



# M.P. POWER GENERATING CO.LTD. (Govt. of M.P.Undertaking)

CIN-U40109MP2001SGC014822.

## Office of the Addl. Chief Engineer

Tons, Hydel Complex, MPPGCL, Sirmour, Distt.-Rewa (M.P.) - 486448, Email: [eehqthc@gmail.com](mailto:eehqthc@gmail.com)

No. 91-84/THC-II/Vehicle/196

Sirmour Dated: 22.04.2026

**NOTICE INVITING TENDER**  
**Tender ID :- 2026\_MPPGC\_501884\_1**  
"Through e-tendering process only"

- (1) M.P. Power Generating Co Ltd. invites Electronic Tenders from **Transporter/ Service Provider/ Firm / Proprietor** for the following item(s)/ Work(s) for O/o Addl. C.E. (THC), Sirmour of MPPGCL: -

S. No.	Tender No.	Tender Particulars	Estimated Cost (Rs.)	EMD in Rs.	Tender Fee Rs.	Due Date and time for closing of online submission	Due Date & time of opening of e-Tender
1	2026_MPPGC_501884_1	Proposal for hiring of 01 no. Air Conditioned compact sedan car, Petrol version (4+1 seater) with minimum engine capacity 1150 CC with Air bags & ABS in sound condition for official use of Superintending Engineer (O&M), at 2x15 MW, BHPS-II, Silpara with driver for monthly run of 2000 Km for 24 months.	12,98,909/-	26,000/-	1000/-	<b>11.05.2026</b> <b>Up to 15:00 hrs</b>	<b>13.05.2026</b> <b>From 15:00 hrs onwards</b>

This tender is being invited through an e-tendering system. For viewing detailed NIT, downloading tender documents and participating in Electronic Tenders, for any clarifications and/or due date extension or corrigendum, please visit the website [www.mptenders.gov.in](http://www.mptenders.gov.in) regularly. Any clarifications and/ or due date extension or corrigendum shall be issued on the website [www.mptenders.gov.in](http://www.mptenders.gov.in) only.

**Note:** Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

(2) **E-Tendering:-**

- (i) For participation in e-tendering module of MPPGCL, it is mandatory for prospective bidders to get it registered on e-procurement website i.e. [www.mptenders.gov.in](http://www.mptenders.gov.in). Therefore, it is advised to all prospective bidders to get them registered by completing the requirements for online registration including payment of requisite fee at the earliest.
- (ii) The registration fees for the e-procurement website should be borne by the bidders and no exemptions are allowed in registration fees.
- (iii) Service and gateway charges as applicable shall be borne by the bidders.
- (iv) The bidders are required to sign their bids online using Class-III Digital Signature Certificates (DSC). Bidders are therefore advised to obtain the same at the earliest without waiting for the due date of bid submission.

**Vehicle\_Policy\_2025/Vehicle\_NIT/Technical\_specification**

- (v) The issuance of Digital Signature Certificate may take up to 7 to 10 working days. In such situations MPPGCL will not be responsible for delay in issue of Digital Signature Certificate.
- (vi) If bidder is participating first time for e-tendering, then it is obligatory on the part of bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- (vii) Bidders are requested to visit e-procurement website regularly for any clarifications and/ or amendments and/or due date extension.
- (viii) Bidder must positively complete online e-tendering procedure at e-procurement website i.e. mptenders.gov.in.
- (ix) MPPGCL shall not be responsible in any way for delay/difficulties/ inaccessibility of the downloading facility from the e-procurement/ MPPGCL website for any reason whatsoever.
- (x) The bidder whosoever is submitting the offer by their Digital Signature Certificate shall invariably upload the scanned copy of the authority letter to submit offer on behalf of the firm.
- (xi) DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
- (xii) For any type of clarifications bidders can visit www.mptenders.gov.in and help desk contact No. 0120-4200462, 0120-4001002, 0120-4001005 & 0120-6277787 and email: Technical Support - support-eproc@nic.in.
- (xiii) For any query related to tender please contact following persons of tender issuing authority:-
  - (a) Shri Nitin Mishra- E.E.(P&W)-9425184558
  - (b) Shri Shivendra Tripathi- A.E. (P&W)-9425826052

**(3) Purchase of Tender document:-**

- 3.1 Tender documents to be downloaded from e-procurement website. Offer against the tender can be submitted by making payment of tender document fees as per NIT.
- 3.2 Exemption for MSEs, START UP and SSI of MP from payment of Tender Fees: -  
The bidders situated/ based in the state of Madhya Pradesh and registered as Micro & Small Enterprises (MSEs) / START UP / S.S.I. units with D.I.C. (District Industries Center) / Khadi & Village Industries Commission (KVIC) / Khadi & Village Industries Board (KVIB) / Coir Board / Directorate of Handicrafts and Handloom / UdyogAadhar Memorandum (UAM) or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) for the tendered item(s) are exempted from paying the tender fees; however such firms shall have to opt for "exemption" option and to upload the requisite documents on e-procurement website.

**NOTE:-**

- (i) The bidders situated/ based in the state of Madhya Pradesh and registered as Medium Enterprises are not allowed for exemption in Tender Fee. Hence should not opt Tender fee exemption on the basis of above documents.
- (ii) The bidders of other state (not situated/ based in state of Madhya Pradesh) and registered as Micro & Small Enterprises are not allowed for exemption in Tender Fee. Hence such bidder should not opt tender fee exemption on the basis of above document.
- (iii) The firms registered with NSIC are not exempted from submission of tender fee.

