

TENDER DOCUMENT

FOR

HIRE OF VEHICLE FOR ONE YEAR and two months (February 2016 To March 2017)

Maharashtra Pollution Control Board
Kalaptaru Point, 2nd, 3rd and 4th floor, Near Sion Circle, Sion (East),
Mumbai - 400 022.

Earnest Money deposit (EMD) : Rs. 50,000/- ;

Date & Time of opening The Technical Bids: 30 th January 2016 at 11:00p.m.

At Maharashtra Pollution Control Board, kalptaru Point, 4th floor, Nr. Sion Circle
Sion (East), Mumbai 400022.

(Representatives of the firms may remain present, if they so desire)

Date & Time of opening the financial bids will be intimated to technically qualified bidders on telephone/mail.

NOTICE DETAILS

Tender Reference no.	MPCB/Stores/etender/748B Date : 12 /01/2016
Name of Work / Item	Tender document for Hire of Vehicle FOR ONE YEAR and two months (February 2016 To March 2017)
Cost of blank tender document & Mode of Payment	Rs.5000/-(Rupees Five Thousand Only) (Non Refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage.
EMD Amount & Mode of Payment	Rs. 50,000/- (Rupees Fifty Thousand Only) to be paid through Online Payment Modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.
Date ,Time and Place for Training on e-Tendering Process	20 th January 2016 11:00 Hrs at MPCB Conference Hall, Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (East), Mumbai - 400 022
Date ,Time and Place of Pre Bid Meeting	20 th January 2016 15:00 Hrs at MPCB Conference Hall, Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (East), Mumbai - 400 022
Venue of online opening of tender	MPCB Conference Hall, Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (East), Mumbai - 400 022
Address for Communication	Member Secretary MPC Board, Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (East), Mumbai - 400 022
Contact Telephone & Fax Numbers	Tel. No. - 022- 240 87 295, 022- 240 10437 Fax - 022- 240 87 295 Email - stores@mpcb.gov.in / sao@mpcb.gov.in
e-Tendering Helpline Support: Monday to Friday - 09:00 AM - 08:00 PM Saturday - 09:00 AM - 06:00 PM	<u>Telephone:</u> 020 - 3018 7500 <u>Email:</u> support.gom@nextenders.com

e-TENDER TIME SCHEDULE

Please Note: All bid related activities (Process) like Tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:

Sr. No.	Activity	Performed by	Start		Expiry		Duration
			Date	Time	Date	Time	
1	<i>Release of Tender</i>	<i>Department</i>	<i>12-01-2016</i>	<i>11.00</i>	<i>13-01-2016</i>	<i>13.00</i>	<i>1 day</i>
2	Tender Download	Bidders	13-01-2016	16.01	27-01-2016	17.00	15 Day(s)
3	Bid Preparation						
4	<i>Superhash Generation & Bid Lock</i>	<i>Department</i>	<i>28-01-2016</i>	<i>11.00</i>	<i>28-01-2016</i>	<i>16.00</i>	<i>01 Day(s)</i>
5	Control Transfer of Bid	Bidders	28-01-2016	16.01	29-01-2016	17.00	02 Day(s)
6	<i>Envelope 1 Opening</i>	<i>Department</i>	<i>30-01-2016</i>	<i>11.00</i>	<i>03-02-2016</i>	<i>17.00</i>	<i>03 Day(s)</i>
7	<i>Envelope 2 Opening</i>						

* Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.

INSTRUCTIONS TO BIDDERS

GENERAL INSTRUCTIONS:

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance

To view- Tender Notice, Detailed Time Schedule, Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of **Government of Maharashtra**: <https://maharashtra.etenders.in>

The Contractors participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://maharashtra.etenders.in>

All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

An important Training Workshop on e-Tendering procedure will be held on 20-01-2016 at 11:00 Hrs. at MPCB Sion.

e-Tendering Tool Kit for Bidders (detailed Help documents, designed for bidders) has been provided on e-Tendering website in order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment such as **Net Banking, Debit Card and Credit Card** during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online modes of payment such as **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

The interested contractors / bidders will have to make online payment (using credit card/debit card/net banking) of Rs. **1054/-** (inclusive of all taxes) per bid per tender to

online service provider of e-Tendering system (Sify NexTenders) at the time of entering **Online Bid Submission** stage of the tender schedule.

If any assistance is required regarding e-Tendering (registration / upload / download) please contact GoM e-Tendering Help Desk on number: **020 – 3018 7500 (Pune Helpline)**, Email: support.gom@nextenders.com

For a bidder, online bidding process consists of following 3 stages:

1. *Online Tender Document Purchase and Download*
2. *Online Bid Preparation*
3. *Online Bid Submission*

All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.

