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Issued To: -----

**THE MYSORE PAPER MILLS LTD.,  
INDUSTRIAL ENGINEERING DIVISION,  
PAPER TOWN, BHADRAVATI – 577 302  
SHIMOGA DIST, KARNATAKA STATE.**

**TELEFAX : 08282-273002**

Tender No: 15-1144-FIECONT dt. 31-03-2016

(Inward File: FIECONI150218)

**Due on Submission Date: 12-04-2016**

**Name of the work:** Annual Contract for providing of One No. Mahindra Bolero Jeep /  
Tata Sumo for Cane Development Dept. duties for the period 2016-  
17

AGM (Proj, CE & TS)i/c

Signature of the Tenderer

### TENDER FOR

Annual Contract for providing of One No. Mahindra Bolero Jeep / Tata Sumo for Cane  
Development Dept. duties for the period 2016-17

<b>NAME OF WORK:</b> Annual Contract for providing of One No. Mahindra Bolero Jeep / Tata Sumo for Cane Development Dept. duties for the period 2016-17	
TENDER REFERENCE	Inward No: FIECONI 150218
TENDER NO	15-1144-FIECONT dt. 31.03-2016
DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	04.04.2016
LAST DATE FOR SALE OF TENDER DOCUMENT	11.04.2016 up to 16 hrs
LAST DATE AND TIME FOR RECEIPT OF TENDERS	12.04.2016 Up to 14 hrs
TIME AND DATE OF OPENING OF TENDER (PART 'A')	12.04.2016 at 15 hrs
TENDER FORM FEE	Rs.500/-(Inclusive of all taxes)
<b>EMD AMOUNT</b>	<b>Rs. 8,750</b>
PLACE OF OPENING TENDER	Office of the Chief Operating Officer (C O O ) The Mysore Paper Mills Ltd., Bhadravathi -577 302.
ADDRESS FOR COMMUNICATION	Office of The AGM (Proj, CE & TS)i/c The Mysore Paper Mills Ltd