



**(A GOVERNMENT UNDERTAKING)**

583/B, Market Yard, Gultekadi, PUNE-411 037

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## **TENDER PAPERS**

**( E-Tender )**

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For the work of

Hiring of AC Taxi / Car on monthly basis/ as & when required basis for Head Office, Pune.

Security Deposit : Rs. 1,08,000/-

Earnest money Deposit : Rs. 43,200/-

**Tender Notice : MSWC/ADM/Vehicle/01/2024-25**

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# MAHARASHTRA STATE WAREHOUSING CORPORATION

583/B, MARKETYARD, GULTEKDI, PUNE-411037

Phone:020-24206872, Website: [www.mswarehousing.com](http://www.mswarehousing.com)

## E-Tender Notice No.MSWC/ADM/Vehicle/01/2024

Maharashtra State Warehousing Corporation is inviting tender for supply of Hired Vehicles for the office of Regional Office Mumbai, Maharashtra State Warehousing Corporation for the period of 01.02.2025 to 31.01.2026. Details are as below.

Name of Work	Details	Cost put to tender in Rs.	EMD in Rs.	Cost of tender form & GST 18 %
Supply of 3 sedan cars for transportation of office work.	Supply of vehicles on monthly basis.	21,60,000/- (+GST)	43,200/-	2360/- (2000+360)

### E-tender timetable

1	Period of receipt/sale of e-tenders	Dt.26.12.2024 to 06.01.2025 up to 3.00 pm
2	Duration of online deposit	<b>Dt. 26.12.2024 to 06.01.2025 EMD Rs.43,200/-</b>
3	Period of online submission of tender	Dt. 06.01.2025 upto 3.00 pm
4	Date of online Tender Opening	Dt. 08.01.2025 at 11.00 pm

- Information is available on the website [www.mahatenders.gov.in](http://www.mahatenders.gov.in) for submitting e-tenders on-line. Necessary guidance will be given through Administration branch of Maharashtra State Warehousing Corporation, Pune.
- The Corporation will not be responsible for any disruption due to any other reason due to Internet, server, electrical etc. for any reason while buying or submitting online tenders.
- While submitting the e-tender document on the website [www.mahatenders.gov.in](http://www.mahatenders.gov.in) of the Government of Maharashtra, it should be submitted in PDF file only. Actually, no documents are required. But if the corporation deems the documents necessary, it will be mandatory to submit the original documents.
- The Chairman and Managing Director of the Corporation reserves the right to accept or reject any tender without assigning any reason.

**Chairman & Managing Director**

**CHAPTER NO.1****DISCLAIMER**

1. **Downloading of Tender Document:-** The detailed Tender document/TENDER FORM can be downloaded from website <https://www.mahatenders.gov.in> .The EMD is to be submitted online on the Maharashtra State Warehousing Corporation website portal [https:// www. mahatenders. gov.in](https://www.mahatenders.gov.in) . The EMD of unsuccessful bidders will be returned through [https:// www. mahatenders. gov.in](https://www.mahatenders.gov.in) Aspiring Bidders/Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the Maharashtra State Warehousing Corporation Portal <https://www.mahatenders.gov.in>. The portal enrolment is free of cost. Bidders are advised to go through the instructions provided at '**Instructions for online Bid Submission**' on page 7 of tender set.
2. **Submission of Tender :-** The tenderer shall submit their offer in electronic format on the above mentioned website on or before the scheduled date and time as mentioned above. **No offer in physical form will be accepted.** The tenders for the aforesaid contracts will be received online up to **3:00 PM** on the date of online sale of tender. Technical Bids shall be opened online at **11.00 PM** on the date as shown in the table above, at the office of Maharashtra State Warehousing Corporation, 583/B, Gultekadi, Market Yard, Pune 411 037.
3. Conditional tenders will not be accepted. If a tenderer willing to participate in the tender process has any doubt about the terms and conditions of the contract or if he feels that any changes are required to be made in the tender documents; he should make his suggestions or objections in writing at the time or before of the Pre-bid meeting.
4. For any clarification regarding online participation, the bidder may contact: Maharashtra State Warehousing Corporation, 583/B, Market Yard, Gultekadi, Pune – 37. Telephone no : Administration branch (020) 24206872 Email Id: adminbranch.ho@mswc.in

**MAHARASHTRA STATE WAREHOUSING CORPORATION  
( A GOVT. UNDERTAKING PUBLIC ENTERPRISE )**

**e-TENDER FOR OBTAINING RATE FOR HIRING OF AC SEDAN CARS WITH TAXI NUMBER ON CONTRACT BASIS FOR A PERIOD OF ONE YEARS AND EXTENDABLE FOR ANOTHER ONE YEAR IN A SPELL OF SIX MONTH EACH ON THE SAME RATES, TERMS AND CONDITIONS.**

