



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
( A Government of India Enterprises)  
401-403, 4<sup>th</sup> floor, V Times Square, Plot No. 3, Sector 15  
CBD, Belapur, Navi Mumbai 400,614  
E-mail : [deshpande.sv@hoclindia.com](mailto:deshpande.sv@hoclindia.com)

Corp/Admn./HV/2018

Date : 12/12/2018

To,

**Sub: Tender for providing one tourist car not older than 6 months, SWIFT DZIRE (Maruti Suzuki India Ltd. make) / Toyota ETIOS / Equivalent on monthly hire basis for senior executive of the Company.**

Dear Sirs,

1. Hindustan Organic Chemicals Limited, (A Government of India Enterprise) at Rasayani is a large industrial organisation engaged in manufacturing of Heavy Basic Organic Chemicals with continuous process operations.
2. We are pleased to invite the tenders in two bids system (i.e. Technical Bid and Price Bid) from competent/experienced transport Contractors of sound financial standing having minimum five tourist vehicles out of which at least two vehicles should be in their own name and other can be either attached tourist vehicles or in their own name as tourist vehicles and having good reputation, for providing one tourist car on monthly hire basis for our CMD.
3. The offers (Technical Bid & Price Bid) should be submitted in two separate sealed covers containing:

**A) Technical Bid**

The Technical Bid should contain the following information:

- a) Name of the firm, 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.

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- c) No. of vehicles in your fleet and their details such as make, manufacturing year, seating capacity, Registration No./ Tourist Taxi permit No., Comprehensive Insurance Policy No. and validity.
- d) Name, address, telephone / mobile numbers of responsible persons / supervisors to be contacted in case of emergencies or other requirements.
- e) Details of operational staff i.e. drivers such as Name, address, age educational qualifications, Motor Driving License No. & validity, Public Service Badge No. Languages read, write & speak, experience, Telephone/Contact No.
- f) 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.
- g) **Undertaking** that all terms and conditions have been read, understood and acceptable.
- h) Income Tax details such as Permanent Account Number and IT Certificate for the last three years.
- 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 Technical Bid should be given in the enclosed format at **Annexure-I**.

The said Technical Bid should be sealed in an envelope superscribing as **“TECHNICAL BID FOR PROVIDING ONE TOURIST CARS/TAXI’S”**.

**A) PRICE BID**

The Price Bid shall be quoted for the following :

- I) Hire Charges for one** tourist car not older than 6 months, Maruti Suzuki India Ltd. make SWIFT DZIRE / TOYOTA ETIOS / Equivalent on monthly hire basis with fuel charges (Diesel).
  - a) **Rate to be quoted (with fuel)** : For and upto 2200 Kms. and 12 hrs. duty per day.
  - b) **Charges for Addl. Kms.** : Beyond 2200 Kms. per month-per Km.
  - c) **Rebate for unutilized Kms.** : Less than 2200 Kms. per month-per Km
  - d) **Addl. Hours** : Beyond 12 hours per day per hour
  - e) **Driver Allowance for Sunday Duty** :

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f) **Night Allowance after 12.00 PM** :

g) **Price of Diesel at Navi Mumbai** :

Rates shall be quoted for the above operations excluding GST and rate of GST shall be indicated in the Price Bid.

**Other charges** : Any charges for entry, parking, toll etc, levied by the Government to be paid by the Drivers will be reimbursed as per actual on production of receipts / bills along with monthly hire bill.

**Vehicle requirement** : All days in a month, Vehicle will thus be exclusively for HOCL's duty.

**Make & Model** : Maruti Suzuki India Ltd. make SWIFT DZIRE or Toyota ETIOS or equivalent not older than 6 months, running on diesel, registered tourist taxi. Vehicle should be air conditioned. Vehicle should be white /silver coloured, with Radio-cum-CD player with good quality speakers and two Set of loose cotton seat covers.

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 ONE TOURIST CARS/TAXI’S”**.

