



TENDER DOCUMENT FOR HIRING OF VEHICLES

Notice Inviting Tender (NIT): Date:	HMT/MBX/HRM/CAR/100 23.02.2024
Last date & Time for Submission of Tender documents	08.03.2024 up to 1.00 PM
Tender Opening Date & Time	09.03.2024 at 11.00 AM
Address for submission of Tender	Central Mail service HMT Machine Tools Limited Bengaluru Complex Jalahalli, Bengaluru – 560 013
Tender Cost by DD/ Cash (Non Refundable)	Rs. 500/-
EMD Amount	Rs. 10,000/-

Interested bidders may participate in tender opening on the above date & time at the above mentioned address

DM (HR&L)

P-1/11



HMT MACHINE TOOLS LTD

(A Wholly owned subsidiary of HMT limited)

Bangalore Complex , Jalahalli, Bengaluru – 560 013

E-mail mbxhr@hmtmachinetools.com

Sub: Notice Inviting Tender (NIT) for Hiring of Cars on Contract basis

NIT Ref: HMT/MBX/HRM/CAR/100 Date: 23.02.2024

HMT Machine Tools Ltd., Bengaluru complex intends to hire Cars for travel its Executives / Employees for office purpose of the company.

Sealed Tenders are invited in two bid system from reputed Transport Operators / Travel Agencies for hiring of Cars on contract basis for a period of 2 (Two) Years. Interested bidders may obtain the tender documents with the terms & conditions on payment of Rs. 500/- in cash or through a Demand Draft drawn in favour of HMT Machine Tools Limited, Bengaluru on any working day during business hours from the at the following address:

Deputy Manager (HR&L)
HMT Machine Tools Limited
Bengaluru Complex
Jalahalli, Bengaluru – 560 013

Intending bidders may also download the tender document from website <https://eprocure.gov.in> / <https://www.hmtindia.com> / <https://www.hmtmachinetools.com> However, bidders downloading the tender documents through the website should also submit the cost of tender document of Rs. 500/- through a Demand Draft along with the Technical Bid without which the tender shall liable for rejection.

The details of Cars required to be hired on contract basis are furnished in Annexure – I. Interested bidders may quote for the same.

Instruction to bidders:

Interested bidders should submit sealed bid consisting viz. Technical Bid and Commercial Bid in as detailed below:

- a) The tender document consisting of the Technical Bid (Annexure – II) duly filled and signed along with the applicable Demand Draft towards prescribed EMD amount, Tender document cost DD and other supporting documents in sealed in a inner cover – I should be submitted duly super scribed as: “Technical Bid for hiring of Cars”

The Commercial Bid (Annexure – III) duly filled and signed should be submitted in separate sealed inner cover – II super scribed as: “Commercial bid for hiring of Cars”

Both the above sealed covers, i.e “Technical Bid” and “Commercial Bid” covers should be enclosed in an outer cover sealed and super scribed as:

“Tender for hiring of Cars”
NIT ref: HMT/MBX/HRM/CAR/100 Date: 23.02.2024
Tender Opening date: 09.03.2024

The Tender should be addressed to:

Deputy Manager (HR&L)
HMT Machine Tools Limited
Bengaluru Complex
Jalahalli, Bengaluru – 560 013

And dropped in the tender box provided for the purpose at Central Mail service, HMT Machine Tools Limited, Bengaluru Complex, Jalahalli, Bengaluru – 560 013.

Offers without payment of tender cost & EMD amount shall be liable for rejection outright. EMD amount of unsuccessful bidders shall be refunded after finalization of the tender while that of successful bidder shall be adjusted against the security deposit and shall be refunded after successful completion of the contract.

The Technical Bid will be opened on as mentioned above and interested bidders or their authorized representative may participate at the time of tender opening process.

The commercial bid of qualified bidders only will be opened (who fulfill the requirement of the Technical Bid criteria) on a date to be communicated to the bidders.

The Bidders shall clearly mention the name of their firm / organization on the left hand side bottom of the tender envelope. Postal delays / Late submission of tender is liable for rejection.

HMT Machine Tools Limited, Bengaluru Complex reserves the right to accept or reject any or all tenders / offers at its sole discretion without assigning any reason whatsoever and the same will be binding on all the parties.

Deputy Manager (HR&L)

NIT Ref: HMT/MBX/HRM/CAR/100 Date: 23.02.2024

Hiring of Cars on contract basis

Item No	Item/Capacity/ Model of Vehicle required	Number of Vehicles required	No. of working days	Average KM per month- Average Hour per month (10 Hrs / day)
1	Car – Make: Maruti Suzki Swift or equivalent, Vehicle Reg. 2019 onwards. Good, well maintained vehicle Note: Vehicle Reg. 2019 before not acceptable	Qty. 1 No	26 days	2210 Kms – 260 hours
1	Car – Make: Tata Tiago or equivalent , Vehicle Reg. 2019 onwards. Good, well maintained vehicle Note: Vehicle Reg. 2019 before not acceptable	Qty. 1 No	26 days	2210 Kms – 260 hours

HMT Machine Tools Limited, Bengaluru Complex reserves its right to award contract for full qty. or part there of as considered necessary.

