

THE STATE TRADING CORPORATION OF INDIA LIMITED  
No. 301 to 314, 3<sup>rd</sup> Floor, Trade World, 'C' Wing, Kamala Mill,  
Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
( Telephone No.: 022 24926245 )

NOTICE INVITING TENDERS

TENDER NO. STC/MUM/GAD/CH/2016-17/01-A Dated 10.08.2016

E - TENDER NOTICE

1. Notice Inviting Tender (NIT) from reputed & experienced travel agencies for empanelment for hiring of cars on "As and When Required Basis" and on "Monthly Rental Basis" and also for hiring of a driver for STC owned car on "Monthly Payment Basis".

STC invites online bids (E-Tender) under two bid system (Technical/Commercial & Financial) from reputed & experienced travel agencies for empanelment for hiring of cars on "As and When Required Basis" and on "Monthly Rental Basis" and also for hiring of a driver for STC owned car on "Monthly Payment Basis" for a period of One Year. The period may be extended further on sole discretion of STC. Agencies/Firms/Organizations interested in responding to this NIT must submit their bids online using e-Procurement portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)) in the prescribed formats along with all necessary documents and information requested herein. The bids may be submitted latest by 03:00 PM on **24.08.2016**. The bids will be opened on **24.08.2016** at 03:30 PM

Financial bids of only those bidders will be opened who are declared qualified in technical evaluation. The date and time for opening of financial bids shall be separately notified on NIC's E-Procurement Portal ([eprocure.gov.in](http://eprocure.gov.in)). STC may seek any further clarifications or documents as felt necessary but not obliged to do so.

All details regarding the subject NIT are available on the following websites : [www.stc.gov.in](http://www.stc.gov.in), [www.tenders.gov.in](http://www.tenders.gov.in) and [www.eprocure.gov.in/eprocure](http://www.eprocure.gov.in/eprocure). Any change/modification/corrigendum in connection with this NIT will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notice.

## 2.EARNEST MONEY DEPOSIT (EMD) & BIDDING FEE

- Tender document is available at STC website <http://www.stc.gov.in> , [www.eprocure.gov.in/eprocure](http://www.eprocure.gov.in/eprocure). The document downloaded from the website should be accompanied by the cost of the tender documents, i.e. Rs.1000/- in the form of Demand Draft / Pay Order / Banker's Cheque in favour of "The State Trading Corporation of India Limited" payable at Mumbai along with Technical Bid.
- All Bidders are requested to furnish an EMD of Rs. 50,000/- (Rupees Fifty Thousand only) by way of Banker's Cheque / Demand Draft drawn in favour of "The State Trading Corporation of India Ltd." payable at Mumbai.
- In case the Bidder is a Micro or Small Enterprises (MSE), it shall be exempted from paying the tender document fee and also exempted from payment of EMD. However, MSEs should possess valid registration certificate for the same.
- The envelope containing EMD along with Covering Letter mentioning the details of Bidder Company on the company's Letterhead should be sealed and superscribed as "FOR HIRING OF CARS ON "AS AND WHEN REQUIRED BASIS" AND ON "MONTHLY RENTAL BASIS" AND ALSO FOR HIRING OF A DRIVER FOR STC OWNED CAR ON MONTHLY PAYMENT BASIS" and, the same should be dropped in the EMD Box kept at the following address before the deadline prescribed for receipt of bids.

The State Trading Corporation of India Ltd.  
No. 301 to 314, 3rd Floor, Trade World, "C" Wing,  
Kamala Mill, Senapati Bapat Marg,  
Lower Parel (West), Mumbai - 400 013
- MSEs are required to submit attested copies of relevant certifying documents along with Registration / Exemption Certificate in lieu of EMD.
- Bids for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- STC shall not be responsible for non-receipt / non-delivery / delayed receipt of the EMD due to any reason whatsoever.
- EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned within a fortnight after Award of Contract to the Successful Bidder. The EMD of successful bidder will be returned only after furnishing of Security Deposit amount.