**(4) Earnest Money Deposit:**

EMD is to be submitted by the bidder either through net banking/ RTGS/ NEFT and/ or uploading of scanned copy of BG on website at the time of submission of e-tender. In case, if bidder is submitting requisite EMD in the form of Bank Guarantee, then bidder has to submit separate envelope containing original documents regarding EMD. This envelope should be properly super- scribed that "EMD of Rs. ----- in the form of BG against tender ID -----" alongwith due date & time of tender opening as per NIT. This EMD envelope containing original Bank Guarantee should be submitted in physical form but only after opening of tender, within 07 days thereafter. The T&C bids of such bidders shall be considered for evaluation only after receipt of original BG in physical form & its verification.

The clause mentioned below may be referred for detailed procedure of submission of EMD:-

- 4.1 The EMD of respective amount as indicated against the tender is to be submitted by bidder through net banking/RTGS/NEFT and /or uploading of scanned copy of BG on website at the time of submission of e-tender. In case if bidder is submitting Bank Guarantee towards EMD then the same shall be issued from scheduled Bank as per prescribed format for BG with validity of ----- months from the date of opening of tender. The EMD in physical form i.e. the BG is to be submitted in a sealed envelope super scribing "EMD of Rs. ----- in the form of BG against tender ID-----" after opening of tender, within 07 days as indicated above.

- 4.2 If EMD is submitted in the form of Bank Guarantee, it is the responsibility of the bidder to submit the same strictly in prescribed format only, failing which the offer may be rejected.
- 4.3 No offer will be accepted without valid Earnest Money Deposit unless exempted as detailed in point No. (1.10) of "Instructions to Bidders (ITB) in Standard Bid Document".
- 4.4 The prospective bidders will upload scanned and self-certified copies of requisite EMD documents/ documents for exemption of EMD on the website along with tender offer.
- 4.5 To upload scanned copy of Bank Guarantee / Document for exemption of EMD, the bidder has to opt "exemption" option on the website.
- 4.6 In no case, physical contact should happen between bidder & MPPGCL official before opening of (T&C) bid.
- 4.7 No correspondence with regard to EMD shall be done through shortfall of window of E-tendering website and the offer shall be rejected.

NOTE: -

- (i) The bidders situated/based in state of Madhya Pradesh and registered as Medium Enterprises are not allowed/entitled for exemption in EMD. Hence should not opt EMD exemption on the basis of above documents.
- (ii) The bidders of other state (not in Madhya Pradesh) registered as Micro & Small Enterprises (MSEs) are not allowed/entitled for exemption in EMD. Hence should not opt EMD fee exemption on the basis of above document.
- (5) **PQR and Credential** :- The prospective bidders, who have adequate documents to fulfill criteria of credential and Pre-Qualification-Requirement (PQR) as detailed hereunder for respective tender, will upload scanned self-certified copies of requisite documents as required in e-tendering process. The credential documents and Pre-Qualification Requirement for this tender is as under:-

**Pre-Qualifying Requirements(PQR)**

- (i) Model year of the offered Vehicle (**compact sedan car, petrol version**) should not be more than **5 Years old**. The offered vehicle shall be with running less than **1.0 Lakh KM** on the date of offer.

If the offered vehicle has been in the service of MPPGCL only, since purchase (i.e. new show-room condition) and the condition of the offered vehicle is found satisfactory by the previous OIC (duly certified) & present tender accepting authority, then the tender accepting authority may accept such vehicle beyond running of 1.00 lakh KM, but such vehicle cannot be in service at any point of time beyond running of 2.00 Lakh Km during validity of contract. Certificate issued by the previous OIC in this regard is to be uploaded.

If during any point of entire period of service, the vehicle run exceeds 01.00 Or 2.00 Lakh km (as the case may be) or age limit of 05 year, or the OIC become unsatisfied with vehicle condition, then the contractor shall replace the vehicle with an eligible vehicle within 1 month.

- (ii) The contractor shall provide **original purchase documents** of the vehicle; which will show its **actual On Road price**. The vehicle should be of On Road price as per Technical specification. However, higher end model can be provided by the bidder but admissible ceiling rates (Fixed & Variable Charge) shall be as per Technical specification.

**Credentials**

- a. Bidder should be a Transporter/ Service Provider/ Firm / Proprietor.
- b. Certificate/Documents w.r.t. EPF, ESI & GST Registration required to be furnished, if applicable.
- c. The following documents are to be submitted:
  1. Vehicle Registration with RTO - Copy
  2. Document of updated road tax – Copy
  3. Taxi permit – Copy
  4. Comprehensive Insurance documents for the vehicle -- Copy
  5. Fitness certificate - Copy
  6. PUC Certificate – Copy

7. Undertaking of bidder that total run of proposed vehicle is within above mentioned running limits and vehicle model is less than 5Years old and that these criteria shall be maintained during the entire course of the service/ contract. In such case, firm shall replace the vehicle & provide an eligible vehicle within 1 month.
8. Undertaking of bidder that, bidder & none of his/ her relative(s) is/ are employed in MPPGCL.

