

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

No.73251/T-1/Veh.Enq./07/345

Date: 04/07/2018

To

All Contactors

Sub.: Enquiry for hiring of 1 No Truck (TATA 1518 or equivalent) for official use of Testing Dn. 1, MPPTCL, Bhopal.

Dear Sir,

Bids/Quotation are invited in sealed envelope for hiring model of Truck (TATA 1518 10 MT capacity or Equivalent), Diesel Engine registered under Commercial quota for office of Testing Dn. 1, MPPTCL, Bhopal in enclosed format (Schedule-I & II). The Vehicle is to be taken on hire initially for a period of **03 years or for a period of entitlement of vehicle, which ever is earlier** subject to maximum of 250000 kms run of vehicle. The hiring period may further be extended for 3 years on year to year basis depending upon the performance of the vehicle and services provided to maximum 250000 kms run or 6 years whichever is earlier.

2. The relevant details regarding the owner, the vehicle and the offered rates may be filled up in the enclosed format in schedule-I (Schedule of rates) and acceptance of various terms and conditions along with relevant details in Schedule-II (Questionnaire) in legible and clear handwriting duly signed by the tenderer. Before filling Schedule-I, "Instructions to Bidders" (Annexure-I), "General Terms and Conditions for Hiring of Vehicles" (Annexure-II), may be read carefully. Schedule-I and Schedule-II along with required documents duly filled and signed, may be submitted.

3. 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 later case (when the vehicle offered is to be purchased by the bidder), the estimate invoice cost so submitted with the offer will be taken for evaluation of bids and if purchase cost (invoice cost at the time of purchase) is greater than estimated cost, otherwise (i.e. if purchase cost less than estimate cost) order will be placed.

4. The earnest money deposit in the form of sufficiently valid D.D. (shall be valid for at least 2 months from the due date) worth Rs. 5000/- drawn on any nationalized bank in favor of RAO MPPTCL, Bhopal should accompany the bid/quotation. The quotation should be submitted personally or by post so as to reach this office by dt. **20/07/2018** till 3:00 PM. The quotation received after due date/Time or without required EMD will not be entertained and will be rejected, or otherwise the bid opening date shall be extended and fresh dated will be intimated to bidders.

5. No interest will be payable on the earnest money deposited and the EMD will be returned to the unsuccessful tenderer on application, after compilation of contractual formally. In case of successful tenderer the earnest money shall be retained and adjusted towards security deposited 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.

Encl:- a) Annexure- I & II
b) Schedule-I & II

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

Copy to:

1. The Superintending Engineer (T&C) MPPTCL, Bhopal
2. Notice Board
3. Office Copy

**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 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)-**{To be filled at sr. no. 7(A)+7(B)=7(C) in Schedule-I}**

In above fixed charges the charges towards interest on loan, profit, time depreciation, Insurance charges, Registration, road tax, permit, RTO charges, fitness charges, interest on the working capital, driver & cleaner`s salary (including **EPS & ECSIS**) are included along with TA/DA for outstation.

(ii) Variable charges per KM (on actual run)**{To be filled at sr. no.8 (A)+8(B)=8(C) in Schedule-I}**

These variable charges Per KM include cost of HSD, lubricants etc. consumed on regular run in addition to (R&M)charges and running Depreciation. variable charges Per KM are to be calculated considering the base rate of HSD as Rs.65 per Ltr.

The other terms and conditions for (HCV) 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. 65.00 per liter. For every one rupee increase or decrease in diesel cost per liter, the variable cost per kilometer (**8(B) in Schedule-I**) shall accordingly increase or decrease as indicated under:-

For Truck (minimum 10MT Capacity) = 20 paisa/per Rupee/ per Km.