TENDER DOCUMENT PURCHASE AND DOWNLOAD:

The tender document is uploaded / released on Government of Maharashtra, (GOM) e-tendering website <https://maharashtra.etenders.in>. Tender document and supporting documents may be purchased and downloaded from following link of **Organisations of Government of Maharashtra** on e-Tendering website of Government of Maharashtra, <https://allgom.maharashtra.etenders.in> by making payment through **Online Payment Modes i.e. Net Banking, Debit Card and Credit Card**.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

The Tender form will be available online only. Tender forms will not be sold / issued manually from **Maharashtra Pollution Control Board** office

The bidders are required to download the tender document within the pre-scribed date & time mentioned in online tender schedule. After expiry of the date and time for tender document download, Department / Corporation will not be responsible for any such failure on account of bidders for not downloading the document within the

schedule even though they have paid the cost of the tender to the Department / Corporation. In such case the cost of the tender paid by the bidders will not be refunded.

PREPARATION & SUBMISSION OF BIDS

Both the Bids (Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

Online Bid Preparation

EARNEST MONEY DEPOSIT (EMD)

Bidders are required to pay Earnest Money Deposit (if applicable) through Online Payment modes i.e. **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during Bid Preparation Stage.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

In case EMD is mandatory to all the bidders for a tender, offers made without EMD shall be rejected.

In Bid Preparation stage, bidders get access to Online Technical and Commercial Envelopes where they require uploading documents related to technical eligibility criteria and quote commercial offer for the work / item in respective online envelopes.

TECHNICAL BID

Following documents should be uploaded in Online Technical Envelope (T1) in PDF format, if required can be zipped as well and then uploaded during **Online Bid Preparation stage**.

The list of documents **for Technical Envelope** is as follows:

Sr. No.	List of Documents	Compulsory / Additional
1	Receipt of EMD of Rs.50,000/-	
2	Letter of authorization (In case of authorized dealer/Provider)	
3	List of clients/customers with complete name, address and contact number	
4	Documentary proof of experience	
5	Audited Balance Sheet and Profit and Loss Account for 2013-1014 & 2014-2015	
6	Documentary proof of Sales Tax/VAT Registration/ Gumasta License and other documents	
7	Undertaking in the desired format	
8		
9		

COMMERCIAL BID

Commercial Offer should be prepared on bidder's letter head in the desired format and uploaded online by the bidder in the PDF format in commercial envelope (C1) during online Bid Preparation stage.

Apart from this, commercial offer should also be prepared in Excel Sheet format and uploaded in commercial envelope (C1).

Any bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope.

Towards the end of Bid Preparation, once verification of EMD payment is successful, bidder completes the Bid Preparation stage by generating the Hash Values for T1 and C1. Post this, system won't allow him/her to make any further changes or modifications in the bid data.

Online Bid Submission

In this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

Note: During this stage, bidders won't have any capability to make any kind of changes or editing into technical as well as commercial data.

INSTRUCTION TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION

Bidders are required to pay Earnest Money Deposit (if applicable to them) through Online Payment modes i.e. **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of **Bid Preparation**, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of **Bid Preparation** should be completed within the pre-scribed schedule given for bid preparation.

After **Bid Preparation**, the bidders are required to complete **Bid Submission** activity within pre-scribed schedule without which the tender will not be submitted.

Interested contractors / bidders will have to make online payment (using credit card/debit card/net banking/Cash Card) of Rs. **1054/-** (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (Sify NexTenders) at the time of commencing **Online Bid Submission** stage of the tender schedule.

Non-payment of processing fees will result in non submission of the tender and Department will not be responsible if the tenderer is not able to submit their offer due to non- payment of processing fees to the e-tendering agency.

Detailed list of different modes of online payment to e-tendering service provider (**E-Payment Options**) has been provided under **E-Tendering Toolkit for Bidders** section of <https://maharashtra.etenders.in> .

The date and time for online preparation followed by submission of envelopes shall strictly apply in all cases. The tenderers should ensure that their tender is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Offers not submitted online will not be entertained.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding that shall not be entertained.

Any amendment to the tender will be placed on sub portal of the Department, who have invited the bids, on e-tendering portal of the Govt. of Maharashtra. The tenderer will not be communicated separately regarding the amendment.

OPENING OF BIDS:

The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule (if possible), through e-Tendering procedure only in the presence of bidders (if possible).