Deputy Manager (HR&L)

TECHNICAL BID FORMNIT Ref: HMT/MBX/HRM/CAR/100 Date: 23.02.2024Hiring of Cars on Contract basis

With reference to your tender for Hiring of Cars on Contract basis, we are hereby submitting our Technical Bid as mentioned below:

1	Name of the Travel Agent / Transport Operator	
2	Business Address of Travel Agent / Transport Operator	
	Tel. No. / Mobile No.	
	email id:	
3	Whether a sole proprietor / Partnership firm (Enclose Proof)	
4	Quality systems implemented – ISO 9000 / QS 2000 etc. if available (enclose copy)	
5	Name of the Authorised person making the offer (Enclose Authorisation letter)	
6	The Average Annual Turnover of the company for the past three years. (Minimum Rs. 10 Lakhs)	
	Audited Copies of Balance Sheet with profit and loss account duly signed for the last three years (Enclose Income Tax Returns)	
7	Copies of Income Tax Returns filed during last 3 years to be enclosed	
8	Experience (Please enclose copy of work order / existing contracts)	
	a) Name of the firm / Company availing your services b) Type and Number of Vehicles hired by the above firm (Details may be provided in a separate sheet)	
9	Details of number of Vehicles available with the Travel Agent:	
	a)Own Vehicles b)Attached (Furnish copies of RC Book for a & b of above)	

10	1.To furnish copy of GST registration. 2. To furnish copy of PAN 3. To furnish copy of Bank Account Details	
11	Mention Car model, make / Reg. date offered for the company (please submit proof of documents of the vehicles which you will supply in case order given)	
12	Crossed Demand Draft drawn in the favour of:	HMT Machine Tools Ltd. Bengaluru Complex, Bengaluru - 560 013.
13	Tender form cost Rs. 500/-	DD No.-----Date.----- Bank Name:-----
14	EMD Rs. 10,000/-	DD No. ----- Date----- Bank Name-----

I/We declare that we have read and understood the terms and conditions of the tender and after being satisfied with the information provided, we submit this technical bid without suppression of any material facts and have provided true and correct information and we further understand that if any information provided by us is found to be false, our tender is liable to be rejected and EMD / Security Deposit will be forfeited.

This is also certify that the particulars furnished by me / us are correct and binding on me / us.

Signature(s) of Bidder with date / company Seal

COMMERCIAL BID FORM

NIT Ref: HMT/MBX/HRM/CAR/100 Date: 23.02.2024

Hiring of Cars on Contract basis

Sl. No	Description	Rate in Rs.
I	Car – Make: Maruti Suzuki Swift or equivalent, Vehicle Reg. 2019 onwards. Good, well maintained vehicle Note: Vehicle Reg. 2019 before not acceptable Qty. 1 No. Note: Rate per month per vehicle to be mentioned.	
1	Amount for 26 days working, Average KM per month – 2210 KM, Average Hour per month – 260 Hrs. (10 Hr / Day)	
2	Amount for Extra KM, Over and above 2210 KM – per KM basis	
3	Amount for Extra Hrs. Over and above 260 Hrs. - per Hr. basis	
4	Amount for Driver Bata: Before 06:00 AM and After 10:00 PM (any one Bata per day)	

Sl. No	Description	Rate in Rs.
II	Car – Make: Tata Tiago or equivalent, Vehicle Reg. 2019 onwards. Good, well maintained vehicle Note: Vehicle Reg. 2019 before not acceptable Qty. 1 No. Note: Rate per month per vehicle to be mentioned.	
1	Amount for 26 days working, Average KM per month – 2210 KM, Average Hour per month – 260 Hrs. (10 Hr / Day)	
2	Amount for Extra KM, Over and above 2210 KM – per KM basis	
3	Amount for Extra Hrs. Over and above 260 Hrs. - per Hr. basis	
4	Amount for Driver Bata: Before 06:00 AM and After 10:00 PM (any one Bata per day)	

Note:

1. Price quoted should be per month per vehicle, GST if any should be quoted separately, otherwise company treat the quoted price is inclusive.
2. Rate extra per KM and extra per hour will be calculated over and above the monthly limit.

3. Your quotation should be valid for 90 days from the date of tender opening.
4. Please refer Annexure – IV for general terms & conditions of tender.
5. Awarding Criteria: The evaluation of the tender will be on lowest rate per month aggregate.
6. HMT Machine Tools Limited, Bengaluru Complex reserves its right to award contract for full qty. or part there of as considered necessary.

I/WE declare that we have read and understood the terms and conditions of the tender and after being satisfied with information provided, we submit this bid.

