. 353/- & 267/- per day.
- iv. The EPF rate @ 13.61% and ESI charges @ 4.75% shall also be payable to the vehicle owner on increase of Driver & cleaner`s salary time to time. for this purpose, base rate of Driver & cleaner`s salary is considered to Rs 353/- and Rs 267/- per day respectively.
- v. The utilization period for HCV is up to 10 years/3,00,000 kms whichever is earlier from the date of purchase.
- vi. The HCVs shall be hired initially for three years and shall be extended for another 3 years and 1 year based on satisfactory performance (quality of service and condition of vehicle etc.) limited to maximum run of vehicle as 3,00,000 Kms.
- vii. Vehicle hired should be registered as heavy Commercial vehicle with RTO.
- viii. Vehicle to be hired shall be insured as per rule and the driver should have valid heavy Commercial vehicle driving license.
- ix. Vehicle shall be in possession of the Company for 24 hours in a day.
- x. The Heavy Commercial vehicle i.e. truck to be hired shall be capacity of minimum 9 tonnes.

- xi. All documents as mentioned above should be submitted to the OIC at the time of execution of the agreement.
- xii. Vehicle owner should submit a medical test report of driver & cleaner.
- xiii. No interest shall be paid on EMD deposited and EMD will be returned to the unsuccessful tenderer on application after completion of contractual formalities by the successful bidder. In case of successful tenderer the earnest money shall be retained and adjusted towards security deposit and the same will be refunded without any interest after successful completion of contract period. In case of non-execution of the order/unsatisfactory performance, amount of earnest money of Rs. 5000/- deposited would be forfeited.
- xiv. In case of the existing registered vehicle, the photocopies of registration book, insurance, valid permit, fitness and original invoice showing cost of the vehicle is required to be submitted. In case of a new vehicle to be purchased, the quotation of new vehicle showing "**EXACT INVOICE COST**" of the proposed vehicle along with an undertaking of the owner regarding engaging the vehicle within 15 days of receipt of the order is to be submitted along with the quotation. In the former case, the purchase cost (invoice cost) of vehicle will be taken for evaluation subject to maximum of ceiling limit given in Schedule-I. In later case (when the vehicle offered is to be purchased by the bidder), the estimated invoice cost so submitted with the offer will be taken for evaluation of bids and if found L-I, the order/LOI will be placed on the basis of estimated cost, if purchase cost (invoice cost at the time of purchase) is greater than estimated cost, otherwise (i.e. if purchase cost less than estimated cost) order will be placed on the basis of purchase cost.

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicle required should essentially be registered as Heavy Commercial vehicle with RTO. The vehicle should be registered on bidder's name.
2. The vehicle will have necessary tools and tackles, stepney essential spares all the time. The hired vehicle can be utilized anywhere in MP as per requirement.
3. The vehicle will be required for round the clock duties and shall be parked in the specified premises. All the risk of parked vehicle will rest with the owner. The Driver deployed with the vehicle has to be assigned duties accordingly. The Driver & cleaner may be required to perform his duties on Sunday and other holidays also if required.
4. Maximum 24 Hrs in a month shall be permitted for servicing/repairs and for break down of the vehicles. The mileage run or such servicing/ repairs will not be paid by the MPPTCL. However, no any deduction towards minimum charges will be made for the duration involved in such servicing /repairs.
5. In case of breakdown of the vehicle or non availability of vehicle otherwise, a similar substitute vehicle shall have to be provided along with a driver within 24 Hours without any extra cost. In case, if duration of breakdown of vehicle exceeds beyond 24 Hours and unless a suitable vehicle is provided, deductions from the bill would be made as per following penal rate. For absence more than 24 Hrs. deduction will be made for absent period excluding 24 Hrs. as per formula given below, if a suitable substitute vehicle (with prior approval of ordering authority) is not made available.

$$\text{Deduction for} = 2x \frac{\text{Total Fixed Charges per month}}{\text{Nos. of Days in a month}} \times (\text{down period in Days} - 1)$$

OR

A suitable vehicle will be engaged by the MPPTCL, on the risk and the cost of the contractor, in the interest of the company's works during the absence of the vehicle and if a substitute vehicle is not provided. The amount so paid for engaging the vehicle with a driver & cleaner will be deducted from the bills of the contractor.

6. The billing cycle would be monthly and shall be regulated by calendar month. However, whenever the vehicle run is for a part of a month either at the beginning of the contract or at the time of termination of contract, the minimum charges (fixed charges) shall be computed proportionately to the number of days in that calendar month.
7. Services of the driver & cleaner for the vehicle shall be provided by the tenderer. Salary and other allowance of the Driver & cleaner shall be borne by the tenderer Vehicle Owner has to comply with the minimum wage act for monthly payment of Driver & cleaner with EPF & ESI as

per rule. Travelling allowance for the outstation journey and halts shall be born by the tenderer. The driver shall be provided with advance and sufficient money for diesel, lubricants, break down expenses and misc. expenses while on outstation duty however, the toll tax shall be payable by MPPTCL.

