

**E-TENDER NOTICE**

Madras Export Processing Zone (MEPZ-SEZ), invites e-tenders from reputed Companies/Agencies for the following activity:.

1.	Name of the Work	Supply, Operation and Maintenance of Battery Operated Shuttle Cars at MEPZ-SEZ, Tambaram, Chennai-45
2.	Tender Document Fee	₹ 1,120/-
3.	Earnest Money Deposit (EMD)	₹ 1,00,000/-
4.	Duration of contract	2 years
5.	Tender documents	Can be accessed from the website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>
6.	Last date and time of Receipt of Tender/Bids	11.12.2019 at 03.00 p.m.
7.	Date and Time of Opening of Tender	12.12.2019 at 04.00 p.m.

1. It is a 2-Bid system – Technical & Financial.
2. The service provider should be registered as a Private Limited / Public Limited Company or a partnership firm and shall have valid Registration Certificate, PAN, GST, ESI and PF Registration.
3. The service provider shall have a minimum Annual Turnover of **₹ 50 lakh** in each of the last three Financial years (2016-17, 2017-18, 2018-19).
4. The service provider should have operated similar services in atleast 2 Government Departments/ Agencies in the last 3 years.

NOTE: Satisfactory performance certificates shall only be considered as a proof of experience. Work order copies alone shall not be accepted.

(Copy of the work order, satisfactory Performance Certificate from the Client along with contact details of the Client should be submitted in PDF format along with the Technical Bid).



5. For further enquiries/clarifications, if any, please contact Shri K. Balasubramanian, ADC (Mobile No: 9444552825) or Shri V.K. Viswanathan, ADC (Mobile No: 9444261688)

6. The other Terms and Conditions of the Tender/Contract are attached separately in the E-procurement website.

**DEVELOPMENT COMMISSIONER.**



**Terms and conditions of the Tender/Contract**

**(MEPZ SEZ Authority)**

**General Conditions of Tender/Contract:**

1. The Bid variable for the Tender shall be the “Rate per Kilometer to be charged from a passenger, all inclusive.” The Bid shall be submitted in the prescribed format.
2. An annual Licence Fee of ₹ 7,500/- per shuttle shall be paid by the Service Provider to MEPZ SEZ Authority before 30<sup>th</sup> April of the financial year. This Licence Fee can be increased annually with the mutual consent of the MEPZ SEZ Authority and the Service Provider. Failure to pay the Licence fee will lead to deduction of the due amount from the Security Deposit and also cancellation of the Contract.
3. The Tender Document Fee and EMD as mentioned in the NIT shall be in the form of Demand Draft payable at Chennai from any Nationalised/Scheduled Bank drawn in favour of “Development Commissioner, MEPZ-SEZ” and shall be submitted to MEPZ-SEZ on or before the opening of the Tender. Any failure in submitting the Demand Drafts shall lead to rejection of bid.
4. Security Deposit: Within 15 days of issue of letter of acceptance, the Service provider should submit an amount of ₹ **2 lakh** as Security Deposit in the form of Demand Draft in favour of “Development Commissioner, MEPZ-SEZ” payable at Chennai taken from any Nationalised / Scheduled Bank. The deposits of Earnest Money Deposit (EMD) and Security Deposit will not bear any interest whatsoever.
5. Tenure of Contract: The tenure of Contract shall be for 2 years from the date of receipt of letter of acceptance on the basis of Minimum Charge quoted per Kilometer per passenger. The Contract may be extended on mutual Consent of the MEPZ SEZ Authority and the Service Provider on the same/revised Terms and conditions.
6. Single bid tenders shall be rejected in conformity with the CVC guidelines.
7. The right of acceptance of a tender rests with MEPZ SEZ Authority which does not bind itself to accept the lowest tender and reserves to itself the discretion to reject



any or all the tenders received without assigning any reason(s) whatsoever. With regard to Acceptance or Rejection of the Bid, the decision of the MEPZ Authority shall be final.

**Special Conditions of Contract:**

1. The minimum carrying capacity of each shuttle car shall be 14 passengers and maximum permissible speed is 30 km/hr.
2. A minimum of 10 nos of Battery Operated Shuttle Cars (BOSCs) shall be provided by the service provider.
3. The service shall be from 6 a.m. in the morning to 8 p.m. in the evening on daily basis except on Sundays and Public Holidays.
4. The service provider shall identify the stops at intervals of 0.5 kms at prominent locations.
5. MEPZ SEZ Authority will only provide free space for parking of the BOSCs. No other investment shall be made by the MEPZ-SEZ Authority for provision, operation and maintenance of the BOSCs. The cost towards water, electricity and other Utility Charges shall be borne by the service provider only.
6. The cost towards transportation of BOSCs to MEPZ, replacement in case of any damage, maintenance costs and any other costs in connection with the BOSCs shall be borne by the service provider only.
7. The service provider shall be responsible for the payment of wages to the vehicle operators and other workers as per the existing labour laws/rules for employment of such category of persons.
8. All taxes and duties (Central, State and Municipal) in relation to the operation of service shall be borne by the service provider.
9. The service provider shall maintain accident insurance (group) for all the workers employed by him in this zone. The service provider shall be responsible for the safety of passengers travelling in the BOSCs and 'All Risk' policies covering the Passengers also shall be taken in this regard.
10. The service provided by each employee of the Service Provider shall be satisfactory to MEPZ SEZ Authority. In case of any misconduct or delay in discharging duties or if the performance of the personnel provided is not found satisfactory, the Service



provider shall withdraw such person/persons forthwith and provide substitute immediately.

11. The service provider shall be responsible for any damage to the MEPZ properties and shall reimburse the cost to MEPZ. No claim shall be made against MEPZ on payment of compensation on any account whatsoever.
12. Adequate training to be imparted to the drivers on the safety standards and any accidents which leads to personal injury, partial disableness or loss of lives of the passengers travelling in the BOCs shall be the sole responsibility of the service provider.
13. The service shall be availed by the Passengers on 'First Come First Serve basis'. However, preference shall be given to Physically Challenged, Pregnant ladies and Senior Citizens.
14. The Service provider should not carry passengers more than the seating capacity of BOC. No luggage other than the hand baggage is permitted in the BOC.
15. The Shuttle driver should have a valid LMV license and ID Card. He should be supplied with uniform by the Service Provider.
16. The driver should not work more than 12 hours at a stretch and should have clear rest of 6 to 8 hours before taking up the next duty.
17. He shall subject himself to tests such as alcoholic breath analysis test as decided by the MEPZ-SEZ Authority from time to time.
18. The Service Provider shall produce police verification certificates of the employees working under him.
19. If during the inspections by MEPZ SEZ Authorities or through any other means, complaints are received of the non-availability of the driver or any acts of misdemanuor by employee of the Service Provider, or reports of overcharging the passengers, or refusing to ferry passengers, the MEPZ SEZ Authority may impose a penalty of Rs.1,000/- each complaint from passengers/deficiencies noticed during inspections.
20. In case of recurrence of such acts/complaints on more than 3 occasions, the MEPZ SEZ Authority would be at liberty to terminate the license by a simple notice of one week.
21. Either of the parties, the licensee or MEPZ SEZ Authority can terminate the contract without assigning any reasons with a prior notice of one month.

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