No : MSWC/ADM/CFS\_Vehicles/Dec.2024

1. The tender forms may be downloaded from the website <https://www.mahatenders.gov.in> 26.12.2024 to 06.01.2025 at 3.00 pm
2. The last date for online submission of tender is upto 06.01.2025 upto 3.00 pm
3. Technical opening Tenders to be opened online at the office of Maharashtra State Warehousing Corporation, 583/B, Market Yard, Gultekadi, Pune – 411 037 on 08.01.2025 at 11.00 pm.
4. If the date fixed for opening of tender is declared a holiday, the tender will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
5. The Chairman & Managing Director, Maharashtra State Warehousing Corporation, Pune, may at his discretion extend this date of validity of tender by a month and such extension shall be binding on the tenderers.
6. Tender will be submitted online only and will not be accepted in any other form.
7. The tenderer should read and understand all the terms and conditions of the tender which shall be binding on him.
8. Maharashtra State Warehousing Corporation reserves the right to reject any or all the tenders without assigning any reason.
9. Notice is issued for inviting tenders for Three AC Sedan Cars with taxi number. The vehicles would be put to use at Maharashtra State Warehousing Corporation, Container Freight Station, Plot No. 88 & 89, Sector 1, Dronagiri Node, Sheva, Navi Mumbai – 400 707 as per the requirement of the Deputy General Manager, CFS, Engg. Department CFS, Custom Officials. The award of the contract will however be as per decision of the Chairman and Managing Director, Maharashtra State warehousing Corporation, Pune. The requirement of the vehicles may be reduced / increased.

## **A. GENERAL INFORMATION FOR THE CONTRACTOR**

- i) Compulsorily attach forwarding letter with address, Mobile Number & Email ID.**
- ii) The bidder should be contractor / individual owner firm/agency Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization Copy of Registration Certificate be furnished.**
- iii) Working experience of the firm Minimum 4 years work experience required of supplying vehicles to government offices, government organizations, government corporations is required. Work orders should be attached.**
- iv) Manufacturing / model of vehicle should be in the year 2020 or onward.**
- v) Copy of Own / Attached Vehicle R.C. Book for at least 4 vehicles should be furnished.**
- vi) Copy of Tenderer's PAN Card should be uploaded.**
- vii) Road Tax clearance certificate for at least 4 vehicles should be furnished.**
- viii) Copy of valid Goods & Service Tax (GST) Certificate should be uploaded. If firm is register under GST.**
- ix) Copy of valid Insurance Policy for at least 4 vehicles should be furnished.**
- x) Unique Transaction Reference No (U T R) mentioned along with slip or payment made by online obtained at the time of deposition of E M D & Tender fee.**
- xi) PUC certificate should be furnished.**
- xii) The tenderers should satisfy themselves before purchasing the tender online that they meet above qualifying criteria.**
- xiii) The tenderer shall upload the necessary documents (Scanned/PDF of Original/Attested copies of documents) in support for fulfilment of pre-qualifying criteria and other tender requirements.**
- xiv) The tenderers not fulfilling the criteria of submission of the technical bid documents as specified in tender will be disqualified. The online purchase of tender documents does not necessarily qualify the tenderers for acceptance of their bid.**
- xv) Registration for E-Tendering – For participating in the tenders, online vendor registration is mandatory. Online vender registration is already open on the site "<http://mahatenders.gov.in>".**
- xvi) Blank Tender Documents will neither be issued manually nor be sent by post or courier. Blank tender documents can be viewed and downloaded by registered intending tenderer online on website "<http://mahatenders.gov.in>" from above mentioned dates. The tender fee will be accepted by online (Net banking only) only, depositing the tender cost by cash at M S W C will not be allowed.**