### 3. ELECTRONIC SUBMISSION OF BIDS

- Bids against this NIT shall be received only electronically through the e-Procurement Portal of NIC ([eprocare.gov.in](http://eprocare.gov.in)). No bids shall be accepted in hard copy or in any other form.
- For submission of e-bids, bidders are required to get themselves registered with [eprocare.gov.in](http://eprocare.gov.in) website using Digital Signature Certificate (DSC) essentially having signing certificate.
- Earnest Money Deposit (EMD) is required to be submitted in the form of a Banker's Cheque / Demand Draft from a Schedule / Nationalized Bank and must reach STC before closure of the e-tender in the manner prescribed herein.
- The details of EMD (Banker's Cheque / Demand Draft) uploaded during bid submission, and those submitted physically in EMD Box at the Reception of STC, Mumbai should be the same otherwise, the bid is liable to be rejected.
- A bidder may modify, substitute or withdraw its e-Bid after submission before the last date and time of bid submission. No bids shall be modified, substituted or withdrawn by the bidder on or after the last date and time of bid submission.
- STC may ask the bidders to submit any or all the documents in original submitted as part of their online bid anytime during the bid process.
- For modification of e-Bids, bidder has to detach its old proposal from e-tendering portal and up load / resubmit digitally signed modified bid.
- Bidders are advised in their own interest to submit the bids well before the bid submission date & time (as per Server System Clock of e-procurement portal). STC shall not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to any technical or other problems.
- For any queries relating to the process of online bid submission or queries relating to Procurement Portal ([eprocare.gov.in](http://eprocare.gov.in)), the bidders may contract Portal Helpdesk on Tel. Nos. 1800-3070-2232, +91-7878007972 and +91-7878007973

### 4. ELIGIBILITY

1. The Agency/Firm/Company should have its own annual turnover of minimum Rs. 15 Lakhs during the last three financial year i.e., 2013-14, 2014-15 and 2015-16 and in support thereof their Balance Sheets and Profit & Loss accounts be attached (Scanned Copies) duly certified by their Chartered Accountant.

2. The Agency/Firm/Company should have provided Car Hire Services in Govt. Depts./Semi-Govt. Depts./PSUs/MNCs/ Public Limited Companies in any one year of the aforesaid three Financial years.

## 5. ESCALATION

No escalation on any account shall be permitted after the submission of the tenders and during the currency or extended period of the contract.

## 6. MAJOR TERMS AND CONDITIONS

- In case of the bidder being a Micro or Small Enterprise (MSE) relevant registration certificate to that effect should be mandatorily submitted. It should also be clearly indicated whether the MSE is owned by SC or ST entrepreneur, wherever applicable. MSEs producing valid certificate of registration shall be provided with the tender documents free of cost and shall also be exempted from payment of EMD.
- Submission of offer shall mean unconditional acceptance of all the terms and conditions contained in this bid document.
- Bids containing any alterations/cuttings/mark of erasure etc. even if accompanied by signature shall be liable to be rejected on such grounds.
- The bids will be technically evaluated on the basis of bidder's prior experience in similar field, testimonials, etc. Financial bids from only those parties will be opened who are declared qualified and are shortlisted after technical evaluation.
- STC shall not be responsible for non receipt / non delivery of the offer document due to any reason whatsoever.
- Offers should be valid for a period of 90 days from the date of closing of tender.
- The successful bidder shall submit a letter of acceptance within 7 days from the date of award of the Contract.
- Conditional offers are liable to be rejected.
- Offers submitted by Email, Fax, Telegram or Telex shall not be considered.
- Failure to submit all the required documents or submission of incomplete document will render the quotation liable for rejection.

- If the tenderer is found to have provided wrong information in his tender, STC reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and forfeit the EMD/SD any other money due to it.
- Financial bid shall contain price only and no other documents shall be enclosed with the financial bid.
- The original of all documents attached with the tender will have to be submitted for verification before the award of the contract.
- The tender documents duly signed by the tenderer including terms and conditions will be the part of the contract.
- STC reserves the right to accept or reject any bid, and/or to annul the bidding process and reject all bids, at any time prior to award of contract, without incurring any liability from the affected bidder or bidders nor shall STC have any obligation to inform the affected bidder or bidders of the grounds for STC's action.

