



M.P.MADHYA KSHETRA VIDYUT VITARAN CO. BHOPAL
BUSINESS INTELLIGENT CELL (O&M-CIRCLE) – MORENA
Email ID-BICELLMORENA@GMAIL.COM

No. GMM/MRN/PUR./2026-27/227

MORENA,DT 20.05.2026

T.S. No. 227

Subject:Hiring of Vehicle Type E, Air conditioned JEEP/equivalent category MUV with min. engine capacity 1450 CC with Airbags & ABS Year-2026

Invitation of Offers –MPMKVVCL here by invites offers for hiring the below mentioned type of vehicles in the following locations.

TS. No.	Name of Unit / Office	Type of Vehicles		Due Date for Submission	Opening Date
227	BI CELL Bhind Under Office of The DGM (BICELL) ,MPMKV VCL Morena (M.P.)	Type -E, Air conditioned JEEP/equivalent category MUV with min. engine capacity 1450 CC with Airbags & ABS Year-2026		28.05.2026 14:00 PM	29.05.2026 14:00 PM
		Rates for run of Minimum 2000 km. (Excluding GST)	Extra run Charges above 2000 km. in Rs. 6/km (Max)		
		42500.00	6.00		

Tender fees:-200+36=236 inclusive of 18%GST+Processing Fees.

Earnest Money Deposit EMD:-3000/-

Security Deposit as mention in Tender Document.

1. The rates for a minimum run of 2000 km shall be considered exclusive of GST, with additional charges for extra runs beyond 2000 km billed at Rs. 6 per km (subject to a maximum ceiling limit).
2. The bidder must be a Transporter, Service provider, Firm, or Proprietor.
3. The bidder shall provide a **declaration** stating that neither the bidder nor any of their relatives are employed with MPMKVVCL.
4. **Certificate:** Documents w.r.t. EPF, ESI & GST Registration required to be furnished, if applicable.
5. **CONFLICT OF INTEREST:** The officer/employee himself/herself or the First-degree relative of employee including contract employee shall not take part in the bidding process with respect to hiring of vehicles in the Company at any level 10.
6. At the time of signing the contract agreement, the bidder shall submit copies of the Vehicle Registration with the RTO, updated Road Tax documents, Taxi permit, comprehensive vehicle insurance, Fitness certificate, and PUC certificate.
7. Except for Government Organizations and Public Sector Undertakings, the bidder is required to upload a notarized affidavit on a non-judicial stamp paper worth Rs. 100/- stating that "Neither the bidder nor any of its sister concerns is undergoing Insolvency or Bankruptcy proceedings."
8. Vehicle can be hired directly from a public sector undertaking, government organization, central public sector agency, or state government agency through a Memorandum of Understanding (MOU) or based on agreed rates between the agency and MPMKVVCL.

