

METRO-LINK EXPRESS FOR GANDHINAGAR AND AHMEDABAD (MEGA) COMPANY LIMITED
(A Joint Venture of Government of India and Government of Gujarat)

**E-TENDER DOCUMENT
FOR
HIRING OF VEHICLES ON MONTHLY & CASUAL BASIS**

Issued By:



Metro-Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited
(A Joint Venture of Government Of India and Government Of Gujarat)

Block No. 1, 1st Floor, Karmayogi Bhavan, Sector-10 A, Gandhinagar – 382 010, Gujarat.

Tel: +91 79 2324 8572; Fax: +91 79 23248573; email: info@gujaratmetrorail.com

CIN No. : U60200GJ2010SG059407; Website: www.gujaratmetrorail.com

Table of Contents

Description of Section	Page No.
Notice inviting Tender	3
Important Dates & Information	4
Requirement of MEGA	5
Tendering Process	6
Eligibility Criteria	8
Instructions to Bidder	9-16
Terms & Conditions	17-25
Technical Bid (Annexure-I)	26-27
Financial Bid (Online) Guidelines (Annexure-II & III)	28-31
Undertaking (Annexure-IV)	33



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Notice for Invitation:: E-Tender No. MEGA/ADMIN/E-TENDER NOTICE/01/2018

HIRING OF VEHICLES ON MONTHLY AND ON-CALL BASIS

Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited is a 50:50 Special Purpose Vehicle (SPV) of Government Of India (GoI) and Government Of Gujarat (GoG) invites offer through E-Tendering in 2 (two) bids systems from agencies stationed locally in Gandhinagar/Ahmedabad which are engaged in the business of providing vehicles on hire like Swift Dzire/Zest/Vista/Swift/Amaze/Sunny/Tavera/Honda City etcetera as per the requirements for MEGA's various offices located in and around Gandhinagar and Ahmedabad for the period of two years. The estimated value of the work is **Rs.2,00,00,000/-** approximately. Last date and time of bid submission is **11.00 hrs on 21st November 2017**. Pre-Bid Meeting is scheduled on **1st November 2017, 15.00 Hrs**. Tender Fee is **Rs.15,000**.

Interested agency may visit www.gujaratmetrorail.com & <https://mega.nprocure.com> for eligibility criteria, applying/downloading the tender and for more details.



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E-TENDER FOR HIRING OF VEHICLES ON MONTHLY & CASUAL BASIS

1	Pre-Bid Meeting	Date:- 01.11.2017 @ 15.00 Hrs at Karmayogi Bhavan, Gandhinagar
2	LAST DATE AND TIME OF SUBMISSION OF E- TENDER	DATE :21.11.2017 @ 11.00 Hrs
3	ADDRESS TO SUBMIT PHYSICAL TENDER ON OR BEFORE 21.11.2017 @ 11.00 Hrs.	Chief Administrative Officer, MEGA COMPANY LIMITED, Block No. 1, 1 st Floor, Karmayogi Bhavan, Sector-10 A, Gandhinagar – 382 010, Gujarat.
4	DATE OF OPENING OF TECHNICAL BID	DATE: 21.11.2016 @ 16.00 Hrs at Karmayogi Bhavan, Gandhinagar.
5	ESTIMATED AMOUNT OF WORK	Rs. 2,00,00,000/-
6	TENDER FEES	Rs. 15,000/-
7	EMD	Rs. 6,00,000/-
8	SECURITY DEPOSIT / PERFORMANCE GUARANTEE	Rs. 10,00,000/-
9	CONTRACT PERIOD	2 (TWO) YEARS FROM THE DATE OF AWARD OF CONTRACT AND FURTHER EXTENDABLE TO 1 (ONE) YEARS if performance of agency is found satisfactory



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APPROXIMATELY REQUIREMENT OF VEHICLES

Vehicle Make & Type	Approximate no of vehicles Required **
Middle/Upper models of Toyota Innova Crysta / Mahindra XUV / Tata HEXA	01
Middle/Upper models of Honda City / Maruti Ciaz / Hundai Verna	01
Middle/Upper models of Chevrolet Tavera / Mahindra Scorpio / Renault Duster	05
Middle/Upper models of Nissan Sunny / Renault Scala	01
Honda Amaze / Tata Zest / Tata Indigo / Maruti Swift Dzire / Hyndai Xcent / Chevrolet Enjoy	10
Tata Indica Vista / Maruti Swift / Toyota LIVA	22
Lower model of Mahindra Bolero (Non AC) / Sumo Gold (Non AC)	08

Bidders are advised to take note of followings.

**** Above tabulated requirement is purely projected with an intention to facilitate bidder to submit rates. The actual requirement shall be varying from time to time and may increase or decrease up to any extent which shall be abiding to bidder.**

TENDERING PROCESS:

Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited (herein after referred as MEGA or MEGA Co Ltd) a 50:50 Special Purpose Vehicle (SPV) of Government Of India (GoI) and Government Of Gujarat (GoG) invites offer through E-Tendering in 2 (two) bids systems from reputed / authorized / experienced firms / companies stationed locally in Gandhinagar/Ahmedabad and engaged in the business of providing vehicles on hire like Swift Dzire/Zest/Vista/Swift/Amaze/Sunny/Tavera/Honda City etcetera as per the requirements for MEGA's various offices, Projects offices, Site offices, depots etcetera located in and around Gandhinagar and Ahmedabad for the period of two years and further extendable to one year if the performance of the Agency is found satisfactory.

The tender document will be available for download **from 15.10.2017 to 20.11.2017**. The tender document can be downloaded from the official website of MEGA Company Limited i.e. www.gujaratmetrorail.com OR <https://mega.nprocure.com>. The estimated value of the work is **Rs.2,00,00,000/- (Rupees Two Crore Only)** approximately, the actual value shall be based on actual execution of quantity.

Tender is invited in two parts i.e. **(1) Technical Bid (physical form) (2) Financial bid (online)**.

(1) Technical Bid (physical form)

Technical Bid shall be submitted in two separate Proforma duly completed in all respects. First for "Tender Fees and EMD (Earnest Money Deposit)" and Second for "Technical Bid containing Documents as per **Annexure-Ia, Ib and Ic**".

The name of the Proforma to be mentioned clearly in words "Earnest Money/Tender Fees" and "Technical Bid Documents" as the case may be on the top of the respective Proforma.