**Note:** If vehicle being offered by the bidder is new (Showroom Model) then bidder should submit relevant quotation of on road price along with undertaking to provide same vehicle as per NIT. Also bidder is required to submit declaration that all the documents as mentioned above shall be submitted to OIC **within two months** or the grace period as allowed by department of transport, if the order is placed on them.

- d. Participating bidder (except Government Organizations and/or Public Sector Undertakings) is required to upload affidavit on **non-judicial stamp paper worth Rs. 200/-** duly notarized that "Neither the bidder nor any of its sister concern are facing **Insolvency & Bankruptcy**".

**Eligibility Criteria for Joint Venture Company:-**Participation through Joint Venture Company, (Termed herein under as JVC) shall be applicable with terms and conditions as below:

- (i) The JVC should be incorporated under Companies Act, 1956 and number of Partners shall be limited to two (02) Nos. only. The minimum stake holding of any of partners in JVC should be 26%.
- (ii) The JVC by itself should be in the business at least for last 3 years ending on the initial date of opening of bid of tender.
- (iii) The GST registration and EPF registration (if required) should be in the name of JVC itself.
- (iv) The JVC fulfilling conditions (i), (ii) & (iii) above, should also meet any of the following conditions:-
  - (a) The JVC by itself should meet the financial and past experience criteria.
  - (b) The JVC by itself should meet any one i.e. either financial or past experience criteria.

AND

Any one of the partners of JVC (of Indian Origin only) should meet the other criteria (i.e. either financial or past experience criteria) which have not been met by the JVC by itself.

- (v) The JVC cannot rely on any other arrangement such as Consortium or supporting company of the JV partner for meeting technical experience criteria.
  - (vi) An independent undertaking in addition to "Undertaking of Joint Undertaking" from the Joint Venture Partner, based on whose experience the JV has qualified, shall be submitted stating that they shall maintain minimum 26% shareholding in the JV from date of opening of bid till the completion of the contract period.
  - (vii) The JVC and the Joint Venture partners shall be jointly and severally liable for the execution of the contract and an undertaking to this effect shall be submitted along with the PQR document.
  - (viii) The JV partners shall not be allowed to bid independently or as a member in a Consortium/Other JV for this bid.
  - (ix) In case of award of contract, JVC partner who meet out the experience criteria shall be required to submit a Bank Guarantee for an amount equal to 1% of the total order value in addition to the Contract Performance Guarantee of 10% of total order value to be furnished by the JVC.
  - (x) JVC has to submit the true copies of Article of Association including the details of directors of their respective board, percentage share of the JV partners in the Company and share holding pattern of each of the Partners, duly certified by the competent authority of JVC, as on the date of submission of bid.
  - (xi) JV partners should invariably submit the self-certified copy of latest income tax returns.
  - (xii) MPPGCL reserves the right to seek additional information as it may deem fit to satisfy itself of the eligibility of the bidder.
- (6) The undertaking as **per Annexure -III of SBDs** (clause no.1.15 i.e. Preparation, submission, opening and verification of Bid Proposals of Instructions to Bidders sub clause-IX) for successful execution of contract earlier awarded to prospective bidder is to be uploaded/submitted with required PQR documents by all the bidders except Government Organizations and/or Public Sector Undertakings.
  - (7) The Tender Acceptance Letter to be given on letter head of company of the bidder as per **Annexure-XI of SBD** (clause no. 1.16- i.e. Deviations from Terms & Conditions/Tender acceptance letter of Instructions to Bidders) is to be uploaded/submitted with techno-commercial offer.
  - (8) The affidavit for **No Banning/ Black Listing/ Delisting on duly Notarized non-judicial stamp paper of Rs.200/- as per Annexure-IX of SBD** (clause no. 1.26- i.e. Disqualification of Bidder of Instructions to Bidders) is to be uploaded/ submitted with techno-commercial offer by all the bidders except Government Organizations and/or Public Sector

