



HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprises)
401-403, 4th floor, V Times Square,
Plot No. 3, Sector 15, CBD Belapur
Navi Mumbai - 400614

Admn./HV_REQ/2020

Date : 11.03.2020

To,

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Sub.: Tender for providing A/c vehicles on as and when required basis for official use on Annual Rate Contract basis for a period of one year.

Dear Sir,

01. Hindustan Organic Chemicals Limited, (A Government of India Enterprise) having its Registered and Corporate office at 401-403, 4th floor, V Times Square, Plot No. 3, Sector 15, CBD Belapur, Navi Mumbai 400614 is a Public Sector organisation engaged in manufacturing of heavy basic organic chemicals with continuous process operations.

02. We are pleased to invite the tenders in two bids system (i.e. Technical / Commercial Bid and Price Bid separately) from competent/experienced transport contractors / travel agencies of sound financial standing having minimum 10 tourist vehicles in its fleet (registered), including deluxe A/c vehicles such as Indigo, Swift Dezire, Honda City, etc. or the vehicles in the same segment as also small A/c vehicles like Wagon R or in the same segment and more seating facility A/c vehicles like Innova, Ertiga, etc. or in the same segment.

03. The services would involve for providing different types of vehicles for different destinations and also for specific purpose. Our requirement of vehicles as well as other requirements to be fulfilled by the service provider are given in tabulated forms enclosed at **Annexures-I & II.**

04. The offers should be submitted in two separate sealed covers containing **Techno Commercial and Price Bids** :

A) Techno Commercial Bid :

The Techno Commercial Bid should contain the following information:

- a) Name of the firm, full address, year of establishment, status – proprietary / partnership or private etc. with details and relevant copies of documents.
- b) Location of your office, parking facility / repair facility.
- i. Number of vehicles in your fleet and their details such as make, manufacturing year, seating capacity, Registration No. / Tourist Taxi permit number, comprehensive insurance policy Nos. and validity, under this firm should own minimum 10 vehicles of different types in their fleet. Quotations received from the firms owing less than 10 vehicles shall not be considered.
- ii. Name, address, telephone / mobile numbers of responsible persons / supervisors to be contacted in case of emergencies or other requirements.
- iii. Details of operational staff i.e. drivers such as Name, address, age educational qualifications, Motor Driving License No. & validity, Public Service Badge number, Languages read, write & speak, experience, Telephone / Contact number.
- iv. List of organizations with addresses, names of concerned officials with phone numbers to whom you are / have provided similar services with period and Xerox copies of concerned Work Orders / Contract etc. in the past three years.
- v. Undertaking that all Terms and Conditions have been read, understood and acceptable.
- vi. Income Tax details such as Permanent Account Number and IT assessment Certificates for the last three years etc.
 - i) GST Registration No. and copy of GST Registration Certificate.
 - j) Any other additional information you may desire to provide.

The information as above of techno commercial bid should be given in the enclosed format at **Annexure-I**.

The said Techno Commercial Bid should be sealed in an envelope superscribing as **“Techno Commercial Bid for providing A/c vehicles as and when required basis for official use on Annual Rate Contract basis for a period of one year.”**

B) PRICE BID

The Price Bid shall be quoted for the following :

(in Rs.)

Sr. No.	Particulars	Wagon R	SWIFT DZIRE	HONDA CITY	INNOVA
		A/C	A/C	A/C	A/ C
(OR equivalent vehicle in the same SEGMENT & RATE)					
01	4 hrs. / 40 Kms.				
02	Extra Rate per / Km (beyond 40 Kms)				
03	Extra Rate per / hour (beyond 4 hrs.)				
04	8 hrs. / 80 Kms.				
05	Extra Rate per/Km (beyond 80 Kms.)				
06	Extra Rate per/hour (beyond 8 hrs.)				
07	Rate for Outstation Trip 250 Km. Per Day (Per Km.)				
08	Driver Allowance per day.				

Other Terms & Conditions :

- 1) Mileage & Time shall be charges on Garage to Garage basis.
- 2) Parking / Toll shall be charges extra on actual basis.
- 3) GST & Other Government taxes, if any, shall be charged and payable by you.
- 4) In case if any increase / decrease in the prices of Petrol / Diesel, the rates will be considered for revision as per HOCL's Escalation formula as mentioned in terms and conditions below.

The schedule of rates to be quoted by the Contractor as per **Annexure-II**.

The said Price Bid should be sealed in envelope superscribing as

“Price Bid for providing A/c vehicles as and when required basis for official use on Annual Rate Contract basis for a period of two years.”.