Two separate covers to be prepared for both Proforma (1) For the instruments of EMD & Tender Fees and (2) the document pertaining to Technical Bid. Both the covers are to be placed in a single cover clearly written on the top as "**E-Tender for Hiring Vehicles**" which should be submitted in physical form at the above mentioned office address on or before the last date and time of tender submission. **Late submission of tenders will not be accepted**. Late submission of tenders if accepted mistakenly by MEGA will be liable for rejection.

The Bid duly completed in all respects with the inscription as mentioned above "**E-Tender For Hiring Vehicles**" should be submitted to **Chief Administrative Officer** at office address mentioned in the notice along with a Demand Draft or Pay-Order of **Rs.15,000/- (Rupees**

Fifteen Thousand Only) Non-refundable as Tender Fees to be drawn in favour of “**MEGA Company Limited**” payable at Gandhinagar on or before the last date and time of submission.

Earnest Money Deposit (EMD) of Rs.6,00,000/- (Rupees Six Lakh Only) per application in the form of Demand Draft / Pay-Order / Fixed Deposit / Bank Guarantee to be drawn in favour of “**MEGA Company Limited**”, payable at Gandhinagar on or before the last date and time of submission. For FD/BG, validity must be for 90 days from the last date of bid submission.

Technical bids without Earnest Money Deposit and Tender Fee will be rejected. EMD will be forfeited in case the eligible bidder withdraws his offer during the tender selection process. No interest will be paid on the EMD submitted towards the mentioned tendering process.

The successful bidder of the tender shall have to submit a Performance Guarantee by way of DD/PO/Fixed Deposit/Bank Guarantee of **Rs.10,00,000/- (Rupees Ten Lakh Only)** to be drawn in favour of “**MEGA Company Limited**” within seven days from the issuance of LOA (Letter Of Acceptance) with a validity of 60 days beyond the expiry of contract agreement.

(2) Financial bid (online)

Financial Bid is not to be submitted in physical form as it has to be filled up with **online** portal <https://mega.nprocure.com>. Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid is prescribed in tender document as ‘Online financial proposal’ **Annexure IIA and IIB**.

The power to accept a tender vested with MEGA, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders wherein any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing in any form in connection with tender is strictly prohibited and the tender submitted by the bidders who resort to canvassing will be liable for rejection. The bidder shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Bidder shall fill up the information in the **Annexure-III** enclosed at the end of this document in clear and legible terms. Annexures will also have to be signed and stamped by the bidder through its authorized signatory only. The tender forms shall be rejected if it is not complete in any aspect. The bidders are advised to check the website of MEGA Co. Ltd. regularly for amendments, if any.

MINIMUM ELIGIBILITY CRITERIA

1. Bidders must have **valid registration as Travel Agency** with Government of India/Gujarat under prevailing motor vehicle Act.

2. The bidder shall be stationed locally by a dedicated branch or through registered office in Ahmedabad or Gandhinagar only for minimum last seven years. All the drivers must be stationed locally at Gandhinagar or Ahmedabad.

3. Bidders should possess a minimum of **continuous three (3) years of experience** for similar kind of services of providing light motor vehicles on hire in Ahmedabad/Gandhinagar. Out of these three (3) years, minimum **one year experience** is required in which Bidders must have **provided more than 20 vehicles to one organization preferable government organization/PSU**.

The similarity and suitability of the experience shall be assessed by MEGA on the basis of documentary proof furnished by Bidders. MEGA may make cross-reference to confirm the documentary evidences. Bid/s without the documentary proof shall be liable for summarily rejection.

4. The bidders must own **minimum 25 vehicles commercially registered in the name of agency/proprietor** under prevailing motor vehicle act with comprehensive insurance cover of each vehicles. RC book and insurance copy of each vehicle to be submitted as documentary proof. Bid/s without the documentary proof shall be liable for summarily rejection.

5. The bidders must possess valid **labour license** under the Contract Labour Act for the latest assignment/contracts mentioned in experiences. For all drivers who were engaged for the latest assignment/contract of agency, PF and ESIC paid challan copy and bank transaction copy to be produced along with a copy of labour license for last 6 months. Bid/s without the documentary proof shall be liable for summarily rejection.

6. The Average Annual Turnover of last 3 Financial Years (FY 2014-15, 2015-16 & 2016-17) of the bidder should be minimum **Rs.1,60,00,000/- (Indian Rupees One Crore Sixty Lakh Only)** per year from providing transport services in India. The Turn Over should be certified by the Statutory Auditor/Chartered Accountant. Turn Over not certified by Statutory Auditor/Chartered Accountant or not clearly stating that the turn over relate to revenue received from Transport Services shall not be considered for evaluation.

7. The bidder should have **fitness certificate** for each vehicle. Bid/s without the documentary proof of fitness certificates shall be liable for summarily rejection.

8. In case of insufficient bidders and the said qualifications, MEGA shall reserve right to dilute the criteria at its discretion for selection of a suitable agency for the work.

9. Submission of Undertaking by the Bidder on the following as per Annexure III:

- No existing litigation
- Never blacklisted, terminated by any client in India

- The bidder never filed any law suits or requested arbitration with regard to any Contract within the last five years
- No judgment, claim, arbitration proceeding or suit pending or outstanding against the bidder or its officers
- Bankruptcy was never filed by the bidder, its subsidiaries or its parent companies
- The bidder was never cited by any regulatory agency for a safety violation in the last five years

INSTRUCTIONS TO BIDDER

(1) ONE BID PER BIDDER:

Each bidder shall submit only one tender either by himself/herself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, all such bids are liable to be rejected.

(2) COST OF BID:

The bidder shall bear all costs associated with the preparation and submission of the bid and MEGA will in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

(3) AMENDMENT TO BID DOCUMENT:

At any time, prior to the date of submission of bids, the MEGA Co. Ltd. may for any reason, at its discretion, whether at its own initiative or in response to a clarification by a prospective bidder, modify the bid documents by amendments. The amendments/Corrigendum will be notified on MEGA Website and these amendments will be binding on the bidders. Bidders are advised to visit MEGA Website regularly for updates in this regard.

(4) EXTENSION OF TIME:

In order to give prospective bidders required time to take the amendments into action in preparation of their bids, MEGA Co. Ltd. may at its discretion extend the timeline for submission of bid suitably.