- xvii)** The fee of the tender document will be non Refundable.
- xviii)** Further information regarding the work can be obtained from the office of MSWC, Pune Administration Branch Phone No.020 –24206872.
- xix)** Tenders (Technical Bid & Commercial Bid) duly filled in as per the procedure stipulated in the tender document and duly signed with digital signature will be received online up to above mentioned date and time. It is advisable to submit the digitally signed tenders in advance of due date.
- xx)** All the necessary documents mentioned in Clause E and Annexure –I should be submitted without failin support for fulfillment of pre-qualifying criteria and other tender requirement.
- xxi)** The amount of earnest money will be forfeited in case a successful contractor does not pay the amount of initial security deposit within the time specified as stipulated and complete the contract documents. In all other cases earnest money will be refundable. As per online tender process Further, it may be noted that a successful Agency Bidder who fail to execute agreement by depositing S.D. will be debarred from participation in MSWC for future works for 3 years and the agency will be black Listed.
- xxii)** The tender submitted by the tenderer shall remain valid for a period of 60 days from the date opening of financial Bid.
- xxiii)** This tender document shall form part of the tender agreement.
- xxiv)** The right to reject any or all tenders without assigning any reasons what so ever is reserved by the Corporation.
- xxv)** The rates quoted by the contractor shall be deemed to be inclusive of all taxes (other than Goods and Service Tax 2017) that the contractor will have to pay for performance of this contract. The rates quoted by the contractor shall be exclusive of Goods and Service Tax 2017 which shall be paid extra by the M.S.W.C.at prevailing rates. The M.S.W.C. will perform deduction of such taxes at sources as per applicable law.

## **INSTRUCTION FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the Maharashtra State Warehousing Corporation's E-tender portal <https://www.mahatenders.gov.in>, using valid Digital signature certificates. The instruction given below are meant to assist the Bidders in registering on the said website, prepare their bids in accordance with the requirements and submitting their bids online on the said website. More information useful for submitting online bids on the said website may be obtained at: <https://www.mahatenders.gov.in>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of Government of Maharashtra E- tender portal (URL: <https://www.mahatenders.gov.in> by clicking on the link "click here to Enroll" on the said website which is free of charge.
- 2) As a part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the said website.
- 3) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (class II or class III Certificates with signing key usage) issued by any Certificate Authority recognized by CCA India (e.g. Sify/TCS/nCode /eMudhra etc.), with their profile.
- 4) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse. The DSC's once mapped to an account cannot be remapped to any other account. It cannot be inactivated.
- 5) Bidders then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the said website, to facilitate bidders to search active tenders by several parameters. These parameters could include Tenders ID, organization name; location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the said website.
- 2) Once the bidders have selected the tender they are interested in, they may download the required documents/tender schedule.
- 3) The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/XLS /RAR /DWF format. Bid documents may be scanned with 100 dpi with black and white option. If there is more than one document they should be clubbed together.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document
- 2) **Bidder has to select the payment option as “online” to pay the tender fee/EMD/Security Deposit** as applicable and enter details of the transaction no (UTR No.) at appropriate place.
- 3) Bidder should deposit the EMD as per the instruction specified in the tender document. The details of EMD /tender fee should be filled carefully at specified place well before the closure time of the bid as indicated in the tender form. Otherwise the uploaded bid will be rejected.
- 4) The tender should be duly filled in other information and financial quotes with percentage in words and figures in form Annx – IV “PRICE BID”, There should be no ambiguity in the rate/percentage as given in words and figures. The Correction, if any, should be signed.
- 5) The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer encryption technology. Data storage of encryption of sensitive fields is done.



**CHECK –LIST**  
**SUMMARY OF COMPLIANCE OF THE REQUIREMENT OF THE TENDER**

Sr. No.	Description of Requirement	Yes/ No.	Page / Ann. No. of Enclosed Tender
1.	Whether the firm /proprietor is registered with Regional Transport Authority?	Yes / No.	
2.	R.C. Book	Yes / No.	
3.	Road Tax Clearance Certificate	Yes / No.	
4.	Copy of PAN CARD	Yes / No.	
5.	Copy of GST Certificate.	Yes / No.	
6.	Certificate of the Valid Insurance Policy.	Yes / No.	
7.	Valid Pollution Certificate (PUC)	Yes / No.	
8.	Partnership deed, if applicable	Yes / No.	
9.	Details of other organizations where such contracts were undertaken (attach supportive documents)/ Experience certificates	Yes / No.	
10.	List of Arbitration cases (if applicable)	Yes / No.	
11.	Acceptance of Terms and Conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes / No.	
12.	Commercial Bid proforma completed.	Yes / No.	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Annx -I . Terms and Conditions (each page must be signed and sealed)

(Signature of Tenderer with seal)

Place :-  
Date :-

Name :  
Seal :-  
Office Address :-

**ANNEXURE – I**  
**GENERAL TERMS AND CONDITIONS**

For and on behalf of the Maharashtra State Warehousing Corporation (Hereinafter called the ‘Corporation’), the Chairman and Managing Director, Maharashtra State Warehousing Corporation, Pune – 411 037 invites tenders from reputed and experienced parties having experience of at least Seven years of providing vehicles to Government / PSU organization for supply of Three AC sedan Cars with taxi number for a period of One Year, extendable by another one year in Two spells of six months each on the same rates, terms and conditions. **The vehicles should not have been manufactured prior to 2020.**

**A. PLACE OF OPERATION:**

1. **AC Sedan Car** will be utilized by the Customs Officers for approximately 12 hours in day approximate mileage will be 3000 Kms per month.
2. **AC Sedan Car** will be utilized for transport facility for the Dy. General Manager CFS for approximately 12 hours in day approximate, mileage will be 3000 Kms per month.
3. **AC Sedan Car** will be utilized for transport facility for the Engg. Department CFS, Mumbai for approximately 12 hours in day approximate, mileage will be 3000 Kms per month.