8. The Driver to be provided by the tenderer for the vehicle shall bear a good Character. He should be adequately educated and well behaved. In the event of any complaint of the driver in respect of his character, behavior or manners etc. it shall be obligatory for the tenderer to change the driver & cleaner immediately or within a reasonable time of three days after issue of letter from this office failing which the service shall be treated as unsatisfactory and the Company shall be free to terminate the contract.

9. In case the tenderer fail to provide a suitable driver having valid driving license due to any reason at any time, penalty @ Rs. 500/- per day shall be deducted from the tenderer's bills or the ordering authority will engage a driver, in the interest of work for driving vehicle at owner risk & cost and payment will be made to the driver at the prevailing rates as declared by Labour Commissioner, Bhopal and the same will be recovered from the tenderer's bills

10. In case of any litigation arising out of mishaps or misconduct on the part of the Driver, it shall be the sole responsibility of the registered owner to deal with it as per law and shall bear, all charges and expenses involved.

11. Vehicle to be hired shall be insured as per rule (comprehensive and third party insurance) and the driver should have valid and effective Commercial vehicle driving license. It shall be the responsibility of the owner to keep the vehicle duly insured against any loss or damage to the vehicle. All papers must be kept valid during the contract period and these should be kept with driver and photocopy be given to this office.

12. If required statutorily, the vehicle should be registered under section 69 of Finance Act-1994 (under service tax) and the tenderer shall pay service tax at appropriate rate, if applicable.

13. The Log Book of the vehicle will be maintained by the tenderer's driver. This will be signed by the Officer/Official utilizing the vehicle and the same shall be submitted to this office as and when required.

14. The Payment of hire charges shall be made monthly against submission of the tenderer's bill. The payment shall be released by Concerned RAO MPPTCL, after receipt of the bill in triplicate, generally within 30 days. In case of late payment no interest will be payable.

15. If during any time within the contract period, the services are found unsatisfactory or the officer is allotted any new roadworthy vehicle, the officer shall be free to terminate the contract by giving a written advance notice of 30 days. In case of breach of the contract, the security deposited by you may be forfeited.

16. The owner shall also ensure that any statutory provisions rules and regulation are not violated. Any compensation payable/ damage caused due to accident by owners vehicle to any party and its property shall be borne by the owner & MPPTCL will not be liable for the same.

17. An agreement as per proforma prescribed by this office shall be entered into by the successful tenderer with this office for the proper fulfillment of the contract. The expenses towards the Non judicial stamp paper worth Rs.500/- for agreement shall be borne by the tenderer. Before engaging vehicle please ensure that vehicle is insured properly & all taxes have been paid.

18. All dispute & difference arising out of the contract will be referred to concerned HOD at Jabalpur who will act as arbitrator and his decision shall be final and binding.

19. All matters arising out of or any way concerned with this contract shall be deemed to have arisen in Jabalpur and only the appropriate court at Jabalpur shall have jurisdiction to determine the same.

20. Before accepting the vehicle, inspection of vehicle shall be carried out for road worthiness of the vehicle. The vehicle should be in good condition and reliable. Latest model shall be preferred. The Discretion of order placing authority shall be final for acceptance of the vehicle.

21. It will be the sole right of MPPTCL to place order for lesser period as has been indicated in the tender/enquiry which should be the sole discretion of the ordering authority in view of the performance of the tenderer.

22. The owner driven vehicle shall be given preference for which 0.5% of the vehicle cost per month shall be considered as prize preference over other quoted rates subject to the condition that hiring charges payable shall be limited to L-1 bidder or up to the limit prescribed whichever is lower i.e. the benefit is only for evaluation purpose.

23. For owner driven vehicle if price preference was given and vehicle is run by other driver for more than 2 months in a year penalty shall be levied for period in excess of 2 months at the rate of penalty per day calculated as under:-

1% x Ex-show room price considered for evaluation

Per day penalty = -----

30 days

24. The vehicle shall not be changed due to change of officer.

25. Satisfactory performance means quality of service and condition of vehicle irrespective of km run.

26. Income-Tax & all other tax as per act will be deducted from the bill at source. A copy of PAN Card should also be enclosed.

27. Rates quoted should include all expenses excluding GST, which will be paid extra as applicable. GST registration no. may please be mentioned and copy of GST registration may be submitted.