(5) VISIT TO OFFICES / SITE OFFICES:

The bidder is required to provide vehicles to various offices, project offices, site offices, Depots etcetera of MEGA and is advised to visit all these offices and acquaint himself/herself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to MEGA and is fully aware about the functional/deployment part of it.

(6) LANGUAGE:

Bids and all accompanying documents shall be in English as far as possible.

(7) FORM OF BID:

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder is partnership firm, consortium or a joint venture, the Form of Bid shall be duly signed by an authorized representative **who must demonstrate authority** for the same with an acceptable documentary proof. Signatures on the Form of Bid shall be witnessed and dated.

(8) CURRENCIES OF BID AND PAYMENT:

The bidder shall submit price bid / offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.

(9) RIGHT TO VARY QUANTITIES:

MEGA Co. Ltd. reserves the right at the time of award of the contract or during the contract period to **increase or decrease the number of vehicles** in the schedule of requirements without any change in unit price quoted by bidder which shall be bond to bidder.

(10) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

MEGA Co. Ltd. does not bind itself to accept lowest or any other bids and has the right to cancel the bidding process and reject all bids or some bids or single bid at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder/bidders on the grounds for the company's action.

(11) TECHNICAL BID SUBMISSION IN PHYSICAL FORM:-

(11.1) Bids to be submitted in two parts i.e. **(1) Technical Bid (physical form) (2) Financial bid (online).**

Two separate Proforma duly completed in all respects to be submitted in Technical Bid. First for “Tender Fees and EMD (Earnest Money Deposit)” (physical form) and Second for “Technical Bid Documents” (physical form).

The tender form for Technical Bid in Proforma prescribed in **Annexure-I**

The name of the Proforma to be mentioned clearly in words “Earnest Money/Tender Fees” and “Technical Bid Documents” as the case may be on the top of the respective Proforma.

Two separate covers to be prepared for both physical form Proforma (1) For the instruments of EMD & Tender Fees and (2) the document pertaining to Technical Bid. Both the covers are to be put in a single cover clearly written on top as “**E-Tender For Hiring Vehicles**” should be submitted to Chief Administrative Officer at Karmayogi Bhavan, Gandhinagar on or before the last date and time of tender submission.

(11.2) Tender Fee and Earnest Money Deposit (EMD)

Tender Fees :- Demand Draft or Pay-Order of **Rs.15,000/- (Rupees Fifteen Thousand Only)** **Non-refundable** as Tender Fees to be drawn in favour of “**MEGA Company Limited**” payable at Gandhinagar on or before the last date and time of submission.

EMD : The Bidder shall deposit EMD (Earnest Money Deposit) for an amount of **Rs. 6,00,000/- (Rupees Six Lakh Only)** in the form of an Account Payee DD or Pay Order or Bank Guarantee or Fixed Deposit from a Nationalized / Scheduled bank in an acceptable form in favour of MEGA Company Limited along with the technical bid as mentioned in Bid Submission. The bid security should remain valid for a period of **Ninety (90) days beyond the last date of submission of technical bid.**

(11.3) Any tender not accompanied by EMD shall be rejected.

(11.4) EMD of the unsuccessful bidders will be returned to them at the earliest.

(11.5) No interest will be paid to the bidders on EMD submitted.

(11.6) EMD of the successful bidder shall be returned on receipt of Performance Guarantee and after signing the Contract Agreement.

(11.7) EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

(11.8) EMD shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Guarantee within the time frame specified by MEGA Company Ltd.

(11.9) The Technical Bid should consist of the following documents as per Annexure-I:

1. Signed & stamped copy of the tender document as token of acceptance of all the terms & condition of the entire tender.
2. Signed & stamped copy of PAN card of the Agency/Firm/Company under Income Tax Act. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of all Directors/Partners as well as mentioned in Annexure-III.
3. Signed & stamped copy of valid Registration Number of Agency under Prevailing Motor Vehicle Act with copy of comprehensive insurance policy for minimum 25 vehicles.
4. Signed & stamped copy of RC book for minimum 25 cars/taxis in the name of bidder with summary in tabulated form as mentioned in Annexure-Ic.
5. Signed & stamped copy of GST registration number and GST return data of last 3 months.
6. Signed & stamped copy of valid license under Contract Labour Act for latest assignment.
7. Signed & stamped copy of the P.F. registration and latest Challan copy and Bank Transaction Copy of latest assignment.
8. Signed & stamped copy of the E.S.I. registration and contribution statement of last 3 months of latest assignment.
9. Proof of Annual turnover of last three financial year supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.
10. Signed & stamped copy of IT returns of last 3 years filed by agency
11. Experience Certificates with summary in tabulated form – List as mentioned in Annexure-Ib with documents from the concerned organizations on its letterhead along with necessary contact details; and a satisfactorily work completion certificate to be provided compulsorily.
12. Latest fitness certificates for minimum 25 vehicles owned by bidder.
13. Undertaking on Rs.100 stamp paper as per Annexure-IV

(12) THE FINANCIAL BID SUBMISSION (ONLINE ONLY):-

Financial Bid is not to be submitted in physical form as it has to be filled up on the online portal <https://mega.nprocure.com>. Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid in Proforma prescribed in tender document as 'Online financial proposal' in **Annexure IIA & IIB**.

It is to be noted that the bids shall remain valid and open for acceptance **for a period of six months from the date of bid submission.**

(12.1) Bid Prices:

Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Bid Offer covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Hired and On Call Vehicle Services at MEGA. This includes all the liabilities of the Bidder such as

- Fuel Charges
- Conveyance Cost of vehicles to report daily to respective offices suggested by MEGA
- Cleaning and Washing Charges
- Toll Taxes if any
- Repair & Maintenance Charges
- Parking Charges (In Ahmedabad and Gandhinagar)
- Cost of uniform for Drivers
- Cost of Identity cards of Drivers
- Reliever Cost if any
- Cost of comprehensive Insurance policy of personnel deployed by the Bidder
- All Statutory liabilities like to ensure payment as per Minimum Wages Act, contribution to ESI, PF, Bonus etcetera
- **All the bids must be excluding GST**

(12.2) Bidders are advised to visit and assess the scope and requirements under the tender consciously. Rates so offered by a bidder shall be assumed to have been quoted after comprehensive assessment of the scope, quality and quantity of the work. The terms, conditions and notes under this chapter are guiding and thus bidder/s are advised to make its own assessment and after then to quote.