**B. BREIF DESCRIPTION OF WORK:**

**For AC Sedan Cars with taxi number**

- i) The car will be required to be operated on all working days / holidays as per the discretion of the Dy. General Manager CFS, Dronagiri Node, Navi Mumbai or his representative, and shall normally ply from 8.00 A.M.to 8.00 P.M. or any other spell of 12 hours as decided by Dy. General Manager CFS, who in his sole discretion may ask the party to supply the Vehicles in early/late hours or any/all holidays /Sundays etc. without any extra payment on account of overtime.
- ii) The Customs Vehicle is expected to travel a distance of about **3000 Km.** per calendar month.Extra K.M. will be charge extra after verification
- iii) The parties are required to quote the rate of supply of car in the prescribed /predesigned Price/Commercial bid only.
- iv) The car shall be at the disposal of Dy. General Manager CFS / Customs Officials.

- v) The driver of the car shall strictly adhere to the time schedule prescribed by the Dy.General Manager CFS / Customs Officials.
- vi) The contractor should maintain the daily log register and should submit the same along with the invoice after completion of a month.
- vii) The Dy. General Manager CFS / Customs Officials at his discretion may change the reporting/terminating points as and when required. No extra mileage will be admissible from garage or any other place to the reporting point and terminating point to garage or any other place.
- viii) If the car cannot be provided on any day at the reporting time or the Vehicle(s) remains underrepair or detained an route due to any reason, the contractor should provide another vehicle. If not, another vehicle(s) will be engaged at the risk and cost of the tenderer and actual expenditure incurred shall be recovered from the bill of the contractor. In such case the decision of Dy. General Manager CFS, Dronagiri Node, shall be final and binding on the contractor.
- ix) In his/their interest the tenderer should visit CFS, Dronagiri Node, Navi Mumbai to apprise himself / themselves with the general conditions/ details of nature of work/duty hours.
- x) The comparison of rates will be on the basis of the rates quoted in the Price/Commercial Bid inAnnexure-IV

**C. EARNEST MONEY:**

Each tender must be accompanied with the **Earnest Money Deposit receipt Rs. 43,200/-** for **AC Sedan Car with taxi number** by online transfer/NEFT/RTGS in Maharashtra State Warehousing Corporation Bank Account which will be flashed in the tender notice. The EMD will be deposited along with cost of tender. The Earnest Money will be returned to all unsuccessful tenderers in due course of time. No interest shall be payable on the amount of EMD in any case.

**D. SECURITY DEPOSIT:**

The contractor whose rates are found lowest and accepted by the competent authority, shall have to deposit **Security Deposit of Rs. 1,08,000/-** for AC Sedan Car electronically.

**THE DETAILS FOR TRANSFERRING MONEY OF SECURITY DEPOSIT THROUGH ELECTRONIC CLEARING SYSTEM (ECS)/OTHER ELECTRONIC MEANS IS AS UNDER:**

<b>The amount be paid to</b>	<b>MAHARASHTRA STATE WAREHOUSING CORPORATION</b>
BANK	Union Bank of India
BRANCH	Agri Market Yard, Pune Branch
A/C NO.	438902010184693
IFSC Code	UBIN0543896
MICR Code	411026005

The Corporation reserves the right to forfeit wholly or partly the Security Deposit in the event of contractor's failure to maintain the Vehicles service regularly or non-observation of any or all the terms and conditions of the contract. No interest will be paid on Security Deposit. The EMD may be adjusted against security deposit on the request of the successful tender.