Both the bids separately sealed as mentioned above should be put in one envelope superscribing **“TECHNICAL BID AND PRICE BID FOR PROVIDING ONE TOURIST TAXI’”** due on 26/12/2018, addressed to the **‘General Manager (P&A)-Corporate, Hindustan Organic Chemicals Limited, 401-403, 4<sup>th</sup> floor, V Times Square, Plot No. 3, Sector 15, CBD Belapur Navi Mumbai 400614** before the due date and time **i.e. 26/12/2018 upto 2 p.m.** The Technical Bids shall be opened on 26/12/2018 at 3.30 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 tenderers 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.

#### **4. Earnest Money Deposit (EMD)**

Earnest Money Deposit (EMD) of Rs.5,500/- (Rupees Five Thousand Five Hundred only) shall be paid by the Contractor alongwith **‘Technical Bid’** by Demand Drafts drawn on any scheduled Bank in favour of **“Hindustan Organic Chemicals Limited” payable at Mumbai**. Technical 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 stipulated period or increase his earlier quoted rates.
- ii) The Contractor does not commence the work after it is being awarded to him.

## 5. SECURITY DEPOSIT

5.1 The Security Deposit shall be 10% of the Work Order value. This shall be deposited as initial Security Deposit within 21 days of the receipt by the party of notification of acceptance of tender. The Contractor can furnish some part of security deposit amount through bank guarantee from any Scheduled or Nationalized Bank in the prescribed form in favour of HOCL. The said amount of Security Deposit shall not carry any interest and the same would be refunded at the time of termination of contract after deducting dues, if any.

5.2 The remittance of Security Deposit will not attract any interest thereon.

5.3 The Security Deposit will be forfeited in case of failure to carry out the jobs as per the terms & conditions of the contract or in case of any loss incurred by HOCL due to the failure of the Contractor.

## 6. PERIOD OF CONTRACT :

The period of contract will be initially for a period of two years 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 hiring agency.

## 7. TERMINATION :

The contract can be terminated by giving one month's notice by either party.

## 8. ESCALATION

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

The prevailing rate of diesel in Navi Mumbai on the date of issue of work order 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 :

$$\text{Escalation/de-escalation} = \frac{\text{Revised Rate (-) Base Rate}}{18} \times \text{Km running in month}$$

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 in a month as per the above formula and in case of decrease by Rs.2/- or more in base rate of disel, company should get de-escalation/rebate on actual kms. running in a month 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.**

#### **8. PENALTY CLAUSE :**

Penalty at the rate of Rs.1500/- per day shall be charged for non-providing of vehicle, non replacement within three 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.

#### **9. GENERAL TERMS & CONDITIONS**

a) 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 including jack 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.

b) Servicing – greasing, repairs and maintenance and cleaning shall be the responsibility of the Agency/Contractor.

c) Vehicle must park in the residence of user at night and holidays. At present generally the vehicle will be operated from New Panvel to Navi Mumbai. AS per needs the vehicle will travel to other locations.

d) The drivers should be given sufficient money by the Contractor to meet the unforeseen situation like fuelling of additional diesel and getting the vehicle repaired during unexpected breakdown, etc. while on duty.

e) 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. A copy of the policy and renewal policies are to be furnished to the company from time to time. However, Company shall have no liability for default of the Contractor on any account.

f) 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.

g) 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, Service Tax 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.

h) The Contractor shall make own arrangements for lunch, dinner, snacks and tea etc. and to & fro transport from the residences of the user of the vehicle for his operating staff at his cost.

i) Whenever the allotted vehicle is under servicing, breakdown, accident and other repairs etc. Contractor shall provide alternative similar type vehicle (not more than two years old) duly approved by us for our duty at no extra cost to us. If at any time Company observe that Contractor is providing any other vehicle i.e. not approved vehicle an amount of Rs.200/- per day shall be deducted from the bill of the Contractor.

j) 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.

k) The duty has to be performed during the entire month. 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.

l) Bills for hire shall be accepted and paid on monthly basis.

m) Contractor's driver shall maintain a log-sheet or logbook for a vehicle in the prescribed form and get the same countersigned by our authorized personnel every morning and submit the same for verification along with your monthly bill.

n) 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.

o) The Contract shall be liable for termination with one month's 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.

p) In case of dispute, if any, decision of the HOCL Management shall be final and binding on the hiring agency.