- iii. The base rate of Driver & cleaner`s wages are considered as Rs. **368/-** and Rs. 282/- per day respectively. Increase in minimum wage of Driver covered under skilled category and cleaner covered under un skilled category shall be payable extra per month as per rates approved by the Labour Commissioner, Indore, time to time over Total DA@ Rs. 200/- per day for outstation journey shall be payable to Driver and Cleaner separately.
- iv. Employer`s contribution towards EPF i.e. 13.15%(EPF @ 12% + ADMIN. CHARGES @1.15 %) OF increase of Driver & cleaner`s salary and ESI charges @ 4.75% Of increase of Driver & cleaner`s salary shall be payable to the vehicle owner. For this purpose, the base rate of Driver & cleaner`s wages are considered to Rs 368/- and Rs 282/- per day respectively.
- v. The total utilization period for all trucks shall be upto 6 years or 250000 kms whichever is earlier from the date of purchase. The truck shall be hired initially for 3 years and shall be further extended for another 3 years on year to year basis based on satisfactory performance limited to maximum run of vehicle as 250000 Kms
- vi. Vehicle hired should be registered as heavy Commercial vehicle with RTO.
- vii. Vehicle to be hired shall be insured as per rule and the driver should have valid heavy Commercial vehicle driving license.
- viii. Vehicle shall be in possession of the Company for 24 hours in a day.
- ix. All documents as mentioned above should be submitted to the OIC at the time of execution of the agreement.
- x. Vehicle owner should submit a medical test report of driver & cleaner.

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. Scope-

1.1 The scope of contract includes the deployment of Truck (minimum of 10MT capacity) make-TATA or equivalent or better make initially for a period of 3 years. The services of Driver(s) and Cleaner (s) be available on call as and when required.

1.2 The vehicle should be in very good condition.

2. DRIVER AND CLEANER OF THE VEHICLE:-

The contractor has to provide services of driver who possess cool temper, decent character and having a valid driving license to run the truck deployed (Heavy License). The vehicle to be provided by the contractor should always be kept fit repaired and maintained with full tank of fuel. Taxes and levies, as applicable from time to time, shall be paid by the contractor. The vehicle shall be covered under comprehensive insurance during entire period by contract, which shall be borne by contractor at his own cost. The Driver to be provided by the tenderer for the vehicle shall bear a good moral character. He should be adequately educated and well behaved. In the event of any complaint of the driver in respect of his character, behaviors or manners etc it shall be obligatory for the tenderer to change the driver 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. The contractor shall provide a mobile phone with the driver for having communication with the driver. The cost of providing mobile phone and recurring expenditure on mobile (including monthly bill of mobile) shall be to the contractor's account.

3. The vehicle will have necessary tools and tackles, stepney essential spares all the time. Normally the vehicle will be utilized within the jurisdiction of office of Executive Engineer Testing Division 1, MPPTCL, Bhopal or subordinate offices as directed in order. However, if required the vehicle can be utilized anywhere in (MP) as per the instructions of the concerned HOD.

4. The contractor shall obtain necessary (MP) permit from the authorities in respect of above hired vehicle to full seating/loading capacity during entire period of contract & its extensions, at his own cost. The vehicle shall be deployed to MPPTCL only after getting necessary permit for subject hired vehicle. The route permit shall be maintained alive/renewed by the contractor during entire contract period & its extensions, failing which contract shall be terminated by MPPTCL.

5. The vehicle should be registered in the name of contractor.
6. The vehicle should be available (stationed) at sub-station premises round the clock, and services of Driver/ Cleaner shall be available on call as per the instructions of officer-In-charge.

The vehicle will be required for round the clock duties and shall be parked in the MPPTCL's premises, Normal security as available will be provided. However, 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 along with attendant/cleaner may be required to perform his duties on Sunday and other holidays also if required.

7. Maximum 24 Hrs in a month shall be permitted for servicing/repairs and for break down of the vehicles with. 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. 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 is not made available.
8. In case of breakdown of the vehicle, a similar substitute vehicle will 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. The mileage run on servicing/ repairs will not be paid by the MPPTCL. 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.

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

Where the owner has provided substitute vehicle, the deduction shall be made only up to the day of replacement of the vehicle.

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 will be deducted from the bills of the contractor.

