

CONTAINER CORPORATION OF INDIA LIMITED



**(A Government of India Undertaking)
Western Region**

**5 th FLOOR, NEW ADMINISTRATIVE BUILDING, C.R.LY.
D.N.ROAD, MUMBAI-400001.
PH.NO.2622053/54**

**TENDER FOR TATA INDICA VEHICLE ON MONTHLY HIRING BASIS
FOR CONCOR MULUND (East) OFFICE.**

(Tender Document is non-transferable)

Tender Notice no:- CON/WR/ADMN/05/06

**TENDER FOR TATA INDICA VEHICLE ON MONTHLY HIRING BASIS
FOR OUR OFFICE AT MULUND (EAST) OFFICE.**

1. SERIAL NUMBER OF THE TENDER FORM : -----
2. DATE OF ISSUE : -----
3. NAME & ADDRESS OF THE AGENCY/TENDERER : -----
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4. LAST DATE FOR SUBMISSION OF TENDER : **21/02/2006 at 15:00 hrs.**

5. TENDER WILL BE OPENED ON : **21/02/2006 at 15:30 hrs.**

6. ADDRESS FOR SUBMISION AND : Container Corporation Of India Ltd,
OPENING OF TENDER 5TH Floor, New Administrative Building,
(Central Railway), D.N.Road, Mumbai-1

Cost of the Tender Document is Rs.100/-

(Tender Form is Non Transferable)

**SIGNATURE OF THE
CONCOR OFFICER
ISSUING TENDER FORM.**

Note: 1. Tenderers may download the tender document from our web site and same may be submitted alongwith the cost of tender document by way of demand draft/pay order at the time of submission of tender document. In case any deviation is found in the tender document submitted by the tenderer from the content mentioned in our web site and/or non-submission of the cost of tender documents the tender shall liable to be rejected at any stage of the contract. The tenderer has to indemnify CONCOR for any loss accrued due to such alteration in the terms and condition of tender document.

2. The tenderer will have to deposit a security deposit as described in para VII of the tender document.

TENDER FOR TATA INDICA VEHICLE ON MONTHLY HIRING BASIS FOR OUR OFFICE AT MULUND (EAST) OFFICE.

I. ELIGIBILITY:

1. The agency should submit attested copy of registration.
 - i) Under shops & establishment act in case of proprietary concern.
 - ii) Under partnership act; attested copy of partnership deed duly signed by all partners in case of partnership firm.
 - iii) Under companies act, attested copy of AOA/MOA in case of company.
2. The agency should submit satisfactory proof of having Tata Indica vehicle post 2004 make.
3. Preference will be given to Registered Travel agency, who has "T" Mark vehicle.
4. The agency should submit attested copy of Service Tax registration certificate.
5. The agency should have at least 2 years experience of running a travel business in Govt/PSU/any reputed organization.
6. Enclose amount EMD of Rs.12000/- as mentioned below in para VI.

II. DURATION OF THE CONTRACT: -

The contract will be initially for Two years from the date of award. CONCOR may extend the contract for another one-year depending upon the performance of the travel agency on mutually agreed terms and conditions. However CONCOR reserves the right to terminate the contract at any stage during the currency of the contract without assigning any reasons.

III. SCOPE OF WORK:-

The hired vehicle has to ply as per the directions given by the user

IV. PAYMENT:- The agency has to submit the bill in the 1st week of next month for billing of previous month to this office and payment will be made once in a month.

V. TERMS AND CONDITIONS

1. The agency will ensure that the vehicle is to be reported half an hour before the reporting time as per directions given by the User.
2. The toll charges, parking fee, entry fee etc which are incidental to operation of the vehicle will be reimbursed by CONCOR subject to production of original receipt.
3. The agency shall ensure that the driver so deployed in the said vehicle is of good character, courteous and possess a valid driving license.
4. In the event of any enroute breakdown of the vehicle, the agency shall arrange for alternative vehicle of the same type within one hour, failing which CONCOR will make their own arrangement and the cost of making such an arrangement will be adjusted with the bills of the agency.
5. In case the agency fails to provide the vehicle as per the specified time and schedule, CONCOR will impose a penalty of Rs.2000/- per vehicle for each such case of default.
6. The vehicle deployed shall be of post 2004 make, with standard seating conditions. The interior of the vehicle should be clean and hygienic.
7. The agency shall provide the vehicle along with driver and fuel in good running condition and the agency shall be responsible for overall maintenance and repairs.
8. The rate quoted by the agency shall be final and no upward revision is permissible during the tenure of the contract period.
9. The agency should not be made any overwriting in the logbook.
10. At any stage , if any discrepancy is found in the bill, will be summarily rejected for payment

11. The agency should maintain punctuality.
12. The agency shall submit the bill in the 1st week of every month for previous months billing. All the bills submitted by the agency shall bear a service tax registration number.
13. The agency should maintain Logbook. In the case the agency fails to maintain the log book in proper manner will result in imposition of fine of Rs.200/- per day and maintenance of logbook is a pre-condition for releasing the monthly payment.
14. Agency has to quote the rates in both words as well as figures. In case of any discrepancy the rate quoted in words are treated final quote.
15. CONCOR reserves the right to: -
 - Accept or reject any or all the bids in part or in full without assigning any reasons.
 - Accept or reject any or all the bids in part or in full irrespective of their being the lowest without assigning any reason.
 - To extend the date of submission of the tender.
 - To re-tender or modify the terms & conditions of the tender. It also reserves right to negotiate the rates with the lowest tenderer i.e. L-1.

VI. EARNEST MONEY:

The tenderers shall be required to deposit a sum of Rs. 12,000/- (Rupees Twelve thousand only) as earnest money by way of DD in favour of "Container Corporation of India Ltd", payable at Mumbai. The earnest money of the unsuccessful tenderers will be refunded immediately after the finalisation of the contract without any interest. In case of successful tenderer, EMD may be adjusted towards security deposit.

VII. SECURITY DEPOSIT:

The successful tenderer will have to deposit a security deposit of Rs 60,000(Rupees Sixty Thousand only) by way of DD in favour of Container Corporation of India Ltd, Payable at Mumbai, towards guarantee for satisfactory performance of the contract. Security deposit will not earn any interest. Security deposit will be refunded after two months of completion of contract period or termination of contract as the case may be. However in case of non-performance, and unsatisfactory performance, CONCOR may forfeit whole or part thereof of the security deposit.

For Container Corporation of India Ltd.

(Chief General Manager)
CONCOR/Mumbai

Date:-

To,
The Chief General Manager,
Container Corporation of India Ltd,
5 th floor, New Admin Building,
Central Railway, D.N.Road,
Mumbai-400001.

Sub: - Offer for engagement of Tata Indica Vehicle for Mulund (East) Office.

With reference to your tender enquiry, we submit our offer as under:

Sr.No	Details	Rate
1	12 hrs per day and 2000 kms	In Figure Rs:- In Words Rs:-
2	Extra Kms	In Figure Rs:- In Words Rs:-
3	Extra Hours	In Figure Rs:- In Words Rs:-

ALL THE TERMS AND CONDITIONS LISTED IN THE TENDER DOCUMENT HAVE BEEN READ CAREFULLY HAVE BEEN UNDERSTOOD AND ARE ACCEPTED.

NAME : _____

DESIGNATION : _____

FOR AND ON BEHALF OF : _____

ADDRESS : _____

_____ PIN CODE _____

TELEPHONE NOS. : _____

FAX/TELEX NOS. : _____

Yours faithfully,

(Name & Signature of Tenderer)

Signature of the Tenderer