**E. SUBMISSION OF TENDERS:**

- a) The tender should be submitted on line only as given in the tender notice. The rates are to be quoted in the price bid / commercial bid only. The rates quoted will be exclusive of GST and the GST will be payable by the Corporation as applicable. The tenderer will submit along with the tender form, an affidavit that the vehicle(s) shall be made available for inspection within 2 days of the award of tender (contract) together with all the documents in respect of the vehicle in the name of the tenderer including comprehensive insurance policy.
- b) List of work of similar nature completed during the last three years and of those in hand at present with the names of the customers for whom the works have been done or being done, should be submitted
- c) Certified copy of partnership deed, and power of attorney in case of a firm in case of public /private limited company certified copy of registration and certified copy of authority regarding signatory authorized to sign on behalf of the company.
- d) Submission of the RC Book, Road Tax Clearance, Certificate Copy of PAN CARD, Copy of GST Certificate. Certificate of the Valid Insurance Policy. Valid Pollution Certificate (PUC) should be submitted.
- e) Up to date income tax clearance certificate i.e. Assessment year 2020-21, 2021-22, 2022-23,2023-24 should be submitted.

**F. PAYMENT:**

Payment will be made through Cheque/RTGS by the Dy. General Manager CFS, Maharashtra State Warehousing Corporation, Navi Mumbai on submission of bills duly pre-receipted by affixing revenue Stamp in duplicate, duly supported by the original receipts/vouchers for toll tax etc if any and copy of Log-Book duly verified by the Manager CFS or any other officer authorized by him on monthly basis. The contractor should submit all his bills on monthly basis.

**G. PERIOD OF CONTRACT:**

The agreement will be valid for one years from the date of award, with a provision of further extension of one year in a spell of six months each after expiry of the initial one year period on the same rate, terms and conditions at the sole discretion of the Corporation.

The Chairman and Managing Director, MSWC Pune reserves the right to terminate the contract by giving one month's notice without assigning any reason thereof at any time during currency of the contract.

**TECHNICAL BID- PARAMETERS AND TECHNICAL SPECIFICATION FOR  
EXECUTING THE WORK****Sub: - Hiring of AC Car on Monthly basis as and when required**

- i) The Vehicles shall have to be provided by the successful tenderer for inspection of the Deputy General Manager, CFS or any Officer(s) nominated by him at given date, venue and time of the award of contract. In case, the tenderer fails to present the vehicles within the stipulated period and satisfy all the conditions of the tender, the tender shall be summarily rejected and EMD will be forfeited.
- ii) No extra payment will be made on account of any idling whatsoever. No mileage will be allowed for lunch or tea breaks, the driver shall have to be asked to bring his packed lunch/dinner.
- iii) The contractor shall ensure that his vehicles is always in perfect working/running condition and kept neat and clean to the satisfaction of the Deputy General Manager, CFS, Dronagiri Node or his appointed officer.
- iv) The contractor shall observe the schedule of timings which will be given to him by Deputy General Manager CFS, Dronagiri Node, Navi Mumbai from time to time and he/they shall abide by the same for which the notice will be given in advance.
- v) All statutory taxes (levied by local bodies, State or Central) levied or that will be levied in future for the vehicles shall be payable by the contractor. Besides, the cost of necessary fuels and lubricating oils, spare parts, tyres, insurance, servicing, Driver's pay and allowance etc. shall be paid by the contractor as per the Minimum Wages Act.
- vi) The contractor should submit '**Undertaking**' on appropriate Stamp paper indemnifying this Corporation against any Bank loan/financial liability prior to contract or within the contract period.
- vii) The contractor shall obtain the contract carriage permit at his own expenses and any other permit required under the provisions of the Motor Vehicle Act, 1988 and comply with any other law of the land applicable to him from time to time.
- viii) The contractor shall take comprehensive insurance to cover risk or injury/loss of life of the passengers, driver as required by the law including damage to property to them and any liability under workmen compensation Act, criminal cases as well as in Motor Accident Claims Tribunal. A copy of the Insurance Policy shall be furnished by the contractor to the Dy. General Manager CFS, Dronagiri Node, Navi Mumbai.