9. Services of the driver & cleaner for the vehicle shall be provided by the tenderer. Salary and other allowance of the all employee engaged by him shall be borne by the tenderer. Vehicle Owner has to comply with the minimum wage act for monthly payment of Driver and attendant/ 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.
10. It will be the responsibility of the contractor to ensure that the vehicle is registered as per the latest Motor vehicle Act, Driver's License, R.C. Book, Tax book, Insurance, necessary permit for engaging as hired and other document a may be required by the Motor vehicle Act and always be available with Driver, for which no charges will be paid by MPPTCL.
11. In case the tenderer fail to provide a suitable driver along with cleaner having valid driving license due to any reason at any time, penalty @ **Rs. 1500/- per day** shall be deducted from the tenderer's bills or the ordering authority will engage a driver along with, in the interest of work for driving vehicle at owner risk & cost and payment will be made to the driver and the same will be recovered from the tenderer's bills
12. The vehicle shall be kept absolutely in good running condition and the owner will maintain the vehicle regularly. In case of requisition / seizure of the vehicle by administrative or any other agency, it will be the responsibility of the contractor of the vehicle to get the vehicle released during such period on requisition / seizure; the contractor shall an alternative arrangement by providing alternate vehicle.
13. Vehicle proposed to be hired will be put on service to cater the station duties under jurisdiction of MPPTCL any-where in whole MP, however the specific mention about work place of this hired vehicle shall be made at the time of issuing tender / Enquiry. The owner should ensure all the safety precautions for avoiding any un-toward incidents.
- Monthly run of the vehicle will be approximately 2000kms. This is indicative only and actual usage may very depending upon the requirement. No compensation is payable for extra or less kilometers run on the indicative distance during any month. Billing shall however be made on actual run basis.

14. 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 owner to deal with it as per law and shall bear, all charges and expenses involved.
15. Vehicle to be hired shall be insured as per rule (comprehensive and third party insurance) and the driver should have valid 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 the concerned office.
16. 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.
17. The vehicle will normally be required to be deployed, within the jurisdiction of office of Executive Engineer Testing Division 1, MPPTCL, Bhopal, however, the vehicle may be occasionally utilized for out station duties also in the state of MP or in other states or as instructed by MPPTCL. Permit/ out station allowance etc. to the driver shall be borne by contractor / Owner of the vehicle without any implication to MPPTCL. However, additional taxes payable (if any) for entry into other district/ state etc., will be reimbursed to the contractor on production of documentary proof.
18. The owner is required to maintain daily logbook of the movement of the vehicle while on duty. Signing of vehicle movement logbook everyday or after return of journey whichever is later shall be ensured by the contractor. If the contractor fails to maintain logbook as above, the default period of logbook signing will be treated as a absence of vehicle and charges will be deducted on prorated basis. All the log books should be handed over to MPPTCL at the end of contract period or on termination of the contract. The log books maintained by the owner should be recorded Daily and the same should be got signed by MPPTCL representative or Officer-In -charge, regularly and be produced as & when required.
19. The owner has to bring the vehicle for inspection & approval of the officer-in-charge before deployment.
20. Bidders are advised to visit the requisite sub-station/office (as indicated in the tender notice) where the work is to be taken up in order to understand & assess the quantum of work etc. nevertheless, the prospective bidder is deemed to have understood the complete scope of work under the subject contract.
21. General instructions to contractor:-
 - i) The vehicle shall be driven with punctuality, care & within the specified speed limits.

- ii) Any complaint(s)/ ignorance(s) against above accounts shall be treated as unsatisfactory performance.
 - iii) Contractor will maintain the vehicle in proper condition otherwise Officer in-charge has right to discontinue the vehicle till repair/ replacement in such cases, penalty clause shall be applicable as non-availability of vehicle.
22. During contract period vehicle can be used for any purpose by MPPTCL.
23. The contractor shall follow all rules and regulations related to relevant Labour laws L—etc, wherever applicable.
24. The contractor or his employee shall not cause or permit any nuisance in the office /residential area of MPPTCL or do anything which shall cause unnecessary disturbance or in convenience to our employees. Any damage(s) caused by contractor / his employee to MPPTCL property shall be recovered from the bill(s) of contractor.
25. The bidder has to submit the following documents with tender papers in case of existing vehicle .
- i) Necessary permit (Photo copy) (self attested).
 - ii) Photo copy of Registration book / Road tax. (self attested).
 - iii) Comprehensive Insurance policy (Photo copy). (self attested).
 - iv) Driving license of the driver(s) (self attested by owner).
26. Officer In-charge shall check / verify documents of vehicle e.g. driver license, taxi/road permit, insurance etc. as and when required.
27. Officer In-charge reserves the right to check the accuracy of milometer of vehicle from time to time.
28. In case of brand new vehicle, the successful bidder shall furnish documents to MPPTCL within fifteen days from the date of deployment of vehicle. However, before actual run on road, the relevant documents of insurance, registration etc. should be kept ready by the contractor.
29. 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.
30. If during any time within the contract period, your 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.
31. Driver has to report daily along with his valid appropriate driving license to the officer concerned in his office/garage.

