

NOTICE INVITING TENDER

Sealed Tenders are invited for hiring of vehicles from the vehicle providers as per the requirement mentioned below in the schedule for the Office of Development Commissioner, SEEPZ-SEZ.

Sr. No.	Category	No. of vehicle requirement	Remarks
1.	Maruti Desire (Petrol/ Diesel) Tata Indigo (Petro/ Diesel) Or Equivalent	1	To be used up to 26 days or 290 hours in a month

- Such tenderers may also submit details of other such organization to whom they have extended similar services in the recent past as well as present and total number of owned vehicles available with the Registration No. in their tender.
- The interested tenderers are requested to submit their bids mentioning therein the price to be charged by them (exclusive of Service Tax). The tenderer should give Service Tax Registration No. in their tender documents.
- The tender documents can be obtained either from the Assistant Development Commissioner, SEEPZ Service Centre Bldg., SEEPZ SEZ, Andheri (East), Mumbai-400096 or can be downloaded from the website www.seepz.gov.in
- Last date for submission of tenders is **28.04.2016** upto 1600 hrs., which will be opened at 1630 hrs. in the Conference Hall of SEEPZ Service Centre Bldg., in the presence of the parties or their authorised representative who wish to be present at the time of opening of the tender. The Development Commissioner, SEEPZ-SEZ reserves the right to accept or reject any or all tenders without assigning any reason. Tenders received after the specified date and time as indicated herein above para will not be considered.
- The Earnest Money Deposit (Refundable, if the bid is not successful) of Rs. 10000/- (Rupees Ten Thousand only) in the form of Demand Draft/ Bankers Cheque in favour of SEEPZ-SEZ Authority Fund payable at Mumbai is to be submitted at the time of tender in a separate envelope bearing the name of the bidder and marked 'security deposit'. Bids without the earnest money deposit

shall be treated as void and will not be considered for opening. The tender without EMD and in any other form than prescribed will not be considered.

6. The successful bidder shall be required to physically produce the Vehicle for inspection and the decision as regards the satisfactory condition of the Vehicle by the Development Commissioner, SEEPZ-SEZ shall be final. The terms and conditions are enclosed herewith.



(Mr. V.P. Shukla)
Dy. Development Commissioner
SEEPZ SEZ

TERMS AND CONDITIONS

1. The tenderer should have a registered and well established Car rental/ Travel Agency/ Firm having latest models of Vehicles for hiring. List of Vehicles owned by the tenderer and the details of the vehicle to be provided to the Development Commissioner, Mumbai must be attached along with the tender documents.
2. The Vehicle proposed to be given to the Development Commissioner under this tender should not have been manufactured before the 1st January, 2016 and should not have run for more than 5000 kms.
3. The vehicles on duty shall have to be kept in perfect running and clean condition. The seat should be comfortable and should always be covered with neat and good quality seat covers.
4. In case, condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time the Development Commissioner, would have a right to hire a vehicle from the market and the additional cost incurred will be borne by the tenderer.
5. The tenderer would ensure that the driver employed should have a valid driving Licence and the vehicle should be registered with the concerned authority of Central/ State Government. The tenderer shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government of Maharashtra and Local Bodies from time to time.
6. The tenderer should have adequate number of telephones for establishing contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and should always be in neat & proper uniform i.e. white shirt with white trouser and black shoes and must carry a mobile phone in working condition for which, no

separate payment shall be made by the Development Commissioner, SEEPZ SEZ.

7. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration.
8. The billing will be done on monthly basis, preferably typed and in triplicate, shall be submitted to this office in the 1st week of each month.
9. A daily record indicating time and mileage for the vehicle shall be maintained in a log book and log book shall be submitted to the Assistant Development Commissioner, SEEPZ SEZ, Mumbai regularly for scrutiny.
10. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ ending from the reporting place to the relieving place.
11. Once the hiring of car commences from a particular operator, the car and the driver should not be changed unless requested by the Development Commissioner, SEEPZ SEZ, Mumbai. The vehicle must be available at any time of any day as desired by the officers considered.
12. The Development Commissioner, Mumbai shall be liable to pay the hiring charges only and other liabilities like monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/ diesel, oil and any other incidental expenses, etc. shall be borne by the tenderer. The liability of the SEEPZ Authority is limited to the contract value only.
13. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle replacement immediately. In case vehicle does not report on time/ does not report at all, the Development Commissioner would have a right to hire a vehicle

from the market and the additional cost incurred by the Development Commissioner will be borne by the tenderer.

14. The contract will be valid for the term of 6 months from the date of award the contract and if the services rendered by the tenderer are found satisfactory, then the contract would be considered for the further extension of period as may be agreed upon and with the mutual consent of the parties.
15. In case of the services rendered by the contractor found unsatisfactory, the Development Commissioner is entitled to terminate the contract by giving one month prior notice to the contractor. The contractor will have no claim for compensation, for any loss sustained by him owing to such action. If the contractor fails to provide the services on more than one occasion, in that case, the SEEPZ Authority reserves the right to terminate the contract without giving any prior notice to the contractor.
16. Earnest Money Deposit shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to comply with the conditions of the tender or withdraws his bid during the Tender period.
17. The SEEPZ-SEZ Authority, Mumbai reserves the right to reject all or any of the offers or accept more than one offer without assigning any reason whatsoever.
18. In case of any dispute of any kind and in any respect whatsoever, the decision of the SEEPZ-SEZ Authority, Mumbai shall be final and binding.
19. The vehicle may be available/ running in the Maharashtra State as and when the SEEPZ-SEZ Authority has desired. The applicant must have a valid Taxi Permit to run in the State of Maharashtra.

20. On awarding the contract, the contractor has to furnish to SEEPZ SEZ Authority, the certified copies of RC books and the comprehensive insurance policies.
21. In the case of any accident, all the claims arising out of it, shall be met by the Tenderer.
22. The Tenderer and driver shall be bound to carry out the instructions of the SEEPZ Authority as well as of the officers assigned to the vehicle.
23. A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.
24. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the SEEPZ Authority whose decision shall be final and conclusive.
25. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.



(Mr. V.P. Shukla)
Dy Development Commissioner