Both the bids separately sealed as mentioned above should be put in **one envelope** super scribing:

“Technical Bid and Price Bid for providing A/c vehicles as and when required basis for official use on Annual Rate Contract basis for a period of two years”

due on 31.03.2020, addressed to the ‘Chief General Manager(P&A)-Corp., Hindustan Organic Chemicals Limited, 401-403, 4th floor, V Times Square, Plot No. 3, Sector 15, CBD Belapur, Navi Mumbai - 400614’ on or before the due date and time i.e. 31.03.2020 upto 3.30 p.m . The Technical Bids shall be opened on 31.03.2020 at 4.00 p.m. in the presence of bidders / their authorized representatives duly authorized by the firm, if available. The date of opening of Price Bid will be intimated to only qualifying renderers in Technical Bid, later on.

Note :

- The contractor is required to submit the tenders along with Annexures duly signed on each page of the tender document.
- Delayed Tenders / Bids shall not be accepted under any circumstances. Incomplete Tenders / Bids shall be rejected.

05. Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand only) shall be paid by the Contractor alongwith **Techno Commercial Bid** by Demand Drafts drawn on any scheduled Bank in favour of **“Hindustan Organic Chemicals Limited”** payable at Mumbai. Techno Commercial Bid without EMD will be rejected. The said amount of EMD shall not carry any interest and shall be refundable after final decision in the matter.

The Earnest Money Deposit shall be forfeited if :

- i) After opening the tender, the Contractor revokes his tender within the validity period or increase his earlier quoted rates.
- ii) The Contractor does not commence the work after it is being awarded to him.

06. PERIOD OF CONTRACT :

The period of contract will be initially for a period of one year and extendable for a further period of one year depending upon satisfactory performance of the Contractor. However, the decision regarding extension will be at the sole discretion of the HOCL Management and it will be binding on the travel agency / hiring agency.

07. ESCALATION

Escalation will be considered if prices of diesel/petrol increase/decrease by minimum Rs. 2 per ltr. as per following formula.

The prevailing rate of Diesel is Rs. _____ per ltr. and rate of Petrol is Rs. _____ in CBD Belapur, Navi Mumbai, which will be treated as **'Base Rate'** and any increase / decrease below Rs.2 in this rate shall be ignored. The escalation / de-escalation will be calculated as under :

i) **For Diesel vehicle** :

$$\text{Escalation = } \frac{\text{Revised Rate (-) Base Rate i.e. _____}}{15} \times \text{X km running in month} \\ \text{/de-escalation}$$

ii) **For Petrol vehicle** :

$$\text{Escalation = } \frac{\text{Revised Rate (-) Base Rate i.e. _____}}{10} \times \text{X km running in month} \\ \text{/de-escalation}$$

For calculation of escalation/de-escalation petrol/diesel rate payable at CBD Belapur, Navi Mumbai will be the base for deciding increase/ decrease in petrol/diesel prices.

Based on the above, in case of increase in the base rate of diesel by beyond Rs.2/- Contractor will be paid escalation based on actual kms. running per trip / occasion as per the above formula/s and in case of decrease by Rs.2/- or more in base rate of fuel Company should get de-escalation/rebate on actual kms. running per trip / occasion as per above formula.

Escalation/de-escalation shall be calculated once in a month with effect from **1st day of month following the fuel price changes.**

08. PENALTY CLAUSE :

Penalty at the rate of Rs.1500/- per occasion shall be charged for non-providing of vehicle, non replacement within one hour in case of breakdown or accident etc. Alternate arrangement, if made, by us will be at the cost of the Contractor. If the penalty clause is enforced for 03 times in a month then the Contract will be liable for cancellation from the next calendar month. In such a case decision of HOCL Management shall be final and binding on the hiring agency.

09. GENERAL TERMS & CONDITIONS

- i. Prior inspection of the vehicle will be carried out by the HOCL and only approved vehicles will be allowed to perform duty. It should be mechanically in very good condition and free from any defects. It should always be free from dent/scratch marks and rattling/squeaking noises. Vehicle shall be provided with a spare wheel with tyre in good condition with other tools required to attend to minor breakdowns enroute. A First-Aid box containing necessary items and serviceable portable Fire extinguisher shall also be provided in the vehicle.
- ii. Contractor should provide a daily English news paper, a one litre of mineral drinking water bottle i.e. Bisleri, etc. when called for duty.
- iii. Servicing – greasing, repairs and maintenance and cleaning shall be the responsibility of the agency/contractor.
- iv. The drivers should be given sufficient money by the contractor to meet the unforeseen situation like fuelling of additional petrol / diesel and getting the vehicle repaired during unexpected breakdown, etc. while on duty.
- v. Vehicle should have all the valid R.T.O. documents such as up-to-date payment of BMV taxes, passenger taxes, registration certificate. Certificate of fitness, tourist vehicle permit, Pollution under control certificate and insurance policy covering the additional unlimited liability for the occupants as per the registered seating capacity of the vehicle. The contractor shall at all times, maintain the said insurance policy in force and ensure timely renewal of the same along with other payments/compliance's as required.
- vi. The contractor shall make all the necessary arrangements to ensure smooth and trouble free & punctual service to HOCL without any single duty failure. Over speeding, rash driving and such other acts endangering safety of passengers are strictly not permitted.

