



GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED  
( A Government of Gujarat Enterprise)  
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GMDC/HR/18-19

14<sup>th</sup> November, 2018

Sub: Hiring of vehicle(s) on requirement/call basis on quoted rates

Dear Sir

Sealed quotations are invited by GMDC Ltd, Ahmedabad on or before 3<sup>rd</sup> December, 2018 from the interested and eligible entity for hiring of vehicle (s) on requirement/call basis on quoted rates for Corporate Office, GMDC Ahmedabad for a period of two years with following terms and conditions:

Sr. No	Nature of Work	Approximate Value of Work	Earnest Money Deposit	Security Deposit	Last Date of receiving sealed Quotation	Date of Opening of Technical Quotation
1	Hiring of vehicle (s) on requirement/call basis on quoted rates for Corporate Office, GMDC, Ahmedabad	4.5 Lakh	Rs 10,000/-	Rs 25,000/-	30.11.2018 at 3:30 PM	03.12.2018 at 3.30 PM

Details of make/model/year

Sr. No.	Particulars of Service Required	Models of vehicles	Year of Manufacture
1	Hiring of vehicle (s) on requirement/call basis on quoted rates	Tata Vista/Maruti Swift/Swift Dezire/Toyota Etios/Innova/Mahindra Verito/TUV 300/Mahindra Xylo/Scorpio and any other equivalent class of vehicles	2018/2017

### **Terms and Conditions**

1. Quotation shall be submitted in sealed cover in prescribed format addressed to **General Manager (HR), GMDC Ltd** and envelope shall be super scribed by “**Hiring of vehicle(s) on requirement/call basis on quoted rates.**”

2. The GMDC reserves its right to reject any or all quotations or split the job between more than one bidders without assigning any reason and thereby without incurring any liability to the affected contractor or Bidders or any obligation to inform the affected contractor or contractor's of the grounds for GMDC Ltd., action/decision.
3. Duly filled Envelope containing undertaking of the bidder and duly signed, stamped and filled in Annexure-A by the bidder along with Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in the form of D.D. drawn in favour of GMDC Ltd., payable at Ahmedabad on any Nationalized Bank. The envelope shall be sealed and marked as "Technical Bid" along with Financial Bid containing (Annexure-B).
4. Bidder can supply any of the models mentioned in the quotation. However the supply of vehicle must be latest make not prior to 2017 and allotment of work will be made on the criteria of lowest quoted rates.
5. The bidders must ensure carefully and correctly filled in, signed and stamped Technical Bid Form along with all the requisite enclosures failing which their offer shall be rejected without opening Financial Bid.
6. The bidder should furnish copy of his (i) Goods and Service Tax No. (ii) PAN (iii) Registration No. as Transport operator in Gujarat as required in Technical Bid form. Proof of experience supported by documents shall be submitted by the bidder.
7. The bidder shall have to deposit EMD amounting to Rs. 10,000/- (Rupees Ten Thousand only) in the form of D.D. favouring GMDC Ltd. payable at Ahmedabad along with the quotation failing which the quotation will summarily be rejected without opening Financial Bid.
8. Financial Bid pro-forma (Annexure-B) containing details should be filled in accordingly.
9. Earnest Money Deposit shall be refunded to the unsuccessful bidder within two months of opening the Bid. No interest shall be payable on the EMD/SD to either the contractor or unsuccessful bidder.
10. The contractor shall have to deposit security deposit amounting Rs 25,000/- either in the form of DD for the work to ensure satisfactory services by the contractor. EMD will be refunded to contractor only after deposition of security deposit.
11. Goods and Service Tax shall be reimbursable in addition to the invoice for hiring charges subjected to furnishing of proof of payment.
12. Mileage/distance will measure from pick up point provided by GMDC.
13. Quotation may be sent by Registered Post/Speed Post/Delivered in person at the registry department at 5<sup>th</sup> Floor of Corporate office, Ahmedabad. The responsibility for ensuring that the quotations are delivered in time would rest with the bidder.
14. The envelope shall indicate the name and address of the Bidder.

15. The sealed envelope shall be addressed to the General Manager (HR) at the following address.

**General Manager (HR)**  
**Gujarat Mineral Development Corporation Ltd.,**  
**“Khanij Bhavan”, 132 Ft Ring Road, Vastrapur,**  
**Ahmedabad-380052.**

16. Pre Bid meeting will be held at Corporate Office at 4 PM on 26.11.2018 for any clarification or doubts. Prospective Bidder is required to remain present if they want to seek clarification.

17. Technical Bid will be opened on the date and time mentioned in quotation. Financial Bid of only qualified bidders will be considered. The date and time of opening of financial bid will be informed to the qualified bidders by telephone or email. Technical bids and Financial Bids will be opened in presence of bidders/their representative who wish to be present.

18. The bidders must carefully go through the instruction to Bidders and Eligibility and Other Terms and Conditions. Quotations not satisfying the eligibility and terms and conditions mentioned therein will be rejected forthwith.