In case of further information, the prospective bidders may contact the following officials on the contact details given below :

Address –

The State Trading Corporation of India Ltd.  
No. 301 to 314, 3rd Floor, Trade World, "C" Wing  
Kamala Mill, Senapati Bapat Marg  
Lower Parel (West), Mumbai - 400 013

Contact Persons –

Mr. Ravi Jadhav, Deputy General Manager  
Tel. No. 022-24919285  
Email : ravijadhav@stclimited.co.in

Mr. J.J. Surve, Manager  
Tel. No. 022-24919285  
Email : jjsurve@stclimited.co.in

**PRE-BID MEETING WILL BE HELD ON 17.08.2016 AT 15:00 HRS. ON THE ABOVE ADDRESS.**

**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
No. 301 to 314, 3<sup>rd</sup> Floor, Trade World, 'C' Wing, Kamala Mill,  
Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
( Telephone No.: 022 24926245 )

TENDER NO. STC/MUM/GAD/CH/2016-17/01-A     Dated 10.08.2016

TERMS & CONDITIONS OF TENDER FOR EMPANELMENT FOR HIRING OF CARS ON “AS AND WHEN REQUIRED BASIS” AND ON “MONTHLY RENTAL BASIS” AND ALSO FOR HIRING OF A DRIVER FOR STC OWNED CAR ON MONTHLY PAYMENT BASIS.

1. The firm would have to provide well maintained and well-furnished cars in good mechanical condition and conform to the relevant rules besides being roadworthy. Cars should be fully upholstered and provided with all other necessary comforts and facilities and should not be more than three years old. All the vehicles should have Commercial Registration Certificate having registered in Mumbai / Navi Mumbai.
2. The bidder should have a good and satisfactory experience in the travel business and should possess more than 05 vehicles registered in his or his firm's name copies of registration certificates of vehicles have to be attached with the bid.
3. The rates should be quoted inclusive of all expenses such as Pollution, Fuel, Maintenance, Repair and Servicing, RTO charges/penalties/ fines, if any etc.
4. As these vehicles are to be used by the senior officers of the Corporation and/or on official exigencies by the staff, the bidder should also ensure that the requisite documents (viz. Registration Certificate, Insurance Papers and PUC etc.) are in the personal custody of the licensed drivers.
5. The bidder will provide well behaved and well trained drivers. They should be familiar with all important places in Mumbai / Navi Mumbai and must always Carry a cell-phone duly activated and Identity Card at the cost of travel agency. The agency shall also submit the name of the driver, present and permanent residential addresses and two copies of their passport size photographs to STC in respect of the driver deployed for STC owned car on monthly payment basis. Any person found medically unfit shall not be deployed as driver.
6. The firm has to quote the rates for the vehicles as mention in Annexure “C”, Annexure “D” and Annexure ‘E’

7. The vehicles hired on monthly basis in general are required six days a week. The vehicles however must also be provided on holidays on demand and in exigencies.

8. The tender has to be accompanied by an EMD of Rs. 50,000/- interest free (Rupees Fifty Thousand Only) in the form of DD / Pay Order / Banker's Cheque favouring "The State Trading Corporation of India Limited" payable at Mumbai. The said EMD would be converted into Security Deposit in respect of the Successful Bidder. The amount of security money deposited by the successful bidder shall be refunded after expiry of the contract or extended contract as the case may be. The contract, so awarded can be terminated by the Corporation at any point of time without any notice or/and without any reason thereof. No compensation will be payable to the contractor on this account. The decision of the Corporation in the matter will be final and binding. The EMD of unsuccessful bidders will be refunded without any interest within 15 days after the finalization of tender.

9. The bidder must indicate their PAN number (a copy to be attached)

10. The bidder should sign and affix his firm's stamp at the each page of the bid.

11. All the bids must be valid for a period of 90 days from the date of tender closing.

12. The rates will be valid for the period of initial empanelment of one year and it can be extended further on sole discretion of STC.