- ix) The contractor shall register his employees under the Contract Labour (R&A) Act and comply with all the provisions of contract labour (R&A) Act. The contractor shall comply with all the provisions of ESI Act and EPF & Misc. Provision Act 1953. Minimum Wages Act and any other Labour Laws as may be applicable to him/ their and cover his/them employees under the said Acts. He/They should maintain all the records as required under all the said labour Acts to which the Corporation shall be given a free access.
- x) It shall be the contractor's duty to ensure that the vehicles are maintained and run without any interruption. In case the vehicle(s) fails, the contractor shall make immediate arrangements to provide substitutes so that Corporation is not put to any inconvenience and the work does not suffer.
- xi) In case of contractors failure to maintain regular services or causes interruption, the Dy. General Manager CFS, Dronagiri Node, Navi Mumbai may make alternate arrangements at the contractors' risk and cost read with Clause I(x). In addition Dy. General Manager CFS, Dronagiri Node, Navi Mumbai reserves the rights to impose a penalty of Rs. **1000/-** per day at his sole discretions. The decision of Dy. General Manager CFS in this regard shall be final and binding on the contractor and shall not be called into question.
- xii) The drivers and other Persons employed by the contractor in connection with the maintenance, operation and plying of the above vehicles, shall be the employees of the contractor having **two years experience of driving supported with Experience Certificate which has also to be submitted at the time of inspection of the vehicles, for verification by the tenderer** and under no circumstances shall they or any of them be treated as a part of Corporation's employees.
- xiii) The contractor shall ensure that the drivers of the vehicles abide by the security rules and regulations of the Corporation and the contractor shall be responsible for any act of commission or omission on the part of his employees. The contractor shall also ensure that the driver (s) behaves politely with the passengers in his/their vehicles as well as Corporation's employee officers or Customs Employee / Officers. If at any time, employees of contractors are found to be committing any misconduct in the opinion of the Deputy General Manager CFS, Dronagiri Node, Navi Mumbai, The contractor shall take necessary action against such employees as per the advice of Deputy General Manager CFS, Dronagiri Node, Navi Mumbai including the termination of such employees, if suggested.
- xiv) The contractor shall ensure that the vehicles are parked only at the places directed by the Corporation after duty hrs. The decision of the Deputy General Manager CFS or his appointed representative Officer shall be final and binding in this regard.
- xv) The contractor at its own cost shall supply the drivers with uniforms, safety shoes, rain wear and mobile phone facility etc. as prescribed by the Deputy General Manager, CFS, Dronagiri Node, Navi Mumbai. The contractor shall also supply sets of white seat covers which shall be got changed and washed regularly and always kept neat and clean.
- xvi) The contractor will provide the list of two or three drivers only who will be driving the said vehicle. The list will include their complete present and permanent address and valid Driving license so that if necessary, their police verification can be got conducted.

- xvii) The drivers will be supplied the Identity Cards with photo affixed on them and duly signed by the Contractor and countersigned by the Deputy General Manager CFS, Dronagiri Node, Navi Mumbai.
- xviii) If any penalty is imposed by the Traffic Department due to non-compliance of various provisions such as Non-availability of Pollution Control Certificate/License or violation of Traffic Rules, in such an event, The contractor shall be made liable.
- xix) The contractor shall provide to the Dy. General Manager CFS, Dronagiri Node, Navi Mumbai, the local and permanent address alongwith mobile numbers of all the drivers engaged by him for the said cars.
- xx) It would be the responsibility of the contractor to pay the GST on time. The contractor should also produce certificate that there is no GST payment pending on account of his company.
- xxi) All the legal formalities such as registration with RTO, Insurance formalities etc. shall be completed in all respect of all the vehicles provided to this office by the firm.

**ARBITRATION:**

All disputes or differences whatsoever arising between the parties out of or relating to the contract, manning operation to the effect of this contract or the breach thereof shall be settled through arbitration by the Chairman and Managing Director, MSWC, Pune at his sole discretion. The arbitration proceedings will be in accordance with and within the meaning of Indian Arbitration and Conciliation Act, 1996 with uploaded amendments and the award made in pursuance thereof shall be binding on both the parties.



## ANNEXTURE – III

## TENDER FORM-1 TECHNICAL INFORMATION AND UNDERTAKING

**Sub:** - Hiring of cars on monthly basis for CFS Dronagiri Node

1. **Name of the Tenderer / Agency** \_\_\_\_\_
2. **Office Address (with Tel. & Mob No.)** \_\_\_\_\_
3. **Address and Tel. No. of Garage** \_\_\_\_\_
4. **GST Tax Registration No. along with proof there of** \_\_\_\_\_
5. **PAN No. of the firm** \_\_\_\_\_
6. **Working experience of the firm** \_\_\_\_\_  
 Minimum 4 years work experience required of supplying vehicles to government offices, government organizations, government corporations is required. Work orders should be attached.
7. **Nature of the firm/agency** \_\_\_\_\_  
 (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) - Copy of Registration Certificate be furnished.
8. **Nos., Age in years & models, Make of the vehicle/bus owned by the firm** \_\_\_\_\_  
 At least 4 number of not more than 4 years old (Manufacturing / model of vehicle should be in the year 2020 or onward) vehicles should be owned by firm.  
 Registration copies of vehicles should be furnished.
9. **Nos. of drivers** \_\_\_\_\_  
 At least 3 drivers should be on pay roll of the firm. With valid driving license.  
 Minimum Qualification of the driver should be 12<sup>th</sup> Pass.  
 Driver should be capable for communication in Marathi/Hindi/English Languages.
10. **Availability of Cell phone & Address of the driver(s)** \_\_\_\_\_
11. **Remarks (if any)** \_\_\_\_\_