- Undertakings. (Hard copy of same is to be submitted to **O/o Addl.C.E. THC, MPPGCL Sirmour** in physical form only after opening of tender within 07 days and T&C bids of such bidders shall be considered for evaluation after receipt of physical copy of affidavit.)
- (9) The clause no. 1.36 of Instructions to Bidders “Reverse/Forward Auction” is Not Applicable for instant tender.
  - (10) The clause no. 1.37 of Instructions to Bidders “Benefits to Enterprises/ Entrepreneurs of Madhya Pradesh (Including Micro & Small Scale Enterprises/ Startups/ SSI units)” is Not Applicable for instant tender.
  - (11) The clause no. 1.40 of Instructions to Bidders “Quantity Distribution” is Not Applicable for instant tender.
  - (12) The clause no. 1.42 of Instructions to Bidders “Distribution of Work & Services” is Not Applicable for instant tender.
  - (13) The clause no. 1.44 of Instructions to Bidders “Abnormally High / Low Quotes by the Bidders” is Not Applicable for instant tender.
  - (14) The undertaking as per **Annexure-IV of SBD** (clause no. 1.52 i.e. Corrupt Practice/ Fraudulent Practice of Instructions to Bidders) is to be uploaded/ submitted with techno-commercial offer for observing fair and ethical practices by all the bidders except Government Organizations and/or Public Sector Undertakings.
  - (15) The clause no. 2.38 of General Conditions of Contract “Royalties & Patents (Annexure -X)” is Not Applicable for instant tender.
  - (16) The clause no. 2.4 of General Conditions of Contract “Price Variation” is Not Applicable for instant tender.
  - (17) The check list of formats/ documents as per **Annexure-XV of SBD**– The duly filled check list of formats /documents issued for subject tender is required to be uploaded/ submitted with techno-commercial offer.
  - (18) The bidding process is a “**Single Stage Two Envelop**” process consisting of two parts: -
    - (i) **Technical Cover:** - Comprising of **Tender Fee, EMD, PQR and Techno Commercial Bid**. To be submitted Online Only.
    - (ii) **Financial Cover:** - **Comprising of Price Bid**. To be submitted Online Only.
  - (19) MPPGCL reserves the right for extension of due date of opening of Tender.
  - (20) MPPGCL reserves the right to accept or reject this/any or all tender(s)/offer(s) without assigning any reason whatsoever.
  - (21) Any change/modifications/alteration in the tender documents shall not be allowed and such tender shall be liable for rejection (22)
  - (23) In case of any discrepancies found between the tender document uploaded by the bidder and the tender documents uploaded by the tender inviting authority, the later shall prevail. No claim/ appeal on this account will be entertained or given cognizance.
  - (24) Tenderers will be solely responsible for the correctness/genuineness of the downloaded tender documents from the website. If the offer submitted through the downloaded tender documents, which are incomplete or with changed contents, the offer will be summarily rejected.
  - (25) For amendment/due date extension/clarification /update if any, please visit [www.mptenders.gov.in](http://www.mptenders.gov.in) website regularly. In case of any bid amendment /due date extension/ clarification/update, the responsibility lies with the bidders to collect the same from the web site [www.mptenders.gov.in](http://www.mptenders.gov.in) or from the office of undersigned prior to deadline of submission of bid. MPPGCL shall have no responsibility for any delay/omission on the part of the bidder.
  - (26) Please refer Clause (2.76) “Jurisdiction” of General Conditions of the Contract in Standard Bid Document (SBD) vide which any dispute or difference, arising under, out of, or in connection with this Tender/ Contract shall be subject to exclusive jurisdiction of competent court of Madhya Pradesh at Jabalpur only.
  - (27) **The bidders not submitting all the desired documents as per NIT/ Tender document at the time of submitting bids, shall not be allowed to submit documents subsequently and their bids shall be rejected on account of incomplete documents**

**(P.Gupta)**  
 Addl. Chief Engineer (THC),  
 MPPGCL, Sirmour,  
 Rewa (M.P.)

**Annexure - I****Technical Specification**

**Sub:-** Proposal for hiring of 01 no. Air Conditioned compact sedan car, Petrol version (4+1 seater) with minimum engine capacity 1150 CC with Air bags & ABS in sound condition for official use of Superintending Engineer (O&M), at 2x15 MW, BHPS-II, Silpara with driver for monthly run of 2000 Km for 24 months.

**Ref:** Tender No. 2026\_MPPGC\_501884\_1

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**1. The location(s) at which & type of vehicle(s) is/are to be hired are as detailed below:-**

S.No.	Name of Station & Office where the vehicle to be deployed	Type and specifications of Vehicle to be provided on hiring basis with make and model as example	Expected monthly running of the vehicle. (It will also be used for evaluation purpose)	Number of Driver(s) to be provided with the vehicle
	(to be mentioned by MPPGCL)	(to be mentioned by MPPGCL)	(to be mentioned by MPPGCL)	(to be mentioned by MPPGCL) As per requirement.
1	Superintending Engineer (O&M), BHPS-II, Silpara	<b>Compact sedan car or equivalent, capacity (4+1) seater</b>	2000 Km	01 No.

**2. Period of contract -**

- The period of Contract under the scope of work shall normally be up to **24 Months** from the date of signing contract and commencement of services which can further be extended for a period of maximum **12 Months**; on mutual agreement between both the parties provided that in no condition Vehicle should be allowed to run after completion of 5 Years of vehicle age.
- In cases where the Vehicle model exceeds age of 5 Years then the Service Provider shall be responsible for deploying new vehicle(s).
- For extending the contract, all remaining terms and conditions shall remain same as specified in offer documents.
- In case if the vehicle provided by the respective Service Provider is not in good condition, MPPGCL may seek replacement of the same during the contract period.

**3. Pre-Qualifying Conditions for the Bidder-**

The Pre-Qualification Requirement (PQR) shall be as per NIT.

**4. Scope of work & essential conditions:-**

- The On Road price of offered/deployed vehicle (strictly as per required specification) should be of value in the range of **Rs. 9,00,000/- to Rs. 10,00,000/-**. However, higher end model can be provided by the bidder but admissible ceiling rates (Fixed & Variable Charge) shall be not more than the ceiling of rates indicated in table 11.1.
- The expected number of driver(s) for this work contract shall be 01 number(s).
- The vehicle shall be in possession of MPPGCL for 24X7 and can be sent for duty as deemed fit.
- The vehicles provided by the Service Provider to the Company shall have to be registered with RTO under Taxi for commercial use only.
- The Service Provider shall be completely responsible for compliance and related payments with all rules and regulations of various government agencies like Regional Transport Office (RTO), Labor, Police, and Insurance etc.
- The Service Provider shall ensure to give preference to project affected persons for deployment/engagement of driver/conductor/helper
- The service provider shall ensure to give minimum **02 nos. airbags and ABS** in the offered vehicle.