Bids shall be opened either in the presence of bidders or it's duly authorised representatives. The bidder representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

TECHNICAL ENVELOPE (T1):

First of all, Technical Envelope of the tenderer will be opened online through e-Tendering procedure to verify its contents as per requirements.

At the time of opening of technical bid the tenderer should bring all the original documents that have been uploaded in the Online Technical Envelope (T1) so that same can be verified at the time of opening of technical bid.

If the tenderer fails to produce the original documents at the time of opening of technical bid then the decision of the committee taken on the basis of document uploaded will be final and binding on the tenderer.

If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said

tenderer's Commercial Envelope will not be considered for further action but the same will be recorded.

Decision of the tender opening authority shall be final in this regard.

The right to accept or reject any or all tenders in part or whole without assigning any reason thereof is reserved with Tender Opening Authority and his decision(s) on the matter will be final and binding to all.

The commercial bids shall not be opened till the completion of evaluation of technical bids.

The commercial Bids of only technically qualified Bidders as mentioned above will be opened.

COMMERCIAL ENVELOPE (C1):

This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only,

Chapter 2

Instructions to Bidders

1. Tendered has to submit **online** EMD of Rs. 50000/- (fifty thousand only) along with the technical bid. Tenders received without EMD shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the contract.

Demand Draft, Pay Order, Cheques, Bearer Bonds, Promissory Note, Cash Certificate etc. will not be

acceptable towards the Earnest Money. Maharashtra Pollution Control Board reserves the right

to forfeit the EMD amount on non-acceptance/noncompliance's of offer in full or part or if MPCB feels that Tenderer has misguided in any way.

2. The bidder should quote only for the specific models of Vehicles giving details of Rates & Periods as per the specifications contained in Chapter -4 of this Tender Document.
3. Relevant product literature may be enclosed with the bid kalong with media (if any).
4. All the terms and conditions for the supply, payment, penalty etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
5. The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions and public sectors with details under reference supplied by them for information of the institute.
6. Canvassing in any form will be viewed seriously and if any tender is found to be resorting to such practice, the tender of such firm will be rejected.

Chapter - 3
Terms & Conditions of Contract

1. Tender should have in the services of Hire of vehicles during last two financial years. Audited Balance sheet and profit and loss account statement for the year 2013-1014 & 2014-2015 be submitted along with the bid.
2. Tenderer should have registration of Income Tax/Sales Tax/VAT/Gumasta license etc. Documentary proof the same will need to be enclosed.
3. All the terms and conditions for the supply, delivery, payment etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
4. To assist the examination, evaluation and comparison of bids, Maharashtra Pollution Control Board, Kalpataru Point may at its discretion, ask the bidders for clarification of bids including price. The request for clarification and the response shall be in writing.
5. The suppliers request for payment shall be made in writing accompanied by relevant document such as proper invoice and Duty sleeps reports duly signed by MPCB's representatives.
6. The car hiring company must have sufficient no. of vehicles and should be able to supply within short notice of 2 hrs to 24hrs.
7. The company should be in possession of all kind over 4 wheeler i.e. Regular, A.C. luxury, super luxury vehicles.
8. MPCB reserves the right to accept or reject any or all offer(s) in part or full without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
9. Any disputes arising out of this tender will be under the jurisdiction of court of Mumbai only.

B] Specification Rates for Supply of Vehicle on Monthly basis.

Category	Type of Vehicle	Monthly 3000 KM	Extra Day per KM	Driver DA Per Night	Overnight Charges	Road Toll Tax	Other Condition etc
AC	Indigo						
AC	Indica						
AC	Swift Desire						
AC	Innova						

Chapter - 5
UNDERTAKING

Date :

To,
The Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 2nd, 3rd & 4th floor,
Sion Matunga Scheme Road No.8,
Opp.Sion Circle, Sion (E)
Mumbai 400022

Sir,

Having examined the conditions of the tender documents and specifications of the supply of Vehicles for hire basis for the month of February 2016 to March 2017 (one & half Finance year)

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1.	Supply of Vehicle for hire basis	Detailed list enclosed
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The above supply shall be in confirming with the specifications and conditions of supply of vehicles for hire basis for the Month of February 2016 to March 2017

We undertake, if our tender is accepted to supply of vehicles for hire basis quoted by us, we shall Deliver/supply within the stipulated time as per requirement.

We agreed to abide by this tender and it shall remain binding upon us.

This Bid together with you written acceptance thereof in your notification of reward shall constitute a tendering contact.

**Signature of Authorized person
with
stamp & full address:**