19. Open quotations/incomplete quotations, quotations received through E-mail, Fax will be summarily rejected.

## **ELIGIBILITY AND OTHER TERMS & CONDITIONS**

1. The terms corporation means “Gujarat Mineral Development Corporation Ltd.”
2. The terms General Manager (HR) means General Manager (HR) of GMDC Ltd., Corporate Office, Ahmedabad.
3. The bidder should have PAN Registration and Goods & Service Tax Registration.
4. Each and every page of the quotation along with enclosed documents should be signed by the proprietor/Director/Partner along with seal/stamp of the contractor.
5. The bidder should have Registered office/Branch Office in Ahmedabad having all the facility required for running an office such as Landline telephone No. Fax, Mobile and valid e-mail ID.
6. The Contractor/bidder should have the experience of the running a fleet of vehicles on hiring basis for at least two years. Certificate for two years experience providing services in any organisation should be attached.
7. The vehicle proposed to be provided must have commercial permit for operation in Gujarat state.
8. The Bidder should not be under declaration of ineligibility for corrupt and fraudulent practices or any other reason whatsoever, or have not been black listed by Government or any of its agencies.
9. The services of the bidder should not have been terminated on account of deficiency in service/non fulfillment of Tender condition by this office or any offices of Government of Gujarat during any time in the last five years form date of publication of quotation.
10. The contractor shall not employ any person who has not completed 18 years of age and do not have valid driving licence.
11. The Contractor shall provide the services as and when required by the GMDC. If required the driver has to attend on Sunday. The distance and time will be measured form pick up place to drop place within Ahmedabad and no additional time or mileage will be allowed for distance between garage and pickup/drop place.
12. Vehicle proposed to be provided should be of latest model, not prior to 2017.
13. Notwithstanding the award of contract under this quotation, The General Manager (HR) reserves the right to hire vehicles form any other agency also during the tenure of contract.
14. Rates quoted by bidder shall be inclusive of cost of man-power, taxes and other levies except Goods and Service Tax duties, repair and maintenance charges, insurance and other statutory liabilities related to labour laws etc.
15. Rate should also be specified in Annexure-B.
16. The vehicle Registration Book, Insurance copy, Emission Certificate, Road Tax Payment certificate, commercial vehicle permit and Driver License along with other statutorily required documents should be available with the vehicle at all times.

17. In case the car is not provided on any day for any reason whatsoever, alternate arrangement will be provided by contractor. The cost of alternative arrangements made by GMDC will be recovered from the contractor by deducting bill/security deposit or otherwise.
18. The Contractor/Bidder shall bear the costs of fuel, salaries of his driver, repair and maintenance, road tax, insurance, commercial permit etc. of the vehicles provided and shall also maintain the vehicles in good working condition for 24X7X365 days use by GMDC.
19. The Driver(s) staff to be provided by the contractor shall be a qualified driver. He shall have a valid commercial Driving License. He should have a medical fitness certificate especially with respect to eye sight and problems related to eyes. The driver should have sufficient driving experience. He should always while on duty be well dressed. He should be polite and will behaved and should not have any kind of criminal or adverse record.
20. TDS as per rules shall be deducted from the bill wherever applicable.
21. The Driver shall keep documents such RC, Pollution Check Certificate etc. of the vehicle with him all the time. In case of any penalty/Challan for any violation of rules/law, only the contractor/driver shall be solely responsible for the same.
22. The General Manager (HR) reserves the right to monitor, make surprise check & verifications on all aspects of the work and the contractor shall cooperate with the officials so authorised by him and furnish to them all record and materials for inspection without demur.
23. The General Manger (HR) reserves the right to require the contractor to replace the driver without assigning any reasons for the same and contractor shall do so promptly when required to do so.
24. Log Book shall be maintained and usage details therein shall be certified by an authorized officer/official on trip to trip basis.
25. The Contractor should arrange proper cleanliness and hygiene of the vehicle including inter alia the provisioning of car perfume, tissue paper, hand towels etc in the vehicle.
26. The General Manager (HR) GMDC Ltd., Ahmedabad reserve absolute rights to cancel/reject any or all quotation without assigning any reason. The General Manager (HR) reserve absolute rights to strengthen relax/add/remove any terms and conditions without assigning any reason.
27. The vehicle hired shall normally be used for travelling throughout Gujarat. However, it can also be used for travelling to neighboring state as per requirement.
28. The contractor shall have to bear all the expenses relating to food etc. of the driver.
29. The vehicle provided by the contractor should always be in top class condition. In case of any break-down/ of the vehicle, the contractor shall immediately provide another vehicle as replacement within one hour. Otherwise GMDC may hire a vehicle from some other source and recover the expenses from the contractor along with penalty of Rs.1000/-
30. Monthly Bill shall be produced in the first week of following month along with duly signed logbook. Mode of payment will be ECS/RTGS monthly basis subject of satisfactory services.