- h. It is the responsibility of the Service Provider to ensure that the driver does not have a criminal record i.e. submit police verification at the time of deployment of vehicle.
  - i. The vehicles engaged by MPPGCL shall be in possession of the Company for 24 hours & can be sent to other states as per requirement. Although the availability of the driver is mandatory in general time, absence of driver will not restrict the controlling officer to utilize the vehicle for the official work.
  - j. It is the responsibility of the vendor to keep the vehicle in good condition with sufficient fuel i.e. at least 50% of full capacity, stepney, first aid box, other tools etc. at all times, ensuring smooth running and efficient services.
  - k. The Service Provider shall ensure that driver should have a working mobile phone; so that company can establish contact with driver 24\*7 as and when needed.
  - l. The personnel (driver) provided by the service provider should have a valid commercial vehicle driving license for the contract period.
  - m. Driver(s) Charges shall be payable to the service provider on submission of relevant documents along with the monthly invoice, based on the prevailing rates of the Skilled labour rates as declared by the Labour Commissioner, GoMP, Indore, however the revision shall not be done from retrospective date, as such no arrears shall be provided. If applicable, only EPF & ESI shall be paid on submission of relevant documents.
  - n. It is the responsibility of the Service Provider to ensure that all the relevant documents (such as RC book, Insurance, PUC Certificate etc.) shall be available within vehicle.
  - o. Log book must be maintained by driver and signed by appropriate authority/user regularly.
  - p. Vehicle owner shall be responsible to affix FASTag on the windscreen of the vehicle which enables drivers to drive through toll plazas without stopping for transactions. Toll Tax paid via FASTag shall only be reimbursed; penalty imposed in absence of FASTag or in other cases shall be to the contractor account only.
5. **Fitness of Driver deployed and other criteria –**
- a. All personnel deployed by the Agency shall be of sound physical and mental health and have full knowledge and experience to competently complete the job assigned to them.
  - b. The Agency shall have to submit a medical fitness report of the driver to the Company.
  - c. The driver should have a valid commercial vehicle driving license during the contract period with the Company.
6. **Duty and behavior of Drivers –**
- a. The drivers shall always be “on-call” with the vehicles deployed in the Company. Penalties shall be enforced on the Service Provider in terms of any non-compliance with respect to unavailability of the drivers.
  - b. It will be the responsibility of the Service Provider to ensure that the driver is not under the influence of any sort of drug or alcohol at the time of duty. In cases where the driver is found under such influence, the Officer-in-charge (OIC) shall have the authority to replace the driver and/or the vehicle either for time being or permanently.
  - c. It shall be accepted as an inseparable part of the Contract that in matters regarding competency, efficiency, conduct and fulfillment, the decision of the Officer-in-charge of the Company shall be final and binding on the Service Provider in all such matters.
7. **Removal/Replacement of driver deployed –**
- a. The driver being deployed by the service provider shall ordinarily be continued and would not be changed without written intimation, consultation and approval of Officer-in-charge of the Company.
  - b. The Service Provider shall share the name and detail of driver deployed at the start of the contract. Any change, shall be immediately communicated to the Company.
  - c. Upon the written directions of the Officer-in-charge of the Company, the Service Provider shall immediately remove from the services any driver deployed thereon; who may in the opinion of the Officer-in-charge is incompetent or misbehaving. In case the Agency has any difference of opinion with Officer-in-charge of Company in this regard, the matter shall be referred to Circle-in-charge whose decision shall be final and binding by the Agency. Such persons shall not be employed again on the services for the Company without the written permission of the Officer-in-charge, or any other officer authorized for such purpose.
  - d. All drivers engaged under this Contract by the Service Provider shall be employees of Service Provider. Company shall not have any liability/responsibility to absorb the personnel engaged by the Service Provider and/or extend any type of recommendation, etc. for obtaining any job with the Company or elsewhere.

- e. The Service Provider will provide / ensure suitable alternative arrangement in case the engaged personnel are on leave/absent. To meet such eventualities, the Service Provider shall make provision for leave reserves and provide the same under intimation to Officer – in – Charge/competent Authorities. Holidays and weekly off shall be as per Company Rules.

8. **Safety provisions -**

The Service Provider shall arrange for the safety in its operation as prescribed by the motor vehicle act. The vehicles provided by the Service Provider shall have to be insured during the period of engagement with the Company. The insurance premium shall be payable by the Vendor. In cases of any eventuality, it is the responsibility of the Agency to deal with any liability arising due to any injuries occurring to the Agency's staff during performance of duty. The Company would not be responsible for any legal, financial and other liabilities under any circumstances.

9. **Price Structure of the Bid -**

- a. The bidder shall fill the quoted segments of price bid strictly in the same format, failing which the bid may be rejected.  
b. Standard Bidding Format i.e. The Price Bid shall cover the following details which shall be filled by the Bidders.