Schedule for quoting rates for hiring of a diesel vehicle

Heavy Commercial Vehicle (Truck) Minimum 9 Tonnes Capacity

Sr. No.	Particulars	Ceiling limit	Quoted rates
01	Name, Address & Phone/Mobile No. of Firm/Owner of the Vehicle		
02	Type & make of vehicle		
03	Vehicle No.		
04	Model (month/year)		
05	Seating Capacity		
06	Ex-showroom cost of vehicle	Maximum Ceiling Limit Rs. 17,08,000/-
07(A)	Fixed cost (Rs) per month Please quote % of Ex - Showroom cost	Towards:- Interest on loan, Profit, Insurance, & Time depreciation.	1.35% of ex show room cost of vehicle (Max. upto ceiling limit) ----- % of cost of vehicle (In words----- ----Percent)
07(B)	Fixed cost (Rs.) Per Month (Not to be quoted)	Towards:- Driver's cost (salary+ EPF +ESI), Road tax, Registration, Fitness, Permit, RTO expenses & Interest on Working Capital.	Rs.- 26,900/- (In words- Twenty Six Thousand Nine Hundred Only)
07(C)	Total Fixed Cost = 07 (A) + 07 (B)		Rs.----- (In words----- -----)
08(A)	Variable cost (Rs.) Per KM. Please quote % of Ex-show Room cost	Towards:- Repair & Maintenance charges, lubricants and Running depreciation.	0.0003% of ex show room cost of vehicle (Max. upto ceiling limit given above). ----- % of cost of vehicle (In words----- ----Percent)
08(B)	Variable cost (Rs.) Per KM (Not to be quoted)	Towards:- Fuel Charges.	Rs- 12.00/- (In words- Twelve Rupees per KM)
08(C)	Total variable cost = 08(A) + 08(B)		Rs.----- (In words----- -----)

Note:- 1. Base rate of HSD @ Rs. 60/- ltr.

2. Base rate of Driver (Skilled) & Cleaner (Unskilled) salary @ Rs. 353/- & 267/- per day respectively.
3. Other terms & conditions accepted as per Annexure I & II.
4. Evaluation will be on the basis of percent (%) of Ex- Showroom cost/estimated cost only. (subject to maximum up to above mentioned ceiling limit).

Date :
Place :

Signature :
Name :
Status :
Seal of the :
Tendering Co./ Firm :

QUESTIONNAIRE

The tenderer may please note that submission of this Questionnaire duly and properly filled-in is essential. While filling in entries against the questions given below, no reference should be made to comments entered elsewhere in the tender. All queries should be answered and these answers should be complete in themselves. Please note that none of the column should be left blank and clear reply against all columns should be furnished. In case this is not done the offer will be liable for rejection.

Sl. No.	Particulars	Answers
1	Name and address of firm/vehicle owner	
2	Communication Phone (O) Phone (R) Mobile FAX No.	
3	Please mention Registration No. of vehicle and enclose copy of registration certificate	
4	Whether copy of invoice/estimate received from authorized dealer of the vehicle is enclosed (Yes/No)	
5	Ex-show room price of vehicle as per invoice/estimate	Rs.
6	Whether copy of valid insurance of the vehicle is enclosed (yes/No.)	
7	Whether copy of Fitness certificate of the vehicle is enclosed (Yes/No.)	
8	Whether copy of All India Permit of the vehicle is enclosed (Yes/No)	
9	Whether Copy of valid driving license of the driver is enclosed (Yes/No.)	
10	If the vehicle is driven by vehicle owner himself, please specify (Yes / No). Please enclose valid driving license.	
11	What is the validity period of your offer (the offer should be valid for a minimum period of 3 months).	
12	Whether the required Earnest Money has been furnished by you (Yes/No). If yes, (i) In which form (DD/BC, etc) (ii) Amount of Earnest Money furnished (Rs.)	
13	Whether agreeable to Company's penalty clause; (Yes/No)	
14	Whether agreeable to payment clause (Yes/No)	
15	Is the owner agreeable to payment procedure defined in the tender (Yes/No)	
16	Whether any rebate has been offered (Yes/No) i) If yes, how much?	
17	Whether agreeable to furnish security deposit in the form as indicated in the tender (Yes/No)	

Sl. No.	Particulars	Answers
18	Has the owner attached Income-Tax clearance certificate for the last three years (Yes/No).	
19	Has the owner furnished photo copy of the Registration number of Service Tax allotted to you (Yes/No.) If No, please indicate reason and documentary evidence	
20	Is the owner agreeable to comply with payment as per minimum wage act to Driver (Yes/No)	
21	Is the owner agreeable to payment of EPF/ESI in Driver account as per EPF/ESI rule (Yes/No)	
22	Has the owner furnished photo copy of the Registration number of EPF allotted (Yes/No.) If No, please indicate reason and documentary evidence	
23	Has the owner furnished photo copy of the Registration number of ESI allotted (Yes/No.) If No, please indicate reason and documentary evidence	
24	Has the owner furnished photo copy of the All India Permit (Yes/No.) If No, please indicate reason	

Date :

Place :

Signature :

Name :

Status :

Seal of the :

Tendering Co./ Firm :