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9. The bidder must provide vehicles equipped with mandatory GPS devices and integrated with the IT application developed by the Corporate Office.
10. **Contract Agreement** shall be done on the stamp paper/e-stamp of Rs. 500/-. On issuance of the Letter of Award to L-1 Bidder (Lowest Bidder) the Security Deposit and Agreement must be submitted within 15 days. Draft agreement is enclosed herewith as Annexure 2
11. **Contract Period:** The maximum duration for vehicle hiring shall be three (03) years from the date of the contract/agreement, which may be extended by one (01) year, and further extended by an additional one (01) year (i.e., 3+1+1 years), subject to the vehicle's age, condition, and the quality of service provided by the service provider. However the Company has reserve the Right to cancel the contract for giving one month notice at any time.
12. **Qualifying Specification of Vehicle:** The vehicles are to be engaged on hiring basis with safety norms as mandated by the government from time to time and shall be complaint with BS-VI and above.
13. Toll Tax paid via FASTag shall only be reimbursed on submission of E-receipt, with the monthly bill. Penalty imposed in absence of FASTag or in any other case shall be the sole responsibility of the vender and shall be paid by the vendor only. Vehicle owner shall be responsible to affix FASTag on the windscreen of the vehicle as prescribed.
14. The service provider shall be solely responsible for complying with all applicable rules and regulations set by various government authorities, including the Regional Transport Office (RTO), Labour Department, Police, Insurance companies, and others.
15. The fitness certificate, insurance, and PUC of the vehicle must be maintained comprehensively throughout the contract period with the Company. The insurance premium shall be borne by the service provider. In the event of any incident, lodging insurance claims and managing all related formalities shall be the service provider's responsibility.
16. The minimum educational qualification for drivers engaged by the service provider shall preferably be 8th Pass.
17. Drivers must possess a valid driving license throughout the contract period. In case of driver replacement, the new driver's valid license must be submitted as well.
18. Drivers must be available "on-call" at all times when vehicles are deployed with the Company; failure to comply will result in imposition of Liquidated Damages as per the applicable clause.
19. It is the service provider's responsibility to ensure that drivers are not under the influence of drugs or alcohol while on duty. If a driver is found intoxicated, the Officer- in-Charge (OIC) reserves the right to replace either the driver or the vehicle temporarily or permanently.
20. The service provider must ensure that their drivers do not have any criminal record.
21. A medical fitness certificate for each driver must be submitted to the Company. In case of driver replacement, an updated medical fitness certificate shall be submitted accordingly.
22. Vehicles engaged by MPMKVVCL shall be available to the Company on a 24-hour basis.
23. The service provider shall maintain vehicles in good working condition at all times, ensuring adequate fuel, a spare tire (stepney), necessary tools, and smooth operation for efficient service.
24. The Company shall not be liable for any legal, financial, criminal, or other responsibilities arising out of any fatal or non-fatal accidents involving the vehicle.
25. The service provider shall submit the Pollution Under Control (PUC) certificate on an annual basis during the contract tenure.
26. The service provider shall not display any banners, posters, or advertisements on the vehicles engaged by MPMKVVCL except those authorized by the Company.
27. Vehicles shall be used exclusively for Company-related work and purposes.
28. The service provider shall quote their rates excluding GST.
29. The Service Provider shall clearly specify their extra run charges for distances exceeding 2000 km in the Price Bid. These charges must not exceed Rs. 6.00 per km and shall be

- acceptable up to two decimal points.
30. Any Service Provider quoting extra run charges exceeding Rs. 6.00 per km beyond 2000 km will be disqualified and excluded from contract consideration.
 31. The vehicle model offered must be not older than two (02) years and must not have completed more than 50,000 km at the time of bid submission.
 32. An **Earnest Money Deposit** of **INR 3,000 (Three Thousand Rupees Only)** shall be submitted via Demand Draft payable to "Account Officer, AU (O&M), MPMKVVCL, Morena".
 33. A **Security Deposit** of 25% of the monthly ceiling rate for each vehicle offered by the bidder or service provider shall be submitted through Demand Draft in favour of "Account Officer AU, Morena".
 34. **Uniforms and other supplies:** Provision of uniforms for drivers is mandatory. The cost of uniforms and any other necessary items required for the proper fulfillment of duties shall be borne by the Service Provider. The Company shall not reimburse any such expenses.
 35. Drivers deployed by the Service Provider shall generally remain assigned throughout the contract duration and shall not be replaced without prior written notice, consultation, and approval from the GM (O&M).
 36. The Service Provider must provide the names and details of all deployed drivers at the start of the contract. Any subsequent changes must be communicated immediately to the GM(O&M).
 37. Upon written instruction from the GM (O&M), the Service Provider shall immediately remove any driver deemed incompetent or guilty of misconduct. In case of disagreement, the matter shall be referred to the Office, whose decision will be final and binding. Such drivers shall not be rehired without written permission from GM (O&M).
 38. All drivers engaged under this contract shall be employees of the Service Provider. The Purchaser shall have no liability or responsibility to absorb these personnel or provide any employment recommendations.
 39. The Service Provider shall arrange suitable alternatives in case any personnel are on leave or absent. Adequate provisions must be made for leave reserves and communicated to the Officer-in-Charge or competent authorities. Holidays and weekly offs shall be as per Company rules.
 40. **Liquidated Damages**
In cases where the vehicle is not provided by the service provider due to any reason attributable to the service provider, the liquidated damages shall be deducted from the payment as per following formula –