**Table no. – 9.1**

S. No	Particulars	Unit	Ceiling of Rate	Remarks
1	Monthly Fixed Charges. (Excluding Driver's Salary)	Rs/ Month	17,400/-	This will cover all the fixed charges incurred by the service provider e.g. Funding cost including interest/ profit etc., Insurance cost, Registration/ Permit/ PUC/ Taxation etc., all brought to monthly fixed cost to be paid by MPPGCL <b>This will not include the Driver Charges.</b>
2	Variable Charges	Rs./Km	For Petrol 9.50/Km	This will cover all the fuel and R&M related charges. This shall be payable on actual run of the vehicle in the month as per quote and shall be claimed in the monthly invoice.
3	Driver(s) Charges	Rs/ Month	Rs. 15144/ month as per prevailing rates of the Skilled labour rates as declared by the Labour Commissioner, GoMP, Indore. <b>However, number of driver(s) to be engaged shall be mentioned by Bidder.</b>	

**Note: -**

- The offers with quoted rates above ceiling rates in any of the cost (Fixed or Variable) shall be REJECTED.**
- The Base rate considered for price variation shall be Rs. 108/- for petrol driven and Rs. 94/- for diesel driven vehicles. The price variation on account of fuel rate escalation/ de-escalation shall be as per details given later in this document.
- Driver(s) Charges shall be payable to the service provider on submission of relevant documents along with the monthly invoice, based on the prevailing rates of the Skilled labour rates as declared by the Labour Commissioner, GoMP, Indore, however the revision shall not be done from retrospective date, as such no arrears shall be provided.
- Quoted basic rates shall be exclusive of GST, toll tax and parking.
- Applicability or Non-applicability of GST shall be indicated by the contractor specifically, accordingly, the evaluation and payment shall be done. If GST is not mentioned, it will be considered as inclusive in the quoted rates.

10. **Offer Evaluation -**

- a) The financial evaluation of qualified bids shall be done on the basis of following-
- Ceiling on rates of Monthly Fixed Charge is 17,400/- and of Variable charges is Rs. 9.50/Km for Petrol. If any of the quoted rates are above the ceiling rates, then the offer shall be rejected.
  - While the rates shall be invited in the tender in two parts i.e. "Monthly Fixed Charges" and "Rate of Variable Charges". The Bids shall be evaluated on total of the monthly cost to MPPGCL on these components, with the approved ceiling on running Km per month plus driver charges prevailing at that time plus GST (as applicable) (this would necessarily be mentioned in the Tender document.) Accordingly, the bidder shall be selected as successful on lowest cost to MPPGCL basis. GST if applicable to bidder shall be added to the cost for evaluation. If GST is not mentioned, **it will be considered as inclusive in the quoted rates & will not be paid during entire contract period.**

iii. The formula for evaluation of cost to MPPGCL shall be as under-

$[\{\text{Monthly Fixed Charges (as offered) (Rs./Month)}\} + \{\text{Variable Charges (Rs./Km)}\} \times \{\text{monthly Km run for which tender is being issued}\}] + \text{Driver Charges (as prevailing) (including EPF \& ESI, if applicable)} + \text{GST (if applicable) (as quoted by the bidder)}$

- iv. 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.
- v. The financial evaluation shall be done only on the basis of the rates quoted by the bidder.
- vi. 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 provide the services.
- vii. In case of tie between bidders, preference shall be given to the one who is already engaged with the concerned office as a vehicle provider. However, the OIC must furnish satisfactory performance certificate for same. Then it shall be followed by one with latest model & then by one with higher-end version of model. However, in case of tie between bidders and one of such bidders being an accepted Project Affected Person (PAP), then preference shall be given to PAP.

**b) Various charges admissible shall be as follows:-**

i. **Monthly Fixed charges** – (Rs./ Month) : This shall be the fixed amount payable on monthly basis as quoted by the bidder for each type of vehicle engaged. This will cover cost towards funding, depreciation charges on the vehicle, average monthly road tax, permit charges, insurance, PUC charges, and profit etc. and shall be capped to; **Rs.17,400/ Month**.

$$\begin{matrix} \text{Monthly Fixed charges} \\ \text{(Rs./Month)} \end{matrix} = \begin{matrix} \text{Quoted (\& accepted) Rate of Fixed} \\ \text{Charges (Rs./Month)} \end{matrix}$$

ii. **Variable Charges** – (Rs./ Km) This shall be payable for actual run of vehicle on Rupees per km basis, as quoted by the bidder for each type of vehicle engaged. This will cover expenses related to operation of vehicle such as Fuel cost, and R&M costs & shall be capped to maximum of **Rs.9.50 /Km for Petrol**, and shall be calculated as follows:-

$$\begin{matrix} \text{Variable Charges} \\ \text{(Rs.)} \end{matrix} = \begin{matrix} \text{Quoted (\& accepted) Rate of} \\ \text{Variable Charges (Rs./Km)} \end{matrix} \times \begin{matrix} \text{Actual Run (Km) of Vehicle in the} \\ \text{Month} \end{matrix}$$