1. Annexure-II A is the Bid for monthly hired vehicles and Annexure-II B is the Bid for On-call vehicles as described category wise.
2. In case of rate revision by labour department on minimum wages during the contract period, difference amount (if higher than current minimum wages) may be reimbursed by MEGA to agency accordingly. However, Agency has to ensure payment to deployed staff as per legal norms to comply.
3. Bidder is advised to go through latest labour department notification on minimum wages of skilled/semi-skilled/unskilled labour to quote accordingly as bidder will wholly responsible to comply with law.

(13) BID OPENING AND EVALUATION:

(13.1) The tender committee of MEGA will open the Technical / Financial Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

(13.2) The bid of any bidder who has not complied with one or more of the conditions prescribed in the tender document will be summarily rejected.

(13.3) Conditional Bids will also be summarily rejected.

(13.4) Financial bids of only the technically qualified bidders will be opened for evaluation.

(13.5) Overall L1 will be calculated as per below formula for monthly hired vehicles.

As mentioned in Annexure-IIa for Financial Bid of Monthly Hired Vehicles :-

For Calculation and Evaluation purpose as well as to determine L1, followings are considered.

Extra kilometre per month is considered - 50 Kms per categories

Extra Hours per month is considered - 50 Hours cumulatively for all categories

Night Halts is considered per month – 5 Nights cumulatively for all categories

Final Bid for monthly hired vehicles $X = \text{Sum (A*C)} + \text{Sum (B*D)} + (E*50) + (F*100) + (G*5)$

A = Approx. Qty. Required for 2000 Kms

B = Qty Required for 3000 Kms

C = Per Month Rate for 12 Hrs duty and **2000** kilometers.

D = Per Month Rate for 12 Hrs duty and **3000** kilometers

E = Total of Extra Km Charges above 2000 / 3000 Kms

F = Extra Hrs Charges above 12 Hrs (Rates to be quoted Per Hour)

G = Night Halt charges

Final Bid (Calculated by System) **$X = \text{Sum (A*C)} + \text{Sum (B*D)} + (E*50) + (F*100) + (G*5)$**

As mentioned in Annexure-IIb for Financial Bid of On-Call Vehicles :-

For Calculation and Evaluation purpose as well as to determine L1, followings are considered.

Extra kilometre per month is considered - 30 Kms per category

Extra Hours per month is considered - 30 Hours per category

Nigh Halts is considered per month – 3 Nights per category

$$\text{Final Bid } Y = (H+I+J+K+L+M+N+O+P)*3 + (Q+R+S)*30 + (T*3) + (U*30)$$

H = On-call rate for minimum 250 kms of Tata Indica Vista/ Maruti Swift / Toyota Liva

I = On-call rate for minimum 300 kms of Tavera / Mahindra Scorpio / Renault Duster

J = On-call rate for minimum 250 kms of Toyota Innova / Mahindra XUV / Tata HEXA

K = On-call rate for minimum 100 kms of Tata Indica Vista/ Maruti Swift / Toyota Liva

L = On-call rate for minimum 100 kms of Tavera / Mahindra Scorpio / Renault Duster

M = On-call rate for minimum 100 kms of Toyota Innova / Mahindra XUV / Tata HEXA

O = Airport Pickup-Drop of Tata Indica Vista/ Maruti Swift / Toyota Liva

P = Airport Pickup-Drop of Tavera / Mahindra Scorpio / Renault Duster

Q = Airport Pickup-Drop of Toyota Innova / Mahindra XUV / Tata HEXA

T = Night Halt Charges

U = Extra Hour Charges above 12 Hours

$$\text{Final Bid for On-Call vehicles } Y = (H+I+J+K+L+M+N+O+P)*3 + (Q+R+S)*30 + (T*3) + (U*30)$$

To determine lowest 1 (L1) will be calculated by considering lowest total of X and Y which is lowest in total of monthly hired vehicle bid and on-call vehicle bid.

To determine Lowest 1 (L1) = X + Y

It is to be noted that extra hours and extra kilometres will be calculated segment wise only.

Eg. 4 bolero for 2000 kms = 8000 kms

And

4 bolero 3000 kms = 12000 kms

So, Total 20,000 kilometres for Bolero Segment

It means in bolero segment, if total consumed kilometres of all 8 bolero exceeds 12000 kms then only extra per kilometre charges for the segment will be applicable.

Above same formula is applicable for extra per hours charges segment wise.

The price quoted and accepted by MEGA would remain same during first six months of the contract period, after that fluctuation (increase/decrease) in fuel pricing will be applicable as per MEGA's formula considering mileage of vehicles and rate differences in six months.

(13.6) The successful L1 bidder of the price bid will be called for the presentation on its vendor capabilities for providing the services at MEGA Co. Ltd.

(14) ISSUANCE OF LETTER OF ACCEPTANCE (LOA) AND AWARD OF CONTRACT:

(14.1) Prior to the expiration of the bid period, MEGA Co. Ltd. will notify the successful bidder in writing by a letter of acceptance through mail that its bid has been accepted.

(14.2) The issue of Letter of Acceptance (LOA) shall constitute the intention of MEGA Co. Ltd. to place the Purchase/Work Order with the successful bidder.

(14.3)) Upon issuance of LOA, the successful bidder shall submit Performance Guarantee in conformity with the bid documents, in stipulated time period which is within 7 (Seven) days from the issuance of LOA). Thereafter a contract in accordance with the tender terms will be executed between the successful bidder and MEGA Co. Ltd on suitable stamp and after that EMD will be released.

(15) CANCELLATION OF LETTER OF ACCEPTANCE:

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in stipulated time (within seven days of issuance of LOA) shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in such case MEGA Co. Ltd. may make the offer to any other bidder at its only discretion or may call for new bids.

(16) POST BID CLARIFICATION:

No post bid clarification at the initiative of the bidders shall be entertained. Any effort by the bidders to influence the MEGA Co. Ltd. in its bid evaluation, bid comparison or award of the contract shall result in rejection of the bid.

(17) MISCELLANEOUS:

(17.1) The bidder is expected to examine all the instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result into rejection of the bid.