32. 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.
33. The tenderer shall have to deposit requisite Earnest Money Rs 5000 in the form of Demand draft payable to Regional account officer, MPPTCL, Jabalpur. The EMD of unsuccessful tenderer's shall be returned after deciding the contract & EMD of successful tenderer would be converted as security deposit and this amount will be refunded on successful completion of the contract.
34. An agreement on Non-judicial stamp paper (Stemp duty as per prevailing rules & rates, fixes by state Govt. of MP) 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 for agreement shall be borne by the tenderer.
35. 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.
36. 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.
37. The cost of stamp papers required for agreement and indemnity Bond etc., shall be borne by the owner of the vehicle. Before engaging vehicle please ensure that vehicle is insured properly & all taxes have been paid.
38. 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.
39. It will be the sole right of MPPTCL to place order for less period than the period which 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.

Executive Engineer
Testing Div.1, MPPTCL, Bhopal

Schedule for quoting rates for hiring of a diesel vehicle

Truck-TATA (1518) 10 Ton capacity or Equivalent

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. 20,16,337/-
07(A)	Fixed cost (Rs) per month Please quote % of Ex - Showroom cost	Towards:- Interest on loan, Profit, Insurance, & Time depreciation.	1.54% 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. 31,020/- (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.	0.0004% 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. 13.00/- (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. 65/- ltr.

2. Base rate of Driver (Skilled) & Cleaner (Unskilled) salary @ Rs. 368/- & 282/- 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	Make of vehicle	
4	Please mention Registration No. of vehicle and enclose copy of registration certificate	
5	Whether copy of invoice/estimate received from authorized dealer of the vehicle is enclosed (Yes/No)	
6	Ex-show room price of vehicle as per invoice/estimate	Rs.
7	Whether copy of valid insurance of the vehicle is enclosed (yes/No.)	
8	Whether copy of Fitness certificate of the vehicle is enclosed (Yes/No.)	
9	Whether copy of All India Permit of the vehicle is enclosed (Yes/No)	
10	Whether Copy of valid driving license of the driver is enclosed (Yes/No.)	
11	If the vehicle is driven by vehicle owner himself, please specify (Yes / No). Please enclose valid driving license.	
12	What is the validity period of your offer (the offer should be valid for a minimum period of 3 months).	
13	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.)	
14	Whether agreeable to Company's penalty clause; (Yes/No)	
15	Whether agreeable to payment clause (Yes/No)	
16	Is the owner agreeable to payment procedure defined in the tender (Yes/No)	
17	Whether any rebate has been offered (Yes/No) i) If yes, how much?	
18	Whether agreeable to furnish security deposit in	

Sl. No.	Particulars	Answers
	the form as indicated in the tender (Yes/No)	
19	Has the owner attached Income-Tax clearance certificate for the last three years (Yes/No).	
20	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	
21	Is the owner agreeable to comply with payment as per minimum wage act to Driver (Yes/No)	
22	Is the owner agreeable to payment of EPF/ESI in Driver account as per EPF/ESI rule (Yes/No)	
23	Has the owner furnished photo copy of the Registration number of EPF allotted (Yes/No.) If No, please indicate reason and documentary evidence	
24	Has the owner furnished photo copy of the Registration number of ESI allotted (Yes/No.) If No, please indicate reason and documentary evidence	
25	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 :