**Price Variation Payable on account of Fuel Price Variation:**

The base rate of Petrol has been considered as Rs.108/- per Litre & Diesel as Rs. 94/- per Litre. For escalation/ de-escalation (Rs.) in average rate\* of **Petrol** per Litre, with respect to the Base rate of **Petrol** per Litre; the Price Variation Factor shall be **0.063 for Petrol vehicle**; and shall be calculated as follows:-

$$\begin{matrix} \text{Price Variation} \\ \text{(Rs./Month)} \end{matrix} = \begin{matrix} \text{Average rate of} \\ \text{(+)\Escalation} \\ \text{or} \\ \text{(-)\De-escalation} \\ \text{In Fuel price} \\ \text{(Rs./Lit.} \end{matrix} \times \begin{matrix} \text{Price Variation} \\ \text{Factor} \end{matrix} \times \begin{matrix} \text{Actual Monthly Run} \\ \text{(Km) of Vehicle in the} \\ \text{Month} \end{matrix}$$

\* Average rate shall be calculated based on the rates of **Petrol** per Litre on 1<sup>st</sup>, 15<sup>th</sup> and Last day of the month in which the vehicle actually run and the amount for which is being claimed.

iii. **Driver(s) Charges**- (Rs./ Month) This shall be payable to the bidder on prevailing applicable rates of Skilled labour as declared by the Labour Commissioner, GoMP, Indore. Accordingly, on the date of issue of this enquiry the monthly rate of minimum wage for Skilled labour is **15144/ month. If applicable, only EPF & ESI shall be paid on submission of relevant documents.** The Driver's cost will be

considered as three times of monthly charges payable to one no. driver in case of round the clock services such as in 3 shift operation, or shift duty of Ambulance etc. No arrears on revision of rates from a previous date shall be given.

In case of shift vehicles, the contractor has to compulsorily provide specified number of drivers.

Contractor will have to ensure compliance of all labour related guidelines of GoMP. Strict action shall be taken against the contractor for non-compliance of the above.

iv. **Penalties:** If contractor fails to observe following, a penalty per vehicle per day will be imposed and deducted from the bill of the contractor on each of such occasions:

1.	For Failure to provide vehicle on any day; the penalty shall be deducted from the payment as per following formula: - <b>Penalty = 2 X (Monthly Fixed Charges + driver Charges) X No of days vehicle not provided/ No. of days in the month for which billing is done</b>	
2.	Failure to maintain copies of valid documents, spare wheel and associated tools kit in each of the vehicles	½ of daily fixed cost per event
3.	Failure to upkeep the vehicles in neat and clean condition: Late reporting of Vehicle. Change of vehicle without prior permission and Change of driver without prior permission.	½ of daily fixed cost per event
4.	No cell phone with driver.	Rs. 250 Per event.
5.	If vehicle is available, however driver is absent; i.e. for Failure to provide a driver or unavailability of driver on duty on any day. The penalty shall be deducted from the payment as per following formula: - <b>Penalty = 2 X No of days driver is absent X Monthly driver charges / No. of days in the month for which billing is done</b>	

**Note:**

i. The above shall be subject to the condition that total applicable deduction as calculated from above formula shall not exceed the monthly charges payable as per the contract.

11. **Formula for calculation of Monthly charges for payment purpose:-**

**Monthly charges =** (a)Monthly Fixed charges + (b)Variable Charges +/- Price Variation on account of Fuel Price Variation + (c) Driver Charges (including EPF & ESI, if applicable) – (d)Penalty (if any) + GST (if any)

- “Fixed monthly Charges” shall be payable on rates as accepted by MPPGCL and “Driver Charges” shall be payable on prevailing rates of skilled labour as per Labour Commissioner Indore (GoMP); whereas “Variable Charges” for the month shall be payable on actual running Km on rates as accepted by MPPGCL, after deductions if any.
- However, if driver is not provided by the owner and vehicle is being run through alternate measure by MPPGCL, then only Fixed & Variable charges shall be payable for that period. Penalty towards non-availability of the driver(s), as stipulated shall be imposed.

12. **Additional payments during out station journeys:**

a. In case of night halt on out station services of the driver, an amount of Rs. 300/- per night shall be paid to the service provider on submission of the claim with the monthly invoice. However, this amount shall be enhanced by Rs 50/- per year with effect from January 2026 & onwards. No additional TA/ DA shall be paid by MPPGCL to the driver. Any other charges of drivers including TA/ DA or other expenses shall be responsibility of the Contractor.

- b. Affixing FASTag is essential and mandatory. Toll Tax paid via FASTag shall only be reimbursed on submission of the E-receipt; with the monthly bill. Penalty imposed in absence of FASTag or in any other case shall be sole responsibility of the contractor only and shall be paid by the contractor only. Vehicle owner shall be responsible to affix FASTag on the windscreen of the vehicle as prescribed.

13. **Payment:**

The monthly invoice shall be raised for payment by the contractor in the specified format. Accordingly, 100% payment after applicable deductions, if any, will be made within 45 days from the date of invoice of the successful completion of work certified by OIC at the end of each month. MPPGCL is not liable for any interest in delay of payment". However, if the firm is MSME (Micro or Small Enterprises) payment shall be released as per MSMED act 2006.