- vii. All expenses in connection with running of the vehicles including operating staff's salary & allowances, cost of fuel and oil, repairs and maintenance charges, Govt. dues, taxes, including insurance, GST etc. at existing rates will be borne by the contractor. Toll tax and parking charges will be reimbursed on actual basis on production of receipts/tokens by the company.

Company shall not be liable for any claim towards any traffic rule violations or accidental damages etc.

- viii. The contractor shall make own arrangements for lunch, dinner, snacks and tea etc. in Navi Mumbai and Mumbai for his operating staff at his cost.
- ix. In the event of the contractor's vehicle meeting with an accident while on Company's duty, the contractor shall be fully responsible for all liabilities arising there from. The Contractor shall discharge all such liabilities promptly and shall keep HOCL indemnified against all costs arising there from.
- x. In case of any unforeseen happenings and or breakdown of the vehicle the contractor or his operating staff shall inform the authorized officers and arrange for prompt replacement of the vehicle.
- xi. The Contractor shall submit his monthly bills before 10th of every month for previous month which shall be settled by the Company within 30 days from the date of receipt.
- xii. Contractor's driver shall maintain a log-sheet / Duty slip for a vehicle in the prescribed form. The Contractor shall invariably mention the name of the Officer of the Company who booked the vehicle. The bill with approved rates / taxes for providing particular type of vehicle shall be provided. There should not be any over lapping in the figures of Kilo meters, actually duty hours.
- xiii. The Contractor shall ensure that while relieving the vehicle by the user, the signature of the user is taken by his driver on Tariff card / Log Sheet / Duty Slip by mentioning figure of kilometre and the time and place of relieving the vehicle, without any other lapping, failing which bill amount shall not be considered for payment to the Contractor.

- xiv. The contractor shall indemnify and shall keep us indemnified against all acts of omission or negligence, dishonesty or misconduct of your employees sent by you to our premises. The company shall not be responsible for death, accident or injury to his employees arising while discharging our duties. The company shall not be liable to pay any Compensation or damages to any such employees or to third party. The contractor shall indemnify us at all times against any claim made under the Workman's compensation Act.1923, or compensation payable in consequence of any accident or injury sustained by any employee or other person whose entry into our premises has been authorized by the contractor.
- xv. The contract shall be liable for termination with Fifteen days notice for unsatisfactory performance of the vehicle as well as the driver or non-fulfilment or part fulfilment of the stipulated terms & conditions or if the requirement ceases etc. and in this regard decision of HOCL Management shall be final and binding on the hiring agency.
- xvi. In case of dispute, if any, decision of the HOCL Management shall be final and binding on the hiring agency.

10. OPERATING STAFF - DRIVER

- i. Driver should have the valid Motor Driving License to drive the L.M.V. with proper authorization to drive the vehicle and driving experience of not less than three years.
- ii. Driver should be courteous, well mannered, non-addicts with good family background and well conversant with Mumbai's and Navi Mumbai roads and traffic conditions and rules etc.
- iii. Driver should have some basic mechanical & electrical systems knowledge so as to carry out running repairs and attend to enroute breakdowns etc.
- iv. Driver should be conversant with Marathi & Hindi languages and preferably able to read and write English.
- v. Driver should be imparted training in general ethics & safe driving practices.
- vi. Driver should be provided mobile phone.
- vii. Driver should be clean shaven and should have decent appearance.

- viii. Driver contractor will be fully responsible for :-
- a) The behaviour and conduct of his drivers.
 - b) Any dispute arising from his operating staff.
 - c) Any loss or damage to our property caused by his operating staff.
 - d) Adherence to all statutory rules and regulations in force from time to time.
- ix. Tenderers / Contractors can visit HOCL (on working days) to understand the operation of vehicles or for clarification, if any.

11. PAYMENT

The payment to the contractor for providing the said vehicles/services will be made on month to month basis on submission of bills certified by the officials of Corporate Administration Department.

The Contractor shall submit his monthly bills before 10th of every month for previous month which shall be settled by the Company within 30 days from the date of receipt.

The Tenders/Bids shall be accepted up to 3.30 p.m **on 31.03.2020**. The Techno-Commercial Bids shall be opened on the same day in the presence of the bidders/their authorized representatives if available. The date of opening of Price Bids will be intimated to qualifying tenderers in Techno-Commercial Bids, later on.

You are required to submit this tender document duly signed on each page including **Annexure Nos. I & II**.

