



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



Regd. No. 891/980

MDACS/Quo/ 20 / PO-AO

Date: 10 March, 2025

To,

Dear Sirs,

Sub: Invitation of Quotation for Developing a Rate Contract for hiring of vehicles on casual basis (i.e. need base requirement) for 2 years.

You are invited to submit your most competitive quotation for Developing a Rate Contract for hiring of vehicles on casual basis (i.e. need base requirement) for 2 years.

Sr. No.	Description	Scope and Nature of work	Qty	Contract Period	Place
1.	Providing AC car with approx. 1197 CC and above capacity with 'T' Permit vehicle on hire basis (i.e. Honda Amaze/ Swift Dzire / Hyundai Xcent)	Attached Separately	As per requirement	Two Year	MDACS office
2.	Providing AC Innova with 'T' permit vehicle as per need base requirement				

1. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initiating, dating and rewriting.
- All duties, taxes and other Levies payable on the hiring of vehicles shall be included in the total price.
- GST in connection with the sale shall be shown separately.
- 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.
- The Prices shall be quoted in Indian Rupees only.

2. Each bidder shall submit only one quotation.

3. Validity of Quotation

Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.

Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com,



Life is precious Stop HIV/AIDS
Keep the Promise

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission. The withdrawal of the offer before validity period will entail forfeiture of EMD.

4. Evaluation of Quotations

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

- a) properly signed; and
- b) Conform to the terms and conditions and specifications.

The quotations would be evaluated for each item separately.

GST in connection with hiring of vehicles shall be taken into account in evaluation.

5. Award of Contract

The Purchaser 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.

5.1 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.

5.2 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. Payment shall be made within 30 days from the receipt of bill along with Statement of acknowledgement / Challan duly acknowledged by in-charges / Officers / Authorized person.
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. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated above by 25% without any change in the unit price or any other terms and conditions.
9. **The quotation shall be enclosed in sealed envelope sealed with sealing wax only Male pasting on envelope will not suffice and such quotations will not be accepted.**
10. **Incomplete, irregular, unsealed, unsigned and Quotations received after the due date and time will not be considered.**
11. The Quotationers must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**
12. The Quotationers must submit the **EMD of Rs. 11,410/- by Demand Draft, Banker's cheque, Bank Guarantee from any bank or payment online in an acceptable form. 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 up to 3.00 p.m. one day prior to the opening of the Quotation. A copy the EMD Receipt should be kept should along with quotation. EMD Receipt no. should be mentioned on the Envelope.

13. Notwithstanding the above, the MDACS 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 the contract without assigning any reason.
14. Copy of GST Certificate, Shop and Establishment (Gumasta) Certificate & PAN card should be submitted.
15. The Quotationers must paginate the quotation properly.
16. **Performance Security:**
The successful bidder will have to pay Rs. 15,000/- as Security Deposit by Demand Draft only within 30 days on receipt of the acceptance letter. If they fail to pay the Security Deposit within stipulated period, they will be charged extra Rs. 100/- as penalty.
The Security deposit will be refund after two months from the satisfactory completion of contract period
17. The contractor will execute an agreement on a stamp paper of Rs. 200/- within 30 days from the receipt of work order. Failed to submit the paper in stipulated period the bills will not be certified for payment.
18. **Last Date and time of receipt of quotations:**
The Quotationer must fill up the rates in the format given along with the Quotations notice. Quotationer should submit their sealed Quotation in sealed envelope sealed with sealing wax only duly super-scribed on the envelope as "Invitation of Quotation for Developing a Rate Contract for hiring of vehicles on casual basis (i.e. need base requirement) for 2 years." due on 21.03.2025 latest by 1.00 p.m. which will be opened on the due date after 3.00 p.m.
19. Quotations will be opened in the presence of the bidders or their representative who choose to attend at 3.00 pm on 21.03.2025 in the office of the Mumbai Districts AIDS Control Society, Wadala, Mumbai – 400 031
20. We look forward to receiving your quotations and thank you for your interest in this project.


Admin. Officer
MDACS


DD (Procurement)
MDACS


Addl. Project Director (I/c)
MDACS

Specifications & Terms and Conditions

Sr. No.	Particulars	Rate Contract for hiring of vehicles on casual basis	
		Unit Rate within Mumbai Limits	Unit Rate Outside Mumbai Limits
1	Providing AC car with approx. 1197 CC and above capacity with 'T' Permit vehicle as per need base requirement (i.e. Honda Amaze/ Swift Dzire / Hyundai Xcent)	12 hrs. shift per day & 100 km per day	Minimum 300 kms per day average
2	Providing AC Innova with 'T' Permit vehicle as per need base requirement		

Note:

1. In case of extra 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 at the quoted rates.
4. The vehicle shall normally report at MDACS at 10.00 am or as per time to time instruction given by MDACS officials. However the reporting time and place can be changed depending upon the requirement of MDACS.