14. **Security Deposit:**

- a) The Successful contractor has to deposit 5% amount of the total order value (Excluding taxes) in form of B.G./ D.D. for faithful performance. Tender Inviting Authority may also permit submission of SD by deduction from not more than first three RA bills in equal instalments and/or with the adjustment against the EMD already submitted, if requested by bidder. The S.D. shall be returned/ released after deducting dues, if any; after completion of contract period & on submission of application for refund of SD.
- b) After a tender is accepted and security deposit is furnished, the earnest money deposit will be returned/ refunded. If the successful tenderer fails or refuses to execute the agreement or to start the work/services and to furnish security deposit within 10 days of placement of order, the tenderer shall be considered to have abandoned the tender / work and the amount of earnest money, any other security delivered with the tender or any sum due on the MPPGCL shall be forfeited and the MPPGCL may there upon award the contract to any other tenderer on risk and cost of the successful bidder.

15. **Documents to be submitted on placement of order**

- a) Registration/ Permit/ Taxation & relevant document's copies.
- b) Copy of Driving License of the Driver. The same shall be provided again if the driver is replaced.
- c) Latest copy of Medical Fitness Certificate of Driver. The same shall be provided again if the driver is replaced.
- d) Latest copy of Police verification of the Driver. The same shall be provided again if the driver is replaced.
- e) Copy of Comprehensive Insurance of Vehicle with driver and Passengers insurance.
- f) Copy of PUC Certificate.

16. **Standard format of invoice, along with list of documents to be submitted**

- a. The monthly invoice shall be raised for payment by the contractor in the format to be provided by MPPGCL on placement of order.
- b. Invoice for the first month shall be raised for the period beginning from date of providing the vehicle till last day of the month. From the next month, the invoice for the entire month shall be raised. For Final Month the invoice shall be raised for the balance final period.
- c. Driver's wages and EPF payment are to be made by contractor strictly in time as per prevailing rule.
- d. The following documents shall be submitted/ produced with the invoice-
- i. Certified copy of payment to driver through bank and for the EPF contribution for the previous month to the actual running month is to be submitted with the invoice. It will not be required for the first month.
  - ii. In case of owner him/ herself is driving the vehicle; an undertaking has to be submitted by the owner regarding the same. As a proof that, the driver charges payable to any other personnel (Driver) shall not be applicable.
- e. For claiming price variation on account of fuel price change in the previous month, the average rate of fuel for that month (Petrol - "Fuel") shall be provided by the firm/ contractor along with the invoice. Average rate shall be calculated based on the rates of Petrol per Litre on 1st, 15th and last date of the month in which the vehicle was run and invoice is being claimed.

17. **Check list for upkeep of vehicles:**

The successful bidder shall have to have following requisites while providing the vehicle-

- a. **Documents**
- i. Registration/ Permit/ Taxation & relevant documents.
  - ii. Original Driving License of the Driver.
  - iii. Medical Fitness Certificate of Driver.

- iv. Police verification of the Driver.
- v. Comprehensive Insurance of Vehicle with driver and Passengers insurance.
- vi. Valid PUC Certificate.
- vii. Log Book of the vehicle duly filled at all time.

b. **Components**

- i. First Aid Kit.
- ii. Tool Kit with Jack.
- iii. Torch and Stepney.
- iv. Proper Cleanliness and upkeep of vehicle.

18. **Taxes/Other Payment -**

- a. Income tax shall be deducted from your bill at prevailing rates
- b. GST, toll tax by MPPGCL at prevailing rate. (If contractor is not under the preview of GST as per bid then the same shall not be payable by MPPGCL.)
- c. Parking charges, if paid shall be reimbursed by OIC, MPPGCL from the revolving fund.
- d. Toll Tax paid via FASTag shall only be reimbursed; penalty imposed in absence of FASTag or in other cases shall be to the contractor account only.
- e. All the responsibilities of statutory compliances related to the tender shall be of the successful bidder and the successful Bidder shall ensure compliance of all the statutory compliances applicable for the tender/Order. However, payment by MPPGCL shall be done only as quoted in the bid and as finally accepted by MPPGCL.

19. **Contract Agreement**

- f. The Contract agreement shall be done on the stamp paper of Rs. 500/- as per standard format, along with a non-judicial stamp paper & revenue stamp of Re. 2/- for execution of Agreement Bond within a week time to Officer In Charge.
- a. The cost of contract agreement documentation shall be borne by the successful bidder.

20. **Termination of contract / Putting on Hold-**

- a. 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, action for termination of contract may be taken by OIC of the vehicle.
- b. When the post of an Officer falls vacant upon transfer / relieving, then in such cases, running of vehicle shall be kept on hold from the month following the month of transfer/ relieving of the predecessor officer, or till the additional charge is relinquished (as the case may be). If for prolonged period, the vehicle shall be retained in the same office or in the other offices of HQ/Power House on the need basis for a minimum period of one year or till the completion of existing contract period, whichever is earlier. The work allocation of the vehicle shall be at the sole discretion of Plant Head in case of power station and ED/CE(HR&A) at HQ.

21. **Settlement of Disputes & Arbitrations :-**

All differences or disputes between the parties arising out of or in connection with this contract shall be in the first instance be amicably settled / resolved between the parties. Failing amicable settlement amongst the parties the same shall be settled through arbitration in terms of the Indian Arbitration Act 1996. The venue of Arbitration shall be Jabalpur, Madhya Pradesh, India

**(P.Gupta)**  
Addl. Chief Engineer (THC),  
MPPGCL, Sirmour,  
Rewa (M.P.)