(17.2) MEGA Company Ltd. may terminate the contract if it is found that the contractor/agency is black listed on previous occasions by any of the Government

Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc. If the work completion certificate submitted by the bidder contains any negative/adverse remark, in that case the bidder will not qualify for the technical evaluation and the bid will be summarily rejected. Non submission of satisfactory work completion certificates will also lead to disqualification for the technical evaluation and the bid will be summarily rejected. The satisfactory work completion certificate submitted by bidder will also include remarks of its respective clients/principal employer about no levying financial penalty or other major penalty to the bidder during his contract tenure. If any kind of financial penalty or any other major penalty levied to the bidder by its previous clients/principal employer is found, in such case the bidder will be disqualified at Technical Bid Evaluation stage.

(17.3)The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

(17.4)The bidder shall check all the pages of tender document and in the event of discovery of any discrepancy or missing pages, the bidder shall inform MEGA Company Ltd and shall ensure to get all the details on time.

(17.5) Bidder, who desire to avail further clarification in any aspect of the mentioned tender may submit query on clarification at smadmin@gujaratmetrorail.com within 10 days from the date of issuance of the tender. The clarifications and amendments, if needed will be issued within 5 days from the last date of query submission date. Queries after the stipulated time period i.e.10 days from the date of issuance shall not be considered in any case.

(17.6) The decision taken by MEGA Company Ltd. will be final and binding to all the bidders in any aspect of the mentioned tender and the bidder shall have no claim in any form against MEGA Co. Ltd.

TERMS & CONDITIONS OF CONTRACT:

Hereinafter successful bidder is referred as agency or service provider.

(1) RESPONSIBILITY OF THE AGENCY:

(1.1) The Agency shall be solely responsible to comply with all the provision of Motor Vehicle Act and all other laws, rules, guidelines, etc. as applicable from time to time in respect of plying of providing hired vehicles services.

(1.2) The vehicle provided by the service provider should have valid registration certificate, full comprehensive insurance to cover third party and the occupants, vehicle fitness certificate, P.U.C., Road tax, permit and other relevant permits/ licenses essentially required

by R.T.O. and other statutory bodies for operations of the cars/taxies and must be revalidated before the expiry of the due date during the tenure of the contract period.

(1.3) All vehicles should be in excellent working condition and first registration of the offered vehicles must not be older than 1 year and must not be utilized for more than **40,000 kilometres** at the time of Bid submission.

(1.4) No private registered vehicles should be included and the same will not be allowed to use in the vehicle allotment to company. The Agency must provide tourist permit (TAXI permit). All the vehicles must have necessary valid certificates (including Fitness, PUC etc.) and original documents should always be there in the vehicles.

(1.5) It will be responsibility of The Agency to provide well-dressed driver with valid licence and police verification along with corporate grooming standards and mobile phone in working condition. The driver must carry valid driving licence while on duty.

(1.6) The Agency shall pay all the taxes including toll taxes, parking charges etcetera as may be levied by any local or government bodies. If the said expenditure is in substantial amount on this account, that may be reimbursed on submission of original cash memos along with monthly/ other bills if found justifiable by MEGA authority.

(1.7) During the contract period, if the vehicles is seized / detained by Police / Motor Vehicle Authority or any authorities for any reason whatsoever, it will be at the contractor's risk and responsibility.

(1.8) Agency has to make his own arrangements to procure fuel, lubricants, spare parts, repairs etcetera during the contract period. On account of this or any other reason, if the vehicle is sent to garage/ petrol pump, Agency shall not claim for the vehicle running expense during the said trip and all the cost to be borne by agency only.

(1.9) It is expected from the Agency that all the drivers of vehicle deployed at MEGA have sufficient money so in case of any expenses during travels on duty, drivers should never ask money from MEGA official/representatives.

(1.10) The Agency shall be personally responsible for any theft, dishonesty or dissidence by the drivers. In such cases, MEGA shall have the authority to recover the cost of theft materials or valuables from the monthly bill of agency at its own discretion.

(1.11) Log book will be maintained for each vehicle on daily basis by drivers and it is the responsibility of the drivers/agency to get the daily signature of user promptly.

(1.12) The drivers shall not be treated as employees of MEGA CO. LTD. under any circumstances. Drivers must be employees of the agency and the agency shall ensure that all statutory obligations, if any, with respect to their employees are successfully complied at its cost without fail.

(1.13) All the claims arising out of accidents including damages to the vehicle and injuries including death of the people travelling in the vehicle (including driver of the vehicle provided by The Agency) and any other third party all to be owned and settled by the Agency. MEGA will not be liable or responsible in any of such claims.

(1.14) MEGA is neither responsible nor liable to pay any compensation for injury/death caused to The Agency's operating staff in the event of any accident on duty. The Agency shall make his own arrangements to meet such eventualities as per existing Government norms.

(1.15) In case of injury of life to MEGA staff/officer/representative/guests while travelling in The Agency's vehicle, The Agency shall make arrangements to pay suitable compensation in accordance with law of the land for each and every one affected or their heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and the sole responsibility of The Agency. In case of any third party claim against MEGA for any act of the employees of the agency, the agency shall act as guarantor and indemnify MEGA to the extent of all claims and expenses.

(1.16) For all outside destination, arrangement of accommodation of driver, food, parking of vehicles will be arranged by The Agency.

(1.17) Safety and security of the officials and official guests of MEGA are of great importance, it is required by agency to maintain safety measures in proper conditions. Some of them are front and rear safety belts, safety guards, first-aid kit, fire extinguisher, proper tool kits etcetera.

(1.18) In case of exigencies/emergencies, if MEGA requires vehicles/taxis, Agencies shall be abiding to provide the same on short notice even at late night or on public holidays.

2. Scope of Services

2.1 Services to be provided by agency must be prompt, punctual, efficient, safe and courteous of corporate standards which are the essence of this service contract. The agency shall convey acceptance of LOA within 7 days of the receipt of the LOA letter from MEGA and the agency **must be ready to execute the contract within 7 days of the receipt of LOA as per number of Vehicles / Types of Vehicles required by MEGA at the time of issuance of LOA.**

2.2 The agency must provide **brand new vehicles (Make year 2017 or newer model)** with drivers available round the clock and vehicle **must not be older than 1 year and not to be used for more than 40,000 kilometres as on last date of bid submission.**

2.3 The vehicle provided by the agency should have valid registration certificate, full comprehensive insurance to cover third party and the occupants, vehicle fitness certificate,

PUC, permit and other relevant permits/ licenses essentially required by R.T.O. and other statutory bodies for operations of the cars/taxis and must be revalidated before the expiry of the due date during the tenure of the contract period.