$$\text{Liquidated Damages} = \left[\frac{\text{No of days when vehicle was not provided} \times \text{Monthly Charges}}{30} \right] * 2$$

Provided further that total applicable deduction as calculated from above formula shall not exceed the monthly charges payable as per the contract.

In cases where the service provider fails to provide the vehicle and/or the driver or does not meet any of the criteria mentioned in the guidelines, for 3 times, action for termination of contract and forfeiting of Security Deposit can be taken by OIC of the vehicle. The same

should also form a part of the tender-conditions.

41. The Company shall segregate the rates under monthly charges and variable charges, the same shall be defined as below:

- a) Monthly charges – This shall be the amount payable on monthly basis to the Service Provider for each type of vehicle, based on actual run, limited to 2000 kms (applicable as per the type of vehicle). In cases where the actual run is less than 2000 kms, a deduction shall be made from the Service Provider's amount on account of unused fuel as mentioned in table below.
- b) Variable charges – This shall be payable for actual run of vehicle above 2000 kms on Rupees per km basis for each type of vehicle engaged.
- c) The Company has defined ceiling rates (GST exclusive) for both the Monthly charges as well as the Variable charges based on the type of vehicle deployed:-

S. No.	Type of Vehicle	Monthly minimum run (Km)	Monthly Ceiling Charges (Rs.)	Variable charges Per Km in Rs.		Mileage factor*
				Extra Run Charges	Less Run Deduction	
1	Type –E, Air conditioned JEEP/equivalent category MUV with min. engine capacity 1450 CC with Airbags & ABS Year-2026	2000	42500	6	4	14Kmpl

Note: - The service provider has to deploy separate driver for each shift in case of vehicles engaged for more than one shift.

42. Monthly Billing and payment

a) **Gross Billing-** The Gross bill shall have three components namely.

- i. Monthly charges- This shall be the amount payable for Monthly minimum run as per above table.
- ii. Variable charges - This shall be the amount payable for actual run more or less than Monthly minimum run as per above table.
- iii. PV charges (Difference of fuel (Petrol/diesel) charges for actual run as per PV formula mentioned below).

The PV for Petrol/Diesel vehicles shall be calculated in accordance with fuel prices as per the following formulae, whichever is applicable:

For Diesel Vehicles

PV Rates for any month = (Average of Diesel Rates (max & min) in Rs. per Litre for previous month–Base Rates)/Mileage Factor

For Petrol Vehicles

PV Rates for any month = (Average of Petrol Rates (max & min) in Rs. per Litre for previous month–Base Rates)/Mileage Factor

43. Offer Submission –

- a) The bidder shall only quote on the monthly charges for offer evaluation purpose. The ceiling rates for the Variable charges for each type of vehicle shall be fixed by the Purchaser and the bidder shall abide by the same.
- b) The price quoted by the bidder shall be inclusive of all running expenses to be incurred while providing the said services.
- c) In cases where the bidder quotes above the ceiling rates, the offer shall stand disqualified.

44. Offer Evaluation:

- a) The bidders whose offers are found to be substantially responsive, complete in all respects (as per necessary terms and conditions of offer document) and meeting required minimum eligibility criteria shall be said to have met the Techno-Commercial criteria and the same shall stand eligible for their price offer opening.
 - b) The financial evaluation shall be done only on the basis of the rates quoted by the bidder.
 - c) The bidder (eligible for price offer opening) quoting the lowest rates shall be adjudged as L1 and such rate will then be deemed as the lowest rate to perform the services. Further, process for awarding rate contract at L1 rate shall begin with the remaining bidder based on the descending order of their techno-commercial scores (whose price offer has been opened).
45. In cases of non-adherence to the clause of displaying large sized logo of MPMKVVCL on the body of the vehicles deployed, payment to the service provider shall be put on hold with immediate effect by the Authority as decided by the Purchaser.