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

1. The Quotationers should have his own office in Mumbai or Navi Mumbai limits.
2. The Quotationers shall be able to supply type of vehicle stated in the Quotation.
3. The Quotationers should be able to supply vehicles fulfilling all R.T.O. requirements.
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: **Two years** from the date of placement of order.
7. **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.

8. The cost indicated in the schedule of quantity shall include all operational & maintenance costs and all incidentals expenses & inclusive of night halt charges if any.
9. The rate quoted shall include all operational & maintenance charges of the vehicle supplied like petrol/diesel, drivers pay, their wages. **Toll charges will be paid by MDACS office.**
10. 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 2021 shall** only be supplied & the same will fulfill all the RTO requirements.
11. MDACS will indent the vehicle as per the requirement from the successful quotationers. 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.
12. The quotationers should be in a position to supply the vehicles as per requirement of the MDACS.
13. The successful quotationers 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.
14. 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. The bills will be paid within 30 days on receipt of the same by the office concerned.
15. In case of accident MDACS shall not have any liability whatsoever and all claims shall have to be settled by successful quotationers.
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 quotationers shall have proper communication system at their offices & residences of the consult personnel's. 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 quotationers & 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 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 quotationers 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. Contractor shall not assign this contract or sub Contract of any portion of it, without the client's prior written consent.
25. Only those AC Cars with 1197 CC and above capacity will be hired, which will have yellow no. plates with "T" permit.
26. Contract can be terminated any time during the contract period if irregular supply of vehicles and unsatisfactory performance including violation of condition is noticed.



**Admin. Officer
MDACS**

Bank Details for online EMD & SD Payment
MUMBAI DISTRICTS AIDS CONTROL SOCIETY
Ackworth Complex, R.A. Kidwai Marg,
Wadala (W),Mumbai 400031

Name of the A/c .	:	MUMBAI DISTRICTS AIDS CONTROL SOCIETY DBS
Name of the Bank	:	BANK OF BARODA
Name of the Branch	:	WADALA
RTGS Code no.	:	BARBOWADALA (5th Character is Zero)
NEFT Code no.	:	BARBOWADALA (5th Character is Zero)
Saving Bank A/C No.	:	04210100016262

Note:

Kindly submit the details of Transaction ID to mdacs.procurement@gmail.com & mdacsfinance@gmail.com after online transfer of EMD/SD amount for further action.

FORMAT OF QUOTATION

Sr. No.	Description	Contract Period	Rate Contract for Hiring of vehicles on casual basis.	
			Unit Rate per vehicle within Mumbai Limits (12 hrs. shift per day & 100 km per day) (Amt. in Rs.)	Unit Rate per vehicle Outside Mumbai Limits (Minimum 300 kms per day average) (Amt. in Rs.)
1.	Providing AC car with approx. 1197 CC and above capacity with 'T' Permit vehicle on hire basis (i.e. Honda Amaze/ Swift Dzire / Hyundai Xcent)	Two years		
3.	Providing AC Innova with 'T' Permit vehicle as per need base requirement			
	GST % (mention %) (Along with HSN Code)			

Note :

1. In case of extra 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 at the same quoted rates.
4. The vehicle shall normally report at MDACS at 10.00 am or as per time to time instruction given by MDACS officials. However the reporting time and place can be changed depending upon the requirement of MDACS.

We agree to render the services in accordance with the specifications as attached for a contract price mentioned in the format of quotation 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

INFORMATION TO BE FILLED IN BY THE QUOTATIONER / TENDERER

Sr. No.	Particulars	To be filled by Quotationer / Tenderer
1	Quotation / Tender No and Date	
2	EMD Amount, Receipt no. and date	
3	Quotationer / Tenderer Firm Name	
4	Quotationer / Tenderer Address	
5	Name of Contact Person and Contact No.	
6	E-mail ID	
6	If is proprietary concern if so name of the owner	
7	If it partnership concern Name of Each partner	
8	Partnership deed and copy of registration certificate	
9	If it is company if so the documentary proof to show that the company is registered Name of the Director	
10	Details of the bank	
	1) Name of the bank	
	2) Name of the Branch	
	3) Address of the branch	
	4) Type of bank Account	
	5) Bank account No.	
	6) IFC Code	
	7) MICR Code	
11	Registration under GST Act	Yes / No
12	GST Registration No.	
13	GST Registration Certificate	
14	The Certificate of PAN documents and Photograph	Self-attested

Signature of authorized person of concern Company / Quotationer / Tenderer