2.4 The agency shall pay all kind of taxes and charges including toll taxes, parking charges etcetera as and when levied by any local or government bodies in respect of vehicles deployed by agency for providing service. The substantial expenditure on this account may be reimbursed on submission of original cash memos after validation of MEGA authority.

2.5 The agency shall ensure that the vehicles deployed by him are maintained as per corporate standard, must be well cleaned thoroughly inside and outside, dicky must be kept clear of dust / rubbish /oil or any personal belongings of driver. Hygienic conditions must be maintained inside the vehicle at all times, which shall be subject to inspection by the officials of MEGA. Any substandard vehicles shall be rejected by MEGA and suitable penalty shall be imposed as per penalty terms and conditions.

2.6 In the event of any delay or breakdown of vehicles en-route, the agency at its own cost shall make alternate arrangements for on-time pick-up of the officials/official guests.

2.7 The nature of duty to be assigned to each driver/vehicle shall be at the sole discretion of MEGA. Agency shall have to pick-up and drop officials / guests from their residences to office / project sites / other places and vice versa on **round the clock duty, round the year including Sundays/Holidays and National Holidays as per requirement of MEGA officials.**

2.8 The agency has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speed, rash driving and driving vehicle with defective brakes. Daily check of vehicles to be ensured by agency/driver before commencing the duty for the day. Any faults in vehicle to be communicated well in advance to officials and administration department of company. Prompt action must be initiated by agency for such faults in vehicle. The agency is fully responsible for any minor or major fault in operation of the vehicle. In any case, faulty vehicles must not be allowed for duty and alternate vehicles must be arranged by agency promptly. If any vehicle is drawn out of service by the agency for maintenance, repairs etc. suitable alternate vehicle shall be required to provide without any delay.

2.9 The Agency shall give full Bio-data of the drivers who shall be deployed at MEGA for services, which should contain their address, photograph, license copy, contact number, employee number along with **police verification report for record purpose. All the drivers must be stationed locally either in Ahmedabad or Gandhinagar.**

2.10 The agency shall intimate about newly recruited Drivers with documents prior to respective deployment, similarly, details of resignation/termination of the drivers deployed at MEGA shall be required to be submitted by the agency with prior intimation and consent from MEGA.

2.11 All the Drivers must be in possession of valid driving license **(at least 3 years old)** issued by the R.T.O. and must carry the same with them while on duty. The drivers should be well literate, mannered, groomed, well dressed and should behave courteously with the officials / official guests of MEGA. The drivers should be able to atleast speaks Gujarati and Hindi languages as well as they should have working Knowledge of English.

2.12 The required vehicle will be made available at place directed by MEGA. **Kilometres will be counted from pick up point to drop point decided by MEGA. MEGA is not liable to pay any payment of kilometre consumed from the place of the Agency to the destination decided by MEGA or from the destination decided by MEGA to the place of the Agency.**

2.13 The full authority to reject vehicle on ground of any minor/major faults or hygiene standards or behaviour of drivers shall be given to MEGA officials who travel in the vehicle. Agency shall be abiding with the decision of officials travel in the vehicle and must arrange alternate vehicle promptly.

2.14 The Agency shall have to replace the driver /or and vehicle, if MEGA is not satisfied with the service of the driver or vehicle, as the case may be. Driver on the duty cannot leave the vehicle without prior permission of the MEGA officials.

2.15 In case The Agency fails to provide a vehicle in case of rejection or absenteeism of allotted vehicle as per contract on a particular day, the vehicles will be hired by MEGA from any other source and the full cost of hired vehicle will be recovered from the bills of the agency. Further penalty of Rs. 5000/- shall be levied for such default.

3. Payment of Monthly Bills

Payments shall be made on monthly basis within 15 working days after submission of statutorily complied bills in the succeeding months. The Agency shall submit the bills before 5th of every month along with the certificate of satisfactory work done given by MEGA. The agency has to make payment to its Drivers deployed at MEGA before 5th of the every month with all statutory compliance. Payment to the agency drivers by the agency will not depend on the clearance of the bill submitted at MEGA Co. Ltd. If agency fails to make payment to its Drivers deployed at MEGA before 5th of every month, it will be viewed as a service lapse and suitable penalty as decided by MEGA Co. Ltd. may be deducted from its monthly invoice/bill. **The price quoted and accepted by MEGA would remain same during first six months of the contract period, after that fluctuation (increase/decrease) in fuel pricing will be applicable as per MEGA's formula considering mileage of vehicles and rate differences in six months.** Along with invoice, below documents to be submitted by agency after then only payment will be processed by MEGA.

- Signed and stamped log-book of each vehicles with printed numbers
- Invoice duly signed by authorized person of agency in duplicate

- Vehicle wise summary sheet of total kilometers consumed in each segment and total hours of duty performed for each segment as per format suggested by MEGA
- ECR and paid PF/ESIC challan along with bank transaction slip for all the Drivers deployed at MEGA
- For On-call vehicles, approved email copy of MEGA officials, original memo with signature of MEGA official/guest whoever travelled, Invoice with original Toll Tax receipts, Parking slips and all supporting documents.

3. Penalties

Prompt, punctual, efficient, safe and courteous service by the agency is the essence of this service, any lapses in the services will be viewed seriously and penalties will be imposed on the agency as it will be considered as nonfulfillment of contractual obligations. Quantum of penalty will be decided in individual cases and the decision of MEGA Management will be final and abiding to bidder. Few of penalty conditions are tabulated below.