46. JURISDICTION

Any dispute or difference, arising under, out of, or in connection with this Tender/Award shall be subject to exclusive jurisdiction of competent court at Morena only.

47. Termination of contract-

In cases where the vendor fails to provide the vehicle and/or the driver or does not meet any of the criteria mentioned in the guidelines. For 3 times, action for termination of contract can be taken by OIC of the vehicle.

48. SNAP BIDDING:


- a) In case the Purchaser opts for snap bidding, then all the initial Price Bids shall be discarded by the purchaser and shall invite all the bidders, who were technically qualified, to submit the new Price Bids as per terms and conditions of the bidding document. The timeline for submission and price bid opening of such price bids shall be intimated separately to all such Bidders by the Purchaser. Bidders submitting new Price Bids electronically shall follow the electronic bid submission procedures specified in the bid document for resubmission of Price Bids.
- b) The quoted price in the Price bid shall not be allowed to be increased above the L-1 rates. If any bidder bids above the lowest evaluated price during the initial bidding, his bid shall be treated as non-responsive and bidder shall not be considered for award.
- c) In case any of the invited technically qualified bidder does not submit new Price Bid during the snap bidding then he shall not be considered for any further evaluation by the Purchaser.
- d) Re-submitted new Price bids shall be again evaluated by the Purchaser as per terms and conditions of the bidding document. The Purchaser shall evaluate the price bids and

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derive the lowest evaluated bid (L1). However, in case, even after submission of new price bids by the bidders, the Purchaser has right to reject the lowest Evaluated Bid Price. If the bid is rejected by the purchaser then the entire bidding process shall be annulled.

e) Key Dates:-

S. No.	Tender Stage	Date & Time
1	Publishing Date	20.05.2026 18:00 Hrs.
2	Document Download/Sale Start Date	20.05.2026 18:00 Hrs.
3	Bid Submission Start Date	20.05.2026 18:00 Hrs.
4	Bid Submission End Date	28.05.2026 14:00 Hrs.
5	Bid opening Date	29.05.2026 14:00 Hrs.


Dy. General Manager
BI CELL Dn. Morena

Annuxure-2

AGREEMENT

This Agreement is made on this ___ day of _____ between the M.P.M.K.V.C.L. _____ duly registered under the companies Act 1956 at Reg. No. U 40209 MP 2002 SGC 15119 WITH THE REGISTRAR OF COMPANIES GWALIOR having its Head Office at Bhopal, herein after called "Company" of the One part and _____ hereinafter to as the "Owner" which expression shall there the context so admits include his heirs, executors, administrators and representative of the Other parts.

Whereas the Company has decided vide Work order No. _____ Dtd _____ to engage _____ on hire w.e.f. date of engaging the vehicle for its Officer's use to discharge their official duties. Now therefore it is agreed as follows:-