Signature(s) of Bidder with date / company Seal

General Terms and Conditions of Notice Inviting Tender (NIT) for Hiring of Cars on Contract basis

NIT Ref: HMT/MBX/HRM/CAR/100 Date: 23.02.2024

Hiring of Cars on Contract basis

1. Car – Maruti Swift or equivalent, Tata Tiago or equivalent offered should be in a good condition and well maintained / road worthy, the model of the car should be 2019 onwards only with valid permit issued by the competent Authority.
2. The quality and condition of the vehicle should be acceptable to HMT MTL, General inspection will be carried out by HMT representative for assessing the Quality and Condition of the vehicle.
3. The initial contract is valid for Two Years and extendable yearly for further two years (Maximum total period of contract for 4 years) upon satisfactory performance.
4. The copy of Vehicle Registration Certificate, Driver License, Aadhar Card, Road Permit, Valid Insurance Certificate, Emission Certificate etc. should be available in the vehicle at all times and copy of the same to be submitted to HMT..
5. Rates mentioned should be inclusive of fuel / oil / tax / driver wages / maintenance / insurance etc.
6. Toll Charges and parking charges will be paid extra as applicable on production of valid documentary proof and the company is not liable to pay any other charges other than these.
7. Applicable TDS will be deducted as applicable from monthly bills of the travel agency.
8. The successful service provider shall execute a contract agreement for contract period on a judicial stamp paper within two week from the date of issue of work order.
9. The driver should know the local language (Kannada) and should be well mannered.
10. The Driver should wear Uniform preferably White / Khaki dress while on duty or inline with RTO rules.
11. In case of break down due to unforeseen circumstances, an alternate Car of equal model should be provided immediately. In case the travel agency fails to provide a substitute vehicle immediately, double the hire charges will be recovered for the period of non provision of substitute vehicle from the monthly bill of the agency.

12. The Driver of vehicle must be in a position to render the services as per the requirement of HMT Machine Tools Limited. Working Hours are fixed on time to time basis depending upon the requirement of the work.
13. Payment Terms: Payment will be made within 30 days of submission of monthly bills duly certified by Transport-in-charge. The bills/claims should be submitted to the Transport Department at HMT MTL, Bengaluru Complex.
14. The Tenders invited for rendering services is for 26 days in a month. However, in case of any increase / decrease in working days payment will be made on pro-rata basis for the increase / decrease in working days.
15. Utilization of Cars will be calculated on actual kilometers basis from the reporting time to closing / reliving time including extra kilometer if any as per the rates agreed. Vehicles reporting at HMT MTL / Exit at HMT, Bengaluru complex will be calculated based on the actual kilometer from the factory. Vehicles reporting directly to the pickup point Kilometer will be calculated.
16. The Owner / Driver of the vehicle must ensure the employees safety while travelling and safe guard the company's property if any during transit. In case of damage or loss or theft of goods etc., during transit the same shall be borne by the owner / Driver of the Car.
17. The driver and the owner should ensure to maintain a Log Book indicating commencing / starting time, closing time and number of KMs travelled and signature should be obtained from the Officer(s) who used the vehicle for the Official purpose.
18. The successful tenderer will be intimated details of timings to render their service on all working days separately at the time of awarding the contract.
19. In case of variation in the cost of fuel, the escalation of the cost will be calculated on the basis of formula given below:

New rate per litre – Old rate per litre = Difference of rate per KM (Actuals)

Average Mileage per litre (*)

(*) For Car average mileage will be considered as 15 Kms .

20. Security Deposit:

20.1 The Successful tenderer shall have to pay Rs. 20,000/- as security deposit for the due fulfillment of the contract. The security deposit will be returned after successful completion of the contract without interest on deposit. The security deposit will be forfeited if the services are not provided as per the terms of contract.

- 20.2 In case the successful tenderer does not start the operations as per the contract or backs out from the contract the EMD amount / Security Deposit paid by him will be forfeited.
21. Likely commencement of the contract will be from 01.04.2024. However it will be confirmed.
22. The Company reserves the right to extend the term of the contract or to short close the contract at any time, without assigning any reasons or the contract can be terminated by giving three months advance notice from either side. The contract will also be cancelled if performance is not satisfactory.
23. Quotation should be free from CORRECTIONS / OVERWRITING.
24. All disputes are restricted to Bengaluru jurisdiction only.
25. The driver must register his attendance daily in the company attendance record system (ARS)
26. HMT reserves the right to award contract for 1 No. each type vehicle or 2 Nos any one type.
27. HMT reserves the right to negotiate with L2 to match with L1 price, in case L1 backs out for awarding contract.
28. The service provider shall comply with all statutory obligations like ESI, PF, Payment of wages Act, Bonus, Labour License , liability Insurance on men and material, Tools and plants, Machineries and equipments etc. at their cost and risk. HMT shall be in no way liable for such risks.
29. Where counter terms and conditions of business are offered by parties, HMT Machine Tools Limited, Bengaluru Complex shall not be deemed to be governed by them, unless specific written acceptance thereof agreed by HMT Machine Tools Limited, Bengaluru Complex.
30. DISREGARD OF ANY INSTRUCTIONS MAY RESULT IN YOUR OFFER BEING REJECTED.
31. In case of any dispute, decision of the General Technical Manager, HMT Machine Tools Limited, Bengaluru Complex, Bengaluru - 560 013 will be final and binding upon both the parties.

Deputy Manager (HR&L)