31. The charges shall be fixed for entire period of contract and no escalation will be accepted/allowed for whatever the reasons thereof.
32. The contractor shall not sublet or subcontract this service to any other party in any circumstances. If it comes into the notice of the GMDC, the contract will be terminated and security deposit will be forfeited. Operation & function of vehicles and drives shall be governed by motor vehicles Act/Rules.
33. In case the contractor does not come forward for hiring of car or withdraws within three months without valid/genuine grounds, the EMD/SD amount furnished by the bidder will be forfeited. In this regards the decision of the General Manager (HR) is final.
34. GMDC reserves the right to terminate the contract without assigning any reasons by giving the notice of one month to the contractor.
35. The Contractor is required to give a notice of 03 (Three) months in case he wants to discontinue the services.
36. In case of breach of any terms and conditions of the contract, the security deposit of the contractor shall be liable to be forfeited besides annulment of the contract.
37. The Contractor should ensure that the driver is well aware about the route map of important places of Gujarat State and familiar with navigation systems/apps like Google Maps etc.
38. The Driver's night halt charges (Rs.250/-) in case of journeys outside Ahmedabad will be reimbursed with monthly bill by the GMDC.
39. Toll Taxes/Parking charges, at the first instances will be paid by the contractor and will be reimbursed with monthly bill by the GMDC.
40. The GMDC shall not be liable for any damage to vehicle during the course of use or any loss on account of any other reason to vehicle or driver during the period of contract.
41. Trip sheet and log book shall be maintained and usage details therein shall be certified by an authorized officer on trip to trip basis.
42. The GMDC will not be responsible for any loans, debts for the vehicle supplied and the contractor should ensure to keep update paid taxes, permits to ply on routes required by the GMDC.
43. The contractor shall be solely responsible for compensation for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. All the claims arising out of any accident/clash shall be met by the contractor and the GMDC will not entertain any claims in this regard.
44. In case of late reporting/non reporting/refusal of duties/unhygienic/untidy of vehicle/stoppage of vehicle due to insufficiency of fuel, GMDC may hire a vehicle from outsider and recover the expenses from the monthly bill(s) submitted by the contractor.
45. GMDC is not liable for loss of life of Driver whether on duty/off duty/ in office premises.
46. The bills on triplicate should made date wise by the contractor and should be submitted in monthly basis. Contractor while raising bills should clearly mention that the rate quoted are

for petrol/diesel.

47. GMDC will deduct income tax at source.
48. The contractor should ensure alternative arrangement in case car goes for servicing/repair.
49. All the details and documents mentioned in the quotation must be submitted. Quotation having incomplete details/documents is liable to be rejected. However, the GMDC may call for and/or give an opportunity to the bidder to furnish the balance details/documents within the specified time. GMDC may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the quotation, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the quotation invalid.
50. Matter relating to any dispute or difference arising out of this quotation and subsequent contract shall be subject to the exclusive jurisdiction of courts at Ahmedabad only.

## UNDERTAKING

I/We do hereby solemnly declare and undertake that:

1. All terms & conditions of the quotation are acceptable to me/us. If any information furnished by me/us is found incorrect/false, the contract is liable to be cancelled without prejudice to any other legal action.
2. I/We confirm that I/We understand that the General Manager (HR) GMDC Ltd, Corporate Office, Ahmedabad reserves absolute rights to reject any bid or all bids without assigning any reason.
3. I/We have not been black listed in any Government Organization/Institution.

Signature of bidder with Seal.

Date:

Place:

**TECHNICAL BID**

**ANNEXURE-A**

Name of the Firm :

Constitution of the Firm :

(Whether Ltd. Co./Partnership/Sole Proprietor)

Name of the Proprietor(s)Partner(s)Director(s) :

Local Address(attached supporting document) :

Landline Phone No. :

Fax No. :

Mobile No. :

E-mail :

D.D. No./Amount/Date/Name of the :

Bank/Branch :

PAN (Copy to be attached) :

GST No. (Copy to be attached) :

Details of experience during past 02 years :

(Certificate to be enclosed)

Nos. of vehicle available and exclusively :

owned by the bidder in own/firm name.

I/We certify that we have carefully gone through all the instruction to bidders, eligibility and terms & conditions and satisfy them to the best of my/our knowledge and belief. I/We understand that in case I/We do not satisfy those conditions our tender is liable to be rejected.

Signature of bidder with seal.

**FINANCIAL BID****ANNEXURE-B**

Hiring of other vehicle(s) on requirement/call basis on quoted rates.

Sr. No.	Vehicle with AC facility	Upto 6 Hrs/and 50 KMs (in Rs.) (A)	6 to 12 Hrs/and 80 KMs (in Rs.) (B)	12 to 24 Hrs/and 100 KMs (in Rs.) (C)	More than 101 Kms till the completion of trip (Per Kms Rate)	Total (A+B+C)
1	Tata Vista/Tata Indigo/Toyota Etios Liva/Swift/Swift Deziire or equivalent					
2	Honda City/Honda Amaze/ Etios/Maruti Ciaz/Hyundai Verna or equivalent					
3	Innova/Scorpio/XUV-500/Xylo/Fortuner or equivalent					
Grand Total						

L-1 will be decided on the basis of grand total amount. Amount rates are inclusive of driver cost and all taxes as applicable. Parking and other charges on reimbursable basis.

Extra KM charges will be negotiated with the contractor/L-1

Signature of Bidder with seal.