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MUMBAI DISTRICTS AIDS CONTROL SOCIETY
Established by
MUNICIPAL CORPORATION OF GREATER MUMBAI



Regd. No. 891/98

MDACS/Quo/026/ PO-AO

Date: 12, February 2019

To,

Dear Sirs,

Sub: Invitation of Quotation for Hiring of AC Car for the use of MDACS Office on Monthly Basis for the period of One year.

1. You are invited to submit your most competitive quotation for the following services:

Sr. No.	Brief Description of the work	Quantity	Contract Period	Place
1.	Providing AC car with 1197 CC and above capacity with 'T' Permit vehicle on hire basis (i.e. Honda Amaze or Swift Dzire or Hyndai Xcent)	One vehicle on monthly basis	One year From the issue of work order	MDACS office

2. **Bid Price**

- a. The contract shall be for the full services as described above. Corrections, if any, shall be made by crossing out, initiating, dating and rewriting.
- b. All duties, taxes and other levis payable on shall be included in the total price.
- c. GST in connection with the sale shall be shown separately.
- d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e. The Prices shall be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

5. **Evaluation of Quotations**

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed; and
- b) conform to the terms and conditions and specifications

The Quotations would be evaluated separately for each item.

GST in connection with hiring of vehicle shall not be taken into account in evaluation.

6. Award of Contract

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 6.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 6.2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 6.3. One vehicle shall be hired at a time. Depending upon the requirement & need of MDACS, more than one vehicle can also be hired at the same accepted rates & terms and conditions.
7. As per prevailing rules TDS / SGST / CGST will deducted at source towards income tax / SGST / CGST from all the bills submitted to the department. The TDS / SGST / CGST certificate shall be generated on line by Finance section of Mumbai Districts AIDS Control Society
8. The rate shall be lump sum for one month. MDACS requirement for one month is 1800 km & 225 hrs. Based on this requirement, the quotationers are requested to quote lump sum rate for one month. In case of extra kms. or hrs. beyond above limits the successful contractor shall be paid at the same quoted rates. The contractor shall maintain day to day usages of the vehicle and get it endorsed from MDACS Officials.
9. Project Director reserves the right at the time of contract award to increase or decrease the without any change in the rate or any other terms & conditions.
10. Incomplete, irregular, unsealed, unsigned and quotations received after the due date and time will not be considered.
11. The quotationer must fill up the rates in the format given along with the quotations notice. If it is filled up in any other format, the same shall be rejected outright.
12. The Quotationer must submit the **EMD of Rs. 14,750/- by Demand Draft only. The Demand Draft should be drawn in favor of Mumbai Districts AIDS Control Society.** The withdrawal of the offer before validity period will entail forfeiture of EMD. The EMD should be paid upto 3.00 p.m. one day prior to the opening of the Quotation. A copy the EMD Receipt should be kept along with quotation. EMD Receipt no. and date should be mentioned on the Envelope.
13. Copy of GST Certificate should be submitted along with quotation.
14. Copy of PAN card with photographs should be submitted along with quotation.
15. The Quotationers must paginate the quotation properly.
16. The successful bidder will have to pay 5% as Security Deposit by Demand Draft on the cost of the supply order within 30 days from the receipt of supply order. If fail to pay

the Security Deposit within stipulated period, the contractor will be charged extra Rs. 100/- as a penalty.

Security Deposit will be refunded after two month from the satisfactory completion of contract period.

17. Last Date and time of receipt of quotations:

Quotationer should submit their sealed quotation duly super-scribed on the envelope as **"Quotation for Hiring of AC Car for the use of MDACS Office on Monthly Basis for the period of One year"** due on 26 . 02 . 2019 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.

18. We look forward to receiving your quotations and thank you for your interest in this project.



**Addl. Project Director
Mumbai Districts AIDS Control Society**



Specifications

Sr. No.	Description	Monthly <u>(About 24/25 days in a Month)</u>	Quantity
1	Providing AC car with 1197 CC and above capacity with 'T' Permit vehicle on hire basis (i.e. Honda Amaze or Swift Dzire or Hyndai Xcent)	On monthly basis for 1800 kilometers and 225 hrs in one month.	1 No.

Note :

1. In case of extra days / kms. / hrs. beyond above limits the successful contractor shall be paid at the same quoted rates.
2. Depending upon the requirement of the same model MDACS may hire more than one vehicle at the same quoted rate.
3. MDACS may also use vehicle for office work on Saturdays/Sundays and Holidays as case may be and in that case the successful contractor shall be paid extra at the quoted rates, if car used more than 25 days on the monthly basis for 1800 kilometers and 225 hrs in the month.
4. The vehicle shall normally report at MDACS at 10.00 am. However the reporting time and place can be changed depending upon the requirement of MDACS.
5. The time and mileage shall be taken into account from the reporting / release place. In other words there shall be no dead mileage and the to and from journeys from the taxi stand or garage to the reporting place and releasing place to taxi stand or garage will not be counted for computing the mileage or time.