1. In case of failure to commence the vehicle allotment services as per the stipulated time/date given by MEGA, **the entire EMD shall be forfeited and LOA shall be withdrawn.**
2. In case of failure to carry out the services of hired vehicles or on-call vehicles to the satisfaction as clearly mentioned in responsibility and scope of contract, MEGA will be free to get hired vehicles from open market at the cost and risk of the agency until agency improves the services and gives assurance in writing to provide services to the satisfaction. **All the cost of hiring vehicles from outside to be borne by agency,** the same will be deducted from monthly bill of agency.
3. In case of any of The Agency's Drivers deployed under the contract is (are) absent or fails to report in time and Agency is unable to provide suitable substitute in time, **a penalty of Rs.5000 per day** shall be levied by MEGA and the same shall be deducted from The Agency's bill. Repetition of such incidents may be resulted into termination of contract or substantial penalty decided by MEGA officials.
4. In case any public complaint is received attributable to misconduct/misbehaviour of The Agency's Drivers, & is assessed as true by MEGA administration, **a penalty of Rs. 10,000/- (Rupees Ten Thousand Only)** for each such incident shall be levied and the same shall be deducted from The Agency's bill and on repetition of the same MEGA may terminate the contract.
5. If as a result of post payment audit any overpayment is detected in respect of any invoices of services provided by the agency or alleged to provide services by the agency under the contract, it shall be recovered by MEGA from the agency from subsequent bills without consent of the agency at MEGA's discretion.
6. MEGA will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time if required.
7. If any complaint regarding driver's behaviour is raised by MEGA representative, **travelling memo of that day will be treated as cancelled and it will be considered as absenteeism of vehicle and services.** If driver or any other person representing

agency is found in drunken state with alcohol, the same shall be reported to the Agency and The Agency has to take necessary legal actions against him. Any lapse in prompt action by agency will be considered as non-fulfilment of contractual obligations. For such case of drunken driver, **penalty of Rs.10,000/- (Rupees Ten Thousand Only)** will be imposed by MEGA to agency and on repetition of the incident, MEGA may terminate the contract.

8. **Rs.1000 (Rupees One Thousand Only) per day per vehicle** will be deducted if any driver of agency is not in proper (corporate level) grooming standards or without uniform or without ID card or chewing tobacco inside the car or tried to manipulate the meter readings by any means etcetera. The full authority to assess and judge corporate level grooming standards shall be given to MEGA officials and agency is abiding to decision given by MEGA officials.
9. If any repetitive lapses are found in the performance of the duty by the agency or on any particular incident negatively affecting the working of MEGA, a suitable amount of penalty as decided by MD, MEGA Co. Ltd. will be deducted from the agency's monthly bill/performance guarantee or MEGA may terminate the contract on ground of gross negligence and non-fulfilment of contractual obligations.

4. Period of Contract:

The initial Contract shall be valid for a period of Two years which is further extendable to one year subject to review and satisfactory performance of the Agency.

5. Performance Guarantee:

The Agency shall deposit Performance Guarantee Rs10,00,000/- (Rupees Ten Lakh Only) in the form of DD, PO, Bank Guarantee or Fixed Deposit from nationalised bank within 7 calendar days from the date of Letter of Acceptance (LOA). Performance Guarantee must be valid up to a period of sixty days after the date of completion of contract, In case of extension of contract period the Bank Guarantee is to be extended further as per the requirement of MEGA Company Ltd. This Performance Guarantee shall be released only after 60 Days from the date of expiry of the contract.

6. Sub-Contracting:

The Agency shall not sub-contract any part or whole part of the rate contract or any activity mentioned in the tender to any sub-contractor.

7. Change in Terms and Conditions/Contract:

MEGA CO. LTD. shall reserve all rights to make changes in the terms and condition or variation in the mentioned contract/tender by a notice in writing to the agency. The agency will be bound by the same and no representation in the said manner will be allowed / entertained.

8. Termination:

(8.1) If The Agency fails to perform its duties/functions satisfactory as prescribed by MEGA CO. Ltd., MEGA reserves the right to terminate the contract with agency at any point of time. In no event shall the agency be entitled to any prospective profits or consequential losses because of such termination.

(8.2) The Contract shall be considered as terminated in the event of the death of the owner of the agency and their legal heir will not have any right/claim towards the same. However, the legal heirs of the owner of the agency may continue working as per contract specifications for next three months. MEGA has to complete process to appoint the new agency during the mentioned period.

(8.3) If Agency does not desire to continue the contract, in such case, it has to give three months' notice in advance to the Company and its performance guarantee will be seized.

(8.4) In addition to the any provision of this contract, MEGA can terminate the contract without providing any reason to the agency by giving notice in one month in advance. No compensation shall be paid to the agency for the residual period after the cancellation of contract.

(8.5) Failure by The Agency to comply with any statutory requirements and terms and conditions of this tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by MEGA. In such a case, the performance guarantee will also be forfeited.

(8.6) Any repetition of penalty may be resulted into termination of contract as mentioned in penalty terms and conditions.

9. Statutory Compliance with Laws, Regulations and Orders:

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorised agencies of any government in India and maintain valid record for verification of the statutory authorities as well MEGA Co Ltd as and when required.

10. Applicable Law:

The contract and the relationship of the parties hereunder shall be governed by and interpreted in accordance with the laws of India and parties hereby agree to submit that the court at Gandhinagar, Gujarat shall have the exclusive jurisdiction to dispute if any arising between the parties to the Contract.

ANNEXURE- I a

Technical Bid Documents as mentioned in below table to be submitted along with check list

<u>Sr No.</u>	<u>Document to be Submitted</u>	<u>Yes or No</u>
1.	Signed & stamped copy of the agency registration under prevailing motor vehicle act along with the signed and stamped on each page of tender document as token of acceptance of all the terms & condition of the entire tender.	
2.	Signed & stamped copy of PAN card of the Agency/Firm/Company under Income Tax Act. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of all Directors/Partners along with Annexure-III.	
3.	Signed & stamped copy of valid Registration Number of Agency under Prevailing Motor Vehicle Act with comprehensive insurance cover.	
4.	Signed & stamped copy of RC book for minimum 25 cars/taxis in the name of bidder with summary in tabulated form.	
5.	Signed & stamped copy of GST registration number and GST return data of last 3 months.	
6.	Signed & stamped copy of valid license under Contract Labour Act for latest assignment.	
7.	Signed & stamped copy of the P.F. registration and latest Challan copy and Bank Transaction Copy of latest assignment.	
8.	Signed & stamped copy of the E.S.I. registration and contribution statement of last 3 months of latest assignment.	
9.	Proof of Annual turnover of last three financial year as stated in T&C No.14 supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.	
10	Signed & stamped copy of the latest IT return of last 3 years filed by agency	
11	Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details; and a satisfactorily work completion certificate to be provided compulsorily.	
12	Annexure-I b, Annexure I-c and Annexure-IV	

Annexure – I b (Experience Details)

This Annexure must be supported with original certificates

Sr.No	Name of the organization	Duration of Contract	Types of Vehicles	Total number of vehicles provided
1				
2				
3				
4				
5				

Annexure – I c (RC book details)

Sr.No	Name of the vehicles	Vehicle No	Name of RC Book	Year of Manufacturing
1				
2				
3				
..				
..				
25				

Annexure – II A

For Calculation and Evaluation purpose as well as to determine L1, followings are considered.