**SCHEDULE OF OPERATION AND RATE (To be submit in BOO format only)**

**The rates should be quoted on Price / Commercial bid only.**

Supply of following vehicles on all working days and as and when required (Column B) for AC (Sedan) Car on contract basis normally between 08.00 am to 12.00 midnight including late / early hours as per the terms and conditions of the tender documents :

<b>Sr. No.</b>	<b>Vehicle Type</b>	<b>Package Rate for upto 3000 km per month (Rs.) / per vehicles</b>
(a)	(b)	(c)
1	Toyota ETIOS / Maruti Suzuki Swift Dzire / Ciaz / Honda Amaze or Equivalent Vehicles	
<b>Rs. 13/- km will be given for Extra km beyond 3000 km. No Halt Charges, No any Sort of Over time Charges, for out stations.</b>		

**Notes :-**

- i) Tenderer has the liberty to bid for any one or more vehicles. The lowest bidder would be evaluated individually for each of the three vehicles.
- ii) The rates quoted will be exclusive of GST or any other tax levied by State / Central Government and the GST will be payable by the Corporation over and above the Schedule of Rates. The expenditure incurred on account of Toll Tax, Entry Tax, Parking etc. if any, paid by the Contractor, shall be reimbursed on production of original receipts along with the monthly bill.
- iii) During the contract period including the extended period, no increase in the rates will be considered on account of fuel prices or any other inputs.

**ANNEXTURE – V****AGREEMENT**

The Maharashtra State Warehousing Corporation having agreed to grant the contract for supply of **AC Sedan Car with taxi number** for Dy. General Manager CFS / CFS, Engg. Department CFS, Custom Officials of Diesel /Petrol Driven to the Office of the Deputy General Manager CFS, Maharashtra state Warehousing Corporation, Container Freight Station, Plot No. 88 & 89, Sector 1, Dronagiri Node, Navi Mumbai.

I/We \_\_\_\_\_ are executing this agreement on \_\_\_\_\_ and hereby confirm that we have thoroughly examined and understood the terms and condition of the invitation of tender bearing no No : MSWC/ADM/CFS\_Vehicles/\_\_\_\_ Dated : \_\_\_\_\_ by The Chairman & Managing Director, MCWC, for supply of AC Sedan Car for Dy. General Manager CFS / CFS, Engg. Department CFS, Custom Officials and agreed to abide by them. We are willingly undertaking the said contract consequent upon the approval of the tender given by us to the The Chairman & Managing Director, MSWC on quoted / negotiated rate as below :

<b>Sr. No.</b>	<b>Vehicle Type</b>	<b>Package Rate for upto 3000 km per month (Rs.) / per vehicles</b>
(a)	(b)	(c)
1	Toyota ETIOS / Maruti Suzuki Swift Dzire / Ciaz / Honda Amaze or Equivalent Vehicles	
<b>Rs. 13/- km will be given for Extra km beyond 3000 km. No Halt Charges, No any Sort of Over time Charges, for out stations.</b>		

**Fill the terms and conditions of the tender will be part of this agreement.**

GST or any other tax in lieu thereof levied by the Central Govt. from time to time on services rendered by the Contractor to MSWC shall be paid by the MSWC to the contractor over and above of the schedule of Rates, subject to the Contractor submitting his bills/Invoices thereof in the Format prescribed containing GST Details, PAN Details etc.

We assure the said Corporation that we will undertake the said work to the best of our abilities at all stages during the tenure of the agreement. This agreement will remain in force for a period of **One** year w.e.f. \_\_\_\_\_ which can be extended for a period of one year in a spell of SIX MONTHS each on the same rates, terms and conditions at the sole discretion of The Chairman & Managing Director However, the Corporation reserves the right to terminate this contract during the tenure of the contract by giving one month's notice without assigning any reason thereof.

**Witness**

1. \_\_\_\_\_

2. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**Signature of the Contractor with Address**

**Signature of the Dy. General Manager (Admin)  
Maharashtra State Warehousing Corporation  
Market yard, Gultekadi, Pune -411037**

(on Tenderers letter head)

## ELECTRONIC CLEARING SERVICE OPTION FORM

The contractor after award of the contract will provide information in the below given format :

1. Customers Name : \_\_\_\_\_

2. Particulars of Bank Account : \_\_\_\_\_

Name of Bank : \_\_\_\_\_

Name of Branch : \_\_\_\_\_

Branch Address : \_\_\_\_\_

Telephone No : \_\_\_\_\_

9 Digit MICR Code / : \_\_\_\_\_

IFSC code : \_\_\_\_\_

Type of account : \_\_\_\_\_

Ledger folio No. : \_\_\_\_\_

Account No. \_\_\_\_\_

RTGS No. of Branch \_\_\_\_\_

Attach cancelled cheque

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incorrect form, I would not hold the Corporation responsible.