Notwithstanding anything contained hereinabove, the company reserves its rights to reject any or all the tenders without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

For Hindustan Organic Chemicals Limited,

(S. V. Deshpande)
Chief General Manager (P&A) -Corporate

Encl: As above

ANNEXURE-I

TECHNICAL BID

- 1 Name of the firm :
- 2 Address :
- 3 Year of Establishment :
- 4 Status of Firm – whether sole proprietorship or partnership, etc. :
(Relevant copies in respect of above three items may shall furnished).
- 5 No. of vehicles in your fleet and their details such as Make, Manufacturing year, Tourist Taxi Permit No., Registration No., Comprehensive Insurance Policy Number and validity. Under this firm should minimum 15 vehicles of different types in their fleet. Quotations received from the firms owing less than 15 vehicles shall not be considered. : (Proof of ownership to be submitted) (If necessary, submit separate sheet for make wise details of vehicles)
- 6 Name of the responsible person/s and his contact number/s. :
- 7 GST Registration No. & copy of Certificate. :
- 8 PAN No. & copies of latest IT Assessment Certificates for last three financial Years :
- 9 Professional Tax Regd. No. :
- 10 Main Area of the Operation :
- 11 Location of your Parking & repairing facility :
- 12 No. of vehicles owned :

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Details of tourist vehicles, make, year of manufacturing (Attach copies of RC Book & valid Insurance of the vehicles)

Sl. No.	Type of vehicles /Make	M/V No.	Reg.	Year of Mfg.	Insurance Policy No. & Validity
1					
2					
3					

13. The no. of drivers employed with their details such as names, age, address, qualification, motor driving licence no., validity, language read, write, speak, experience, etc.

14. No. of office staff and supervisory Staff with their details.

15. Detailed list of the clients including PSUs/Government Departments in the format given below : (Attach copies of work Orders/contracts)

Sl. No.	Name of the party & address	No. of vehicles	Of	Since when	Value of Contract (p.a.)
i					
ii					
iii					

16. List of organizations including PSU's/Govt. Deptt. with addresses, names of concerned officials with phone numbers to whom you have provided similar services with period and Xerox copies of concerned work Orders/contract etc. in the past three years. (Attach copies of work orders/contracts)

i.

ii.

iii.

17. Annual financial turnover for last three years.

Sr. No.	Year	Amount of Financial Turnover
a)	2016-17	-----
b)	2017-18	-----
c)	2018-19	-----

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18. Details of EMD : Name of the Bank -
D. D. Number -
Date if issue -
Amount -

19. Any other technical information.

I undertake that I have read all the **Terms and Conditions** of the tender and the same have been understood & acceptable to me.

Signature with
seal of the Contractor

Date :

Place :

ANNEXURE-II

PRICE BID

To,
Chief General Manager (P&A)-Corp.
Hindustan Organic Chemicals Ltd.
401-403, 4th floor, V Times Square,
Plot No. 3, Sector 15, CBD Belapur
Navi Mumbai -400 614

Sub: Price bid for providing A/c, vehicles on as and when required basis for official use on Annual Rate Contract basis for a period of two years”

Dear Sir,

With reference to your Tender Notice dated _____, we are pleased to quote our lowest rate for providing A/c vehicles on as and when required basis for official use on Annual Rate Contract basis for a period of two years to Hindustan Organic Chemicals Limited at CBD Belapur, Navi Mumbai. The details of rates quoted are given as under :

Sr. No.	Particulars	Wagon R	SWIFT DZIRE	HONDA CITY	INNOVA
		A/C	A/C	A/C	A/ C
		(OR equivalent vehicle in the same SEGMENT & RATE)			
01	4 hrs. / 40 Kms.				
02	Extra Rate per / Km (beyond 40 Kms)				
03	Extra Rate per / hour (beyond 4 hrs.)				
04	8 hrs. / 80 Kms.				
05	Extra Rate per/Km (beyond 80 Kms.)				
06	Extra Rate per/hour (beyond 8 hrs.)				
07	Rate for Outstation Trip 250 Km. Per Day (Per Km.)				
08	Driver Allowance per day.				

Other Terms & Conditions :

- i) Mileage & Time shall be charges on Garage to Garage basis.
- ii) Parking / Toll shall be charges extra on Actual basis.
- iii) GST & Other Government taxes, if any, shall be charged and payable by you.
- iv) In case if any increase / decrease in the prices of Petrol / Diesel, the rates will be considered for revision as per HOCL's Escalation formula as mentioned in terms and conditions below.

1. Our above rates are for execution of the work as per the requirement given in the tender.

2. We understood the Terms and Conditions of the tender and we agree for it.

I/We undertake that, I/We have read all the Terms and Conditions of the tender and the same have been understood & acceptable to me/us.

Signature with Seal
of the Contractor

Place :

Date :