Extra kilometre per month is considered - 50 Kms per category

Extra Hours per month is considered - 50 Hours

Nigh Halts is considered per month – 5 Nights

Total Cost = Sum (A*C) + Sum (B*D) + (E*50) + (F*100) + (G*5)

Rates to be quoted for supply of vehicles on Monthly Hiring Basis:

Financial Bid – 1

(All the bids must be excluding GST)

Vehicle Make & Type	Approx. Qty. Required for 2000 Kms A	Qty Required for 3000 Kms B	Per Month Rate for 12 Hrs duty daily and 2000 kilometers · IN INR C	Per Month Rate for 12 Hrs duty daily and 3000 kilometers · IN INR. D	A*C	B*D	Extra Km Charges above 2000 / 3000 Kms (Rates to be quoted per Km) e
Toyota Innova Crysta / Mahindra XUV / Tata HEXA	00	01			To be calculated by system	To be calculated by system	
Honda City / Maruti Ciaz /	00	01			To be calculated by system	To be calculated by system	

Hundai Verna							
Chevrolet Tavera / Mahindra Scorpio / Renault Duster	00	05			To be calculated by system	To be calculated by system	
Nissan Sunny / Renault Scala	00	01			To be calculated by system	To be calculated by system	
Honda Amaze / Tata Zest / Tata Indigo / Maruti Swift Dzire / Hyndai Xcent / Chevrolet Enjoy	05	05			To be calculated by system	To be calculated by system	
Tata Indica Vista / Maruti Swift / Toyota LIVA	18	04			To be calculated by system	To be calculated by system	
Mahindra Bolero (Non AC) / Sumo Gold (Non AC)	04	04			To be calculated by system	To be calculated by system	
Sum (To be Calculated by) system					Sum (A*C) = Total	Sum (B*D)	E = Sum

	quote for 2000 kms	= Total quote for 3000 kms	of 'e'
Extra Hrs Charges above 12 Hrs (Rates to be quoted Per Hour) F			
Night Halt charges (Per Night) G			
Final Bid X = $\text{Sum}(A * C) +$ $\text{sum}(B * D) + (E * 50) + (F * 100) +$ $(G * 5)$			(Calculated by System)

All the bids must be excluding GST

Annexure-II B (Financial Bid – 2)

Rates to be quoted for on-call (casual) basis:-

(All the bids must be excluding GST)

* Rates for Vehicles On-Call Basis: (To be effective from 01/01/2018 to 30/06/2018)				
Sr. No.	Particulars	Tata Indica Vista/ Maruti Swift / Toyota Liva H	Chevrolet Tavera / Mahindra Scorpio / Renault Duster I	Toyota Innova / Mahindra XUV / Tata HEXA J
		AC	AC	AC
1	Rates per Km for one day (For minimum Km as mentioned below in (*))			
	(*)) Minimum Km	250 Km	300 Km	300 Km
2	For providing vehicle between Ahmedabad and Gandhinagar	K	L	M
	Fix Rate up to 100 Km			
3	For providing vehicle between Ahmedabad and Gandhinagar	N	O	P
	Fix Rate for Airport Pickup / Drop from Head Office			
4	Extra Km Charges above 100 /250/300 Kms as mentioned above in minimum km limit	Q	R	S
	(Rates to be quoted per Km)			
5	Night Halt Charges T			
6	Extra halt Hours Charges above 12 Hrs (Per Hour) U			
	Final Bid Y = (H+I+J+K+L+M+N+O+P)*3 + (Q+R+S)*30 + (T*3) + (U*30)	(Calculated by System)		

For Calculation and Evaluation purpose as well as to determine L1, followings are considered.

Extra kilometre per month is considered - 30 Kms per category; Extra Hours per month is considered - 30 Hours per category; Nigh Halts is considered per month – 3 Nights per category

Final Bid $Y = (H+I+J+K+L+M+N+O+P) \times 3 + (Q+R+S) \times 30 + (T \times 3) + (U \times 30)$

(All the bids must be excluding GST)

ANNEXURE – III

1	Name Address of Firm/Agency	
	Telephone No. of Owner/Authorized Person	
2	Registration No. of the Firm/ Agency	
3	Name, Designation, Address and Telephone No. of Authorized Person of Firm / Agency to deal with	
4	Please specify as to whether Tenderer is sole proprietor / Partnership Firm. Name, Address and Telephone No. of Director / Partners should specified	
5	PAN Card no issued by Income Tax Department	
6	Provident Fund Account Registration No.	
7	ESI Registration Number of Agency	
8	Registration No. under Contract Labour Act	
9	Details of tender Fees	
	a) Amount	
	b) Pay order or DD No.	
	c) Date of Issue	
	d) Name of Issuing Authority	
10	Details of EMD	
	a) Amount	
	b) FDR No. or DD No. or Pay order No. or Bank Guarantee No.	
	c) Date of Issue	
	d) Name of Issuing Authority	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder) Name, Designation and Address with seal

ANNEXURE- IV

(ON NON JUDICIAL STAMP PAPER OF Rs. 100/-)

UNDERTAKING

To,
The Chief Administrative Officer,
MEGA Company Limited,
Block No. 1, 1st Floor, Karmayogi Bhavan,
Sector-10 A, Gandhinagar – 382 010

Name of the Firm / Agency _____

Name of the Tenderer/Bidder _____

Dear Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of prevailing Motor Vehicle Act, Minimum Wages Act, Contract Labour Act and other statutory provisions like Employee Provident Fund Act, ESI, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the Drivers deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that our firm/agency/company doesn't have any existing litigation, never blacklisted and terminated by any client in India.
5. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last five years.

(Signature of the bidder)
Name, Designation and Address
(With seal)