**SIGNATURE OF THE CONTRACTOR  
SEAL**

Certified that the particulars furnished above are correct as per our records.

**Branch Seal and Signature.**



# MAHARASHTRA STATE WAREHOUSING CORPORATION

583/B, Market Yard, Gultekadi, PUNE-411 037  
 Tel. 020-24262951, 24206872  
 Email: - mswcinfo@mwarehouseing.com, mswc2k@yahoo.com  
 Website: mwarehouseing.com

Tender No. MSWC/ADM/VEHICLE/02/2024-25

## FORM OF E – TENDER

### E - TENDER FOR SUPPLY OF VEHICLE ON HIRE

1. FROM (Full Name & Address of the Tenderer/s)

-----  
 -----  
 -----

2. Telephone No. -----

To,  
 The Chairman & Managing Director,  
 Maharashtra State Warehousing Corporation,  
 583/B, Market Yard, Gultekadi,  
 PUNE-411 037

Dear Sir,

1. Pursuant to the Tender Notice inviting tender published by you on the ----- day of -----  
 ----- I/We submit herewith Tender for supply of Vehicle on hire, listed in the

**Annexture 'III'**

2. I/We have thoroughly examined and understood the terms & conditions of the tender. I/We agree to abide by the terms & conditions mentioned there at **Annexture 'I & II'**

3. RTGS OF NEFT No. ----- dated -----for Rs.----- towards EMD required as per the terms & conditions in enclosed herewith.

## 4. (A) Tender should be submitted in the two Envelops.

Envelop (I) - Technical

Envelop (II)- Commercial

Sr. No.	Envelope - I Technical Bid	Envelope - II Commercial Bid
1	RTGS (EMD) Slip Xerox Copy	Rates should be quoted in Annexure IV figures and words & dully signed
2	PAN Card Xerox copy	Rate quoted should be exclusive of GST
3	Financial Status (ITR) for 3 Years	
4	Copy of Shop Act as tourist vehicles business.	
5	R.C./T.C. Books Xerox copy of own Vehicle / Attached Vehicles ( Manufacturing / model of vehicle 2020)	
6	All the item Mention in check list & Annexure II & III	
7	GST Clearance	
8	Experience etc.	
9	Original Tender Documents Duly Signed	
10	Terms & Conditions for the Tenderer duly Signed	

(B) If the documents in envelope No. I are up to satisfaction and with the EMD then only envelope No. II will be opened.

(C) Tender without EMD and technical documents will not be considered.

5. I/We do here by declare that the entries made in the tender and Annexure's attached there to are true and also that I/We shall be bound by the acts of my / our authorities representatives duly authorized by me / us and of any other person who appointed by me / us to carry on my / our business whether any intimation of the same is given to the Corporation or not.

6. I submit the required information about my / our concern as follows :

A. Composition of Tenderer (please state whether tenderer is proprietorship concern, Joint Hindu Family, Registered Partnership Firm, Limited Company or a Registered Co- Operative Society. The names of all Proprietorship, Karta of Hindu Undivided Family, Partners / Directors, Chairman / Chief Promoter of Society should be given with the certificate below such name that there are no undisclosed partners. In case of Limited Company authorized and paid up to capital should be given).

B. i. Shop Act Registration No. ----- Date -----

(If any, in case of partnership Firm, Limited, Company, Co. ope. Socy.).

ii. GST Registration No. ----- Date -----

iii. PAN Card No. -----

- C. Experience of working as suppliers (Name of Central and /or State Govt. Offices, Public Sector undertaking Local Bodies, Railway, Private Companies etc. for which the work of supply of above materials is done or being done should be stated).

Sr.No.	Name	Period with dates

The following documents are enclosed along with the tender duly filled in and signed.

Annexure 'III'

Technical Information & undertaking (**Envelope – I**)

Annexure 'IV'

Schedule of Operation Rate (**Envelope – II**)

**Yours faithfully,**

**(SIGNATURE OF THE TENDERER)**

**Name** .....

**Address** .....

**Place** .....

**Telephone No.** .....

**Name of Witness** .....

**Address** .....

**Telephone No.** .....

**(Signature of Witness with date)**

**Encl : As stated above.**