

MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED
(Registered Office: Block No. 2, Shakti, Bhawan, Rampur, Jabalpur-482008)
OFFICE OF THE SUPERINTENDING ENGINEER (T&C) NAGDA

No./SE/T&C/NGD/Enq-14/1790

NAGDA, date 18.02.2019

To,

M/s.....

.....

.....

Sub: - Enquiry for hiring of 1 No. (CAR) (Honda, Amaze/Baleno/Swift D-zier/Bressa of equivalent) and registration in taxi quota for official use of S.E.(T&C) Circle Nagda.

Dear Sir,

Quotation are invited in sealed envelope for hiring of latest model of Car or Equivalent, Diesel Engine (4+1) seater registered under taxi quota for office of SE (T&C) Circle Nagda in enclosed format (Schedule-I & II). The vehicle is to be taken on hire initially for a period of **Two years** or for a period of entitlement of vehicle, which ever is earlier. The hiring period may be extended further depending upon the services.

2. The relevant details regarding the owner, the vehicle and the offer 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, you are requested to go through “Instructions to Bidders” (Annexure-I), “General Terms and Conditions for Hiring of Vehicles” (Annexure-II) carefully. You are required to submit Schedule-I and Schedule-II with required documents duly filled and signed.

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 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. purchase cost less than estimated cost) order will be placed on the basis of purchase cost.

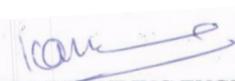
4. The earnest money deposit in the form of sufficiently valid D.D worth Rs. 5000/- drawn on any nationalized bank in favor of RAO MPPTCL Indore should accompany the quotation. The quotation should be submitted personally or by post so as to reach this office on **05/03/2019 till 3:00 pm**. The quotation received after due date/Time or without required EMD will not be entertained and will be rejected. The quotation will be opened on dt. **05/03.2019 at 3:30 pm**.

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 formality. 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/- deposit ed would be forfeited.

6. The MPPTCL reserves the right to accept or reject any or all offers in part or full without assigning any reason whatsoever.

7. The enquiry has been download in company website mptransco.nic.in

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


SUPERINTENDING ENGINEER (T&C)
M.P. POWER TRANS. CO. LTD. NAGDA

Instructions to Bidders

The rates are to be quoted inclusive of cost of fuel, lubricants, driver'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 (50% of total depreciation), Insurance charges, Registration, road tax, permit, RTO charges, fitness es, interest on the working capital, driver's salary including EPF & ESI are included.

(ii) Variable charges per KM (on actual run)

{To be filled at Sr. No. 8(a)+8(b) =8(C) in Schedule-I}

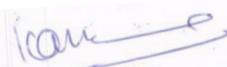
This variable charges Per KM include cost of HSD, lubricants etc. Consumed on regular run in addition to (R&M) charges and running depreciation (50% of total depreciation). Variable charges per KM are to be calculated considering the base rate of HSD as Rs.65/- per Ltr.

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

All Cars - 06 Paisa Per Km.

- iii. The base rate of Driver salary is considered as Rs. 315/- per day. Increase in minimum wage of Driver covered under semi skilled category shall be payable extra per month as per rates approved by the Labour Commissioner, Indore, time to time over and above Rs. 315/- per day.
- iv. The EPF rate is 13% of Driver salary. Only 50% of additional EPF as per increase in Driver's salary and ESI charges @ 4.75% of increase in Driver's salary shall be payable to the vehicle owner. For this purpose, base rate of Driver's salary is considered as Rs.- 315/- per day. **(In other words Rs. -1.1836/- shall be payable to the owner of the vehicle for every Rs. 1/- increase in Driver's salary.)**
- v. The utilization period for (Car) is upto 4 years or 150000 Kms. whichever is earlier from the date of purchase. The car shall be hired initially for 2 years and may be further extended for another 2 years and if required by MPPTCL for another 1 year on satisfactory performance.
- vi. Owner driven vehicle should 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.
- vii. Vehicle hired should be registered as Commercial vehicle with RTO.
- viii. Vehicle to be hired shall be insured as per rule and the driver should have valid Commercial vehicle driving license.
- x. Vehicle shall be in possession of the Company for 24 hours in a day.
- xi. All documents as mentioned above should be submitted to the OIC at the time of execution of the agreement.
- xiii. Vehicle owner should submit a medical test report of driver.


SUPERINTENDING ENGINEER (T&C)
M.P. POWER TRANS. CO. LTD. NAGDA

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicle required is essentially a diesel engine type only should be registered as Commercial vehicle with RTO. The vehicle should be registered on bidder's name.
2. The vehicle will have necessary tools and tackles, stepony essential spares all the time. Normally the vehicle will be utilized within the jurisdiction of Office of SE(T&C) Nagda. However, if required the vehicle can be utilized anywhere in MP as per the instructions of the concerned HOD.
3. 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 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 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.
5. 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.