## **10. OPERATING STAFF - DRIVER**

a) 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.

b) Driver should be courteous, well mannered, non-addicts with good family background and well conversant with Mumbai's / Navi Mumbai's roads and traffic conditions and rules etc.

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- c) They should have some basic mechanical & electrical systems knowledge so as to carry out running repairs and attend to enroute breakdowns etc.
- d) They should be conversant with Marathi & Hindi languages and preferably able to read and write English.
- e) They should be imparted training in general ethics & safe driving practices.
- f) The drivers should be provided mobile.
- g) They should be clean shaven and should have decent appearance.
- h) The Contractor will be fully responsible for :-
  - i) The behaviour and conduct of his drivers.
  - ii) Any dispute arising from his operating staff.
  - iii) Any loss or damage to our property caused by his operating staff.
  - iv) Adherence to all statutory rules and regulations in force from time to time.
- i) Tenderers / Contractors can visit HOCL 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.

## **12. LAST DATE FOR SUBMISSION FOR TENDER**

The tenders / bids shall be accepted up to **2.00 p.m. on 26/12/2018**. The Techno-Commercial Bids shall be opened on the same date at 3.30 p.m. 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**

**( N.R. Pendharkar )**  
**Officer (Office Admn.)**

Encl: As above

**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. Name of the responsible person and his contact number. :
6. GST Registration No. :
7. PAN No. & latest IT Certificate :
8. Professional Tax Regd. No. :
9. Main Area of the Operation :
10. Location of your Parking & repairing facility :
11. No. of vehicles owned :

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 Reg. No.	Year of Mfg.
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- 1.
- 2.
- 3.

12. 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.

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

14. Details of running contracts, if any, (Attach copies of work Orders/contracts)

Name of the party	No. of vehicles	Since when	Value of Contract (p.a.)
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i.

ii.

iii.

15 List of organizations 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.

16. Annual financial turnover for last three years.

Sr.No.	Year	Amount of Financial Turnover
a)	2015-16	-----
b)	2016-17	-----
c)	2017-18	-----

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

18. Colour of Tourist Taxis :

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 :

**PRICE BID**

To,  
 General Manager(P&A)-Corp.  
 Hindustan Organic Chemicals Ltd.  
 401-403, 4<sup>th</sup> floor, V Times Square,  
 Plot No. 3, Sector 15, CBD Belapur  
 Navi Mumbai, 400614

**Sub: Price bid for providing brand new tourist taxi MARUTI SWIFT DZIRE OR TOYOTA ETIOS OR Equivalent on monthly hire basis.**

Dear Sir,

With reference to your Tender Notice dated 07/12/2018, we are pleased to quote our lowest rate for providing brand new tourist cars (Swift Dzire) on monthly hire basis to HOCL at Rasayani.

**I) Hire charges towards one brand new Maruti Suzuki India Ltd. make Swift Dezire OR TOYOTA ETIOS OR Equivalent tourist car for monthly charges basis for 2200 Kms. (with fuel-Diesel)**

Make and Model : .....

1. Monthly charges for **2200 Kms.** \_\_\_\_\_ per month for 12 hrs. duty per day
2. Charges for additional Kms. beyond 2200 Kms. \_\_\_\_\_ per Km. per month
3. Rebate for unutilized Kms. \_\_\_\_\_ per km. less than 2200 Kms.
4. Charges for additional hours beyond 12 hours \_\_\_\_\_ per hr.
5. Driver Allowance for Sunday Duty : Rs. ....
6. Night Allowance after 12.00 PM : Rs. ....
7. Price of Diesel at Navi Mumbai : Rs. ....

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 The above rates shall be excluding applicable GST. Applicable GST extra is @ \_\_\_\_\_%

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 :