01. That the owner shall provide _____ having Registration No. _____ Engine No. _____, and Chassis No. _____ on hire to the Company.
02. (a) The minimum charges payable to the owner of vehicle _____ will be Rs _____ Only (_____ Rupees only) for monthly fixed hire charges for _____ Kms. run per month.
(b) In case, in any particular month if vehicle run exceeds _____ Kms, the excess run will be paid @ Rs. _____ per Km. beyond _____ Kms.
(c) In case of vehicle run below _____ Kms. in a month, rebate of Rs. _____ per Km. for less run will be made as per Vehicle Policy 2025.
(d) The ceiling limit for vehicle run be _____ Kms. per month subjected to _____ Kms. in a quarter.
03. The Vehicle will be in the custody of the Company for all the 24 hours in day.
04. That the owner shall provide a driver for the vehicle _____ having registration No. _____
05. The cost of the petrol/Diesel/Lubricants to be consumed in vehicle will be borne by the owner. The repairs and maintenance for the said vehicle will also be carried out at owner's cost, provided the proper/equivalent vehicle is replaced for adjustment of time for the purpose.
06. The payment will be made normally within 2 months from the date of submission of the bills in the office. No claims for delay in payment due to any reason shall be entertained.
07. Weekly off as per Labour Law will have to be given to the driver.
08. Before accepting the vehicle _____ for hire the _____ will inspect the Vehicle for its road worthiness and his decision in this regard shall be final.

EXP. 26/10/20
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09. All expenditure like Vehicle Registration with RTO, Road Tax, Taxi permit, comprehensive insurance of the vehicle, Fitness certificate, PUC certificate will be borne by the owner.
10. In case of any break down of vehicle lasting more than 24 hours, the owner will have to provide another same type of vehicle for carrying out the programmed works of the officer-in-charge of the vehicle. Total break down time during a month should not exceed 24 hours, if it exceeds, Liquidated damage for the breakdown period at the rate given in clause (11) will have to be given to the Company.
11. Penalties shall be levied as under: -

Liquidated Damages: In cases where the vehicles, as per the contract, are not deployed by the service provider/driver is not available on call due to any reason attributable to the service provider, the liquidated damages shall be deducted from the payment as per following formula:-

$$\text{Liquidated damages} = \frac{\text{No. of days when vehicle not provided} * \text{monthly charges} * 2}{30}$$

Provided that total applicable deduction as calculated from above formula shall not exceed the monthly charges payable as per the contract.

In case were vehicle owner fails to provide the vehicle or driver or does not meet any of the criteria mentioned above for 3 times, action for termination of contract can be taken by officer-in charge of the vehicle.

12. Sufficient amount, as decided by Officer-in-charge of the vehicle, in advance should be given to the driver by the owner to meet out emergency expenditure as also the cost of oil and lubricants. Only in the extreme urgency, expenditure done by deptt. Will be deducted from the monthly bills of the owner.
13. The _____ will be the Officer-in-charge of the vehicle.
14. Since only one driver will be provided for the hired vehicle, the owner will permit a driver of M.P.M.K.V.V.C.L _____ to drive the vehicle in case of urgency during the of period owner's driver remains off duty or on weekly off day.
- 15- Since payments are partly linked with the Milometer run of the vehicle, the Milometer installed in the vehicle will be checked and sealed once a three months in the presence of the owner and in charge of vehicle or their authorized representative.
16. The Company reserves the right to terminate the contract summarily without assigning any reason.

17. The contract is awarded for the period of Three years with effect from..... to The Company reserves the right to extend the contract for any period as decided by the Company on the same rate, terms and conditions.
18. The owner will be responsible towards expenses of license, challan, accident of hired vehicle or any other expenses incurred on the vehicle.
19. The owner shall bear the stamp duty payable in respect of this agreement.
20. The owner will have to keep the vehicle in good running condition and all the furnishing in the vehicle for safe and comfortable journey during all weathers.
21. This agreement shall be deemed to be executed at..... In case of any dispute, court at _____ shall have only power to decide the same.
22. The Driver should also be available on call after the normal duty hours.
23. The Driver should wear uniform as specified by the company in duty hours. The cost of uniform will be borne by vehicle owner.
24. Other conditions as mentioned in the vehicle policy 2025 and the tender / enquiry will be applicable.
25. The agreement is effective from hiring date of vehicle. In witness thereof, the parties hereto have signed this agreement, the date and year respectively mentioned against their signature.

Date:-

WITNESS:

01.

02.


WITNESS

01.

02.

Signature of Vehicle owner

Address:


General Manager (O&M)
MPMKVVCL Morena