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

Down period

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.

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. The running charges shall also be regulated accordingly for excess run with reference to such reduced minimum run.
7. Services of the driver for the vehicle shall be provided by the tenderer. Salary and other allowance of the Driver shall be borne by the tenderer Vehicle Owner has to comply with the minimum wage act for monthly payment of Driver with EPF &ESI as per rule. Traveling 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 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 a s unsatisfactory and the Company shall be free to terminate the contract.
9. In case the tenderer fail to provide a suitable driver having valid 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 and cost and payment will be made to the driver & 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 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 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, 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.
16. Driver has to report daily along with his valid appropriate driving license to the officer concerned in his office/garage.

17. 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.

18. the tenderer shall have to deposit Earnest Money of Rs.5000/- (five thousand) in the form of Demand draft payable to Regional Accounts Officer, MPPTCL, Indore. 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.

19. An agreement as per proforma prescribed by this office shall be entered into the successful tenderer with this office for the proper fulfillment of the contract. 0.25 percent of the amount or value secured by such deed, subject to a minimum of Rs.500/- (rupees five hundred) and a maximum of rupees Rs.25000/- (twenty five thousand). A formal agreement on non-judicial stamp paper (at your cost) shall be entered in between you and the company.

20. 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.

21. 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.

22. The cost of stamp papers required for agreement shall be borne by the owner of the vehicle. Before engaging vehicle please ensure that vehicle is insured properly & all taxes have been paid.

23. 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.

24. 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.


SUPERINTENDING ENGINEER (T&C)
M.P. POWER TRANS. CO. LTD. NAGDA

SCHEDULE II**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.

S. No.	Particulars	Answers
1	Name and address of firm/vehicle owner	
2	Communication	
3	Make of vehicle	
4	Manufacturing year of vehicle. Please specify date, month and year	
5	Whether copy of Registration No. of vehicle. From RTO is enclosed (Yes/No.)	
6	Please mention Registration No. of vehicle	
7	Copy of invoice/estimate received from authorized dealer of the vehicle	
8	Ex-show room price of vehicle as per invoice/estimate	
9	Whether copy of Valid insurance of the vehicle is enclosed (yes/No.)	
10	Whether copy of Fitness certificate of the vehicle is enclosed (Yes/No.)	
11	Whether Copy of valid driving license of the driver is enclosed (Yes/No.)	
12	If the vehicle is driven by vehicle owner himself, please specify (Yes / No). Please enclose valid driving license.	
13	What is the validity period of your offer (the offer should be valid for a minimum period of 5 months).	
14	Whether the required Earnest Money has been furnished by you (Yes/No). If yes, (i) In which form. (ii) Amount of Earnest Money furnished.	
15	Whether agreeable to Company's penalty clause; (Yes/No)	
16	Whether agreeable to payment clause (Yes/No)	
17	Is the owner agreeable to payment procedure defined in the tender (Yes/No)	
18	Whether any rebate has been offered (Yes/No) i) If yes, how much?	
19	Whether agreeable to furnish security deposit in the form as indicated in the tender (Yes/No)	
20	Has the owner attached Income-Tax clearance certificate for the last three years (Yes/No).	
21	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	
22	Is the owner agreeable to comply with payment as per minimum wage act to Driver (Yes/No)	
23	Is the owner agreeable to payment of EPF/ESI in Driver account as per EPF/ESI rule (Yes/No)	
24	Has the owner furnished photo copy of the Registration number of EPF allotted to you (Yes/No.) If No, please indicate reason and documentary evidence	
25	Has the owner furnished photo copy of the Registration number of ESI allotted to you (Yes/No.) If No, please indicate reason and documentary evidence	

DATE :**PLACE : NAGDA****Signature :****Name :****Status :****Seal of the :****Tendering Co./ Firm :**

SCHEDULE I
Schedule for quoting rates for hiring of a diesel vehicle

Car for SE or Equivalent

Sl. No.	Particulars		Ceiling limit	Quoted rates
01	Owner of the Vehicle			
02	Type of vehicle			
03	Vehicle No.			
04	Model (month/year)			
05	Seating Capacity			
06	Ex-showroom cost of vehicle		Rs.6,50,000/-	
07(A)	Fixed cost (Rs) per month Please quote % of Ex - Showroom cost	Towards:- Interest on loan, Profit, Insurance, & Time depreciation.	1.83% of ex .show room cost of vehicle (Max. upto ceiling limit given above).	----- % 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. 12730.00	(In words- Twelve Thousand Seven Hundred Thirty 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.4.06	(In words- four Rupees Six Paise 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's salary @ Rs. 315/- day.
 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).

Signature and seal of
Tenderer/firm