Admin Officer
MDACS

Special Terms & Conditions for providing Vehicles to Mumbai Districts AIDS Control Society

1. The Quotationer should have his own office in Mumbai or Navi Mumbai limits.
2. The Quotationer shall be able to supply type of vehicle stated in the Quotation.
3. The Quotationer should be able to supply vehicles fulfilling all the R.T.O. requirement.
4. The rates quoted shall be firm and no variation will be allowed subsequently on any account.
5. All the rates shall be inclusive of all taxes, duties & statutory payment etc., otherwise their actual amount shall be shown extra. If it is not mentioned, it will be presumed that the rates are inclusive of such taxes & duties and no subsequent claim for payment of these taxes & duties will be entertained, due to subsequent legislature etc.
6. Requirement Period: one year from the date of placement of order.
7. Terms of Payments:
 - The payment of vehicle supplied will be made within 30 Days from the receipt of the bill subject to verification as per normal rules every month.
 - The bills shall be submitted directly to the offices specified by this department and a copy of the log sheet shall accompany with the bill.
8. The Project Director does not bind her / himself to accept the lowest or any quotation & reserves the right to accept or reject any or all the quotations without assigning any reasons. In case of any dispute, Project Director's decision shall be final & binding on the quotationers.
9. The cost indicated in the schedule of quantity shall include all operational & maintenance costs and all incidental expenses & inclusive of night halt charges if any.
10. The rate quoted shall include all operational & maintenance charges of the vehicle supplied like petrol/diesel, drivers pay, their wages or other expenses etc. other than toll charges. Toll charges will be paid by MDACS.
11. The vehicles should be in good condition having valid Road worthiness Certificate obtained from R.T.O. with 'T' Permit etc. If any complaint is received from the user, MDACS is at liberty to terminate the contract & hire the vehicles from other contractors. In such cases the first contractor will not have any claim against the society. The vehicles registered with RTO after January 2017 shall only be supplied & the same will fulfill all the RTO requirements.
12. MDACS will indent the vehicle as per the requirement from the successful quotationer. The contractor shall be able to show the vehicles to the Officers of the MDACS whenever asked for at the time of finalization of the quotation.
13. The quotationer should be in a position to supply the vehicles as per requirement of the MDACS.
14. The successful quotationer will have to produce for inspection the R.C. Book & the other relevant documents of all the vehicles which they intend to supply on any particular day.
15. In case of accident MDACS shall not have any liability whatsoever and all claims shall have to be settled by successful quotationer.
16. In case of any break down, the contractor shall replace the vehicle without any delay within one hour. Otherwise no payment will be made for the said day & the penalty of

Rs.750/- will be imposed. Another vehicle will be hired at the risk & cost of the contractor and the amount will be deducted from the contractor's bill.

17. The telephone No. & Names of responsible person shall be clearly stated in the quotation. The quotationer shall have proper communication system at their offices & residences of the consult personnels. As per the proforma of the log sheet provided by MDACS, a log sheet in triplicate shall be maintained along with the vehicle. The signature of the responsible person at the start and end of journey shall be obtained by the driver without which the validity of the time will not be considered.
18. In case the contractor fails to supply the vehicle on a stipulated date penalty of Rs.1000/- per day per vehicle will be imposed on the contractor. Also the MDACS will hire the vehicle from the available agency at the risk & cost of the quotationer & the amount paid shall be deducted from the regular contractor's bills or deducted the amount for the same day from contractor's bills as per the contract rate.
19. The staff deputed on the vehicle (Driver) shall follow the instructions of user officers of MDACS.
20. In case of any dispute, the decision of Project Director MDACS shall be taken as final.
21. The drivers provided on the Vehicles shall be neat & well mannered. They should have knowledge of Roads in Mumbai & outside Mumbai limits and should have valid driving license.
22. All quotationers must disclose the names of their partners if any in the particular contract. Any quotationer failing to do so will render himself disqualified.
23. In the event of dispute between MDACS & the contractor, the dispute would be subject to the jurisdiction of the courts in Mumbai.
24. Normally the vehicle shall be operated within greater Mumbai limits. However, in case of requirement the vehicle shall be allowed to be taken out of Mumbai limits. In that case the rate shall be finalized by mutual understanding.
25. Contractor shall not assign this contract or sub Contract of any portion of it, without the client's prior written consent.
26. The successful quotationer shall have to enter a written contract with MDACS on stamp paper of Rs.200/- on receipt of this order within 30 days.
27. Extra vehicle if indented will be supplied by the contractor at the same contract rate.
28. The quotationer shall not withdraw his offer within the validity period. Withdrawal of offer within the Validity period will entail forfeiture of EMD.
29. Only those AC Cars with 1197 CC and above capacity will be hired, which have yellow no. plates with "T" permit.
30. Contract can be terminated any time during the contract period if irregular supply of vehicles and unsatisfactory performance including violation of condition is noticed.


Addl. Project Director
Mumbai Districts AIDS Control Society



FORMAT OF QUOTATION

Sr. No.	Description of work	Qty.	Hiring of Vehicle on monthly basis (for 1800 kilometers and 225 hrs in one month)
			Rate Within Mumbai limits Monthly <u>(About 24/25 days in a Month)</u>
1.	Providing AC car with 1197 CC and above capacity with 'T' Permit vehicle on hire basis (i.e. Honda Amaze or Swift Dzire or Hyndai Xcent)	1 No.	
	Add: GST		
	Total Amount ...		

Note :

1. In case of extra days / kms. / hrs. beyond above limits the successful contractor shall be paid at the same quoted rates.
2. Depending upon the requirement of the same model MDACS may hire more than one vehicle at the same quoted rate.
3. MDACS may also use vehicle for office work on Saturdays/Sundays and Holidays as case may be and in that case the successful contractor shall be paid extra at the quoted rates, if car used more than 25 days on the monthly basis for 1800 kilometers and 225 hrs in the month.
4. The vehicle shall normally report at MDACS at 10.00 am. However the reporting time and place can be changed depending upon the requirement of MDACS.

Gross Total Cost : Rs. _____

We agree to render the above services in accordance with the technical specifications for a total contract price of Rs: _____ (amount in figures) Rs. _____
 _____ (amount in words) within the period specified in the invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