13. Payments will be released on monthly basis through ECS/Online Banking after rendering satisfactory services. The firms would be required to submit their bills duly completed in all respect such as mentioning the registration number of the vehicle on bill, duty slip duly signed by user side etc. In case of any charges paid towards use/entry of vehicles in other states having valid permit for plying the same in that state shall be reimbursed by STC on submission of original receipts along with bill. STC will also reimburse parking charges and toll tax paid by the travel agency against the documentary proof submitted in originals with bill.

14 The empanelled agency shall be liable for prosecution in the event of any accident or challan / injuries and shall bear all the costs and consequences of prosecution of any type resulting from the violation of the Rules/Law of the Motor Vehicle Act in Force. The empanelled agency will bear all the financial implications due to accident to the vehicle, driver and passenger. STC also stands indemnified from the empanelled agency towards any responsibilities that fall in the domain of the empanelled agency with respect to the hired vehicle, drivers and statutory requirement with the State Transport Authority as applicable from time to time.

15. STC reserves the right to terminate the empanelment at any point of time without assigning any reason thereof.

16. STC also reserves the right to accept any bid, and to cancel/abort the tender process and reject all bids at any point of time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders.

17. STC also reserves the right to enlarge the empanelment on need basis at any time by adding more car operators who are willing to provide cars on hiring basis on STC's approved rates, terms & conditions as finalized under this tender.

18. Bidders hereto agree that the courts and tribunals at Mumbai shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this tender. All disputes arising out of this tender shall be decided in accordance with the laws of India.

19. STC reserves its right to award the tender in full or in part as per its extant policy / requirements.

20. For any other enquiry regarding this tender Shri Ravi Jadhav, Dy. General Manager (GAD) or Shri J. J. Surve, Manager (GAD) may be contacted on any working day between 10.30 & 4.30.P.M.

(RAVI JADHAV)  
DY. GENERAL MANAGER (GAD)



Tender no. STC/MUM/GAD/CH/2016-17/01-A Dated 10.08.2016

TECHNICAL / COMMERCIAL BID

The bidder is required to submit the soft copies of the following in the technical bid:

A.

1. Service Tax Registration No.
2. PAN Card Number.

B. FINANCIAL POSITION:

1. Relevant documents as proof of annual turnover of minimum Rs. 15 Lakhs during the last three financial years i.e. 2013-14, 2014-15 and 2015-16 (Profit & Loss A/c. and Balance Sheet) duly certified by Chartered Accountant.
2. Relevant documents as proof of completed contract as per eligibility criteria in Car Hire Services in Govt. Depts./Semi-Govt. Depts./PSUs/MNCs/ Public Limited Companies in any one year of the aforesaid Three Financial years
3. Bank Details: (Bank A/c No, Type of Account, Name of the Bank & Address of Bank's Branch) IFCE Code, RTGS/NEFT details

C. EXPERIENCE: For the last three years i.e. 2013-14, 2014-15 & 2015-16

Turnover during the last 3 years	Name of the Organisation	Value (Rs.)	Contact Person at the Orgn. with Designation & Tel Nos.

: 2:

D. Details of EMD : Rs.50,000 /- (Rupees Sixty thousand only) vide DD/Pay Order/Banker's Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ has been separately submitted.

OR

Valid Registration Certificate of MSEs

E. Details of cost of Tender (if downloaded from website) Rs.1000/- (Rupees Five Hundred only) vide DD/Pay Order/Banker's Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ has been separately submitted.

OR

Valid Registration Certificate of MSEs

F. Scanned copies of Income Tax return duly acknowledged by the Income Tax Dept. for the last three financial years i.e. 2012-2013, 2013-2014 and 2014-2015.

H. Scanned copies of Tender documents dully signed and stamped on each page.

Date : \_\_\_\_\_

Dy. General Manager (GAD)  
The State Trading Corporation of India Ltd.  
No. 301 to 314, 3rd Floor, Trade World, "C" Wing  
Kamala Mill, Senapati Bapat Marg  
Lower Parel (West), Mumbai - 400 013

TENDER NOTICE NO. STC/MUM/GAD/CH/2016-17/01-A      DATED 10.08.2016

Dear Sir,

I/We/M/s. \_\_\_\_\_ an  
individual / proprietary business / partnership firm registered with the Register of  
Firms/Company registered under the companies Act through  
Shri \_\_\_\_\_ sole proprietor / partner or authorized  
representative for the tender having read, understood and accepted the terms and conditions  
mentioned in the Tender Notice No. STC/MUM/GAD/CH/2016-17/01-A Dated 10.08.2016  
submit the tender for empanelment for hiring cars on "As and When required basis", "Monthly  
Rental basis" and also for "Hiring of a Driver for STC owned car on Monthly Payment basis" at  
rates quoted in Annexure-C , Annexure-D and Annexure-E (attached) and to hold the offer open  
for 90 days for your acceptance from the date of closing of the said tender.

Demand Draft / Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ 2016 drawn on  
\_\_\_\_\_ (name of the bank) for  
Rs.50, 000/- (Rupees Fifty Thousand Only) is enclosed as Earnest Money Deposit (EMD)  
alongwith Demand Draft / Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ 2016  
drawn on \_\_\_\_\_ (name of the bank)  
for Rs. 1000/- (Rupees One Thousand Only) is enclosed as Tender Cost/Fees.

I/We agree that in the event of any dispute or difference arising under or out relating to this  
tender, the decision of the Branch Manager, The State Trading Corporation of India Ltd., No.  
301 to 314, 3rd Floor, Trade World, "C" Wing, Kamala Mill, Senapati Bapat Marg, Lower Parel  
(West), Mumbai - 400 013 shall be the final and binding on me/us.

Signature & Seal  
(Proprietor/Partner/Authorized Representative)

Tender no. STC/MUM/GAD/CH/2016-17/01-A Dated 10.08.2016

## FINANCIAL BID

Name of the Travel Agency : M/s \_\_\_\_\_

RATES TO BE OFFERED BY THE TRAVEL AGENCY FOR CAR HIRING FOR  
MUMBAI / NAVI MUMBAI ON “AS & WHEN REQUIRED BASIS”

(In Rs.)

Description	Tata Indigo AC	Maruti Swift Dzire AC	Toyota Innova AC	Honda City AC	Nissan Sunny AC
80 Kms. & 8 Hrs.					
40 Kms. & 4 Hrs.					
Charges for per extra Kms. beyond 40/80 Kms.					
Charges for per extra Hr. beyond 4/8 hrs.					
Out Station Charges per Kms.					
Night Charges (after 11 PM)					

Service Tax as applicable will be deposited by STC on approved billing amount.

Entry Tax/toll tax/parking charges shall be paid by the Travel Agency and the same would be reimbursable by STC along with bill payment of such duties on submitting the original vouchers of such claims.

Signature of Tenderer with Seal of Travel Agency

Place :

Date :

Tender no. STC/MUM/GAD/CH/2016-17/01-A Dated 10.08.2016

## FINANCIAL BID

Name of Travel Agency M/s: \_\_\_\_\_

RATES TO BE OFFERED BY THE TRAVEL AGENCY FOR CAR HIRING FOR  
MUMBAI / NAVI MUMBAI ON "MONTHLY RENTAL BASIS"

(in Rs.)

Sl. No.	Description	Tata Indigo - AC	Maruti Swift D'zire -AC	Honda City- AC
1	Monthly rent for 1500 Kms/260 Hrs.			
2	Over & above 260 hours.			
3	Over & above 1500 Kms. extra running per Km			

- Service Tax as applicable will be deposited by STC on billing amount
- No. of hours beyond 260 hours of duty, would be treated as extra duty hours.
- No. of Kms beyond 1500 Kms.in a month would be treated as extra Kms.
- 

Signature of Tenderer with Seal of Travel Agency

Place:

Date:

Tender no. STC/MUM/GAD/CH/2016-17/01-A Dated 10.08.2016

FINANCIAL BID

Name of Travel Agency M/s: \_\_\_\_\_

RATES TO BE OFFERED BY THE TRAVEL AGENCY FOR HIRING OF A DRIVER FOR STC OWNED  
CAR ON "MONTHLY PAYMENT BASIS"

(in Rs.)

Sl. No.	Description	
1	Monthly payment ( 8 hrs. per day )	
2	Per hour overtime Rate	

Signature of Tenderer with Seal of Travel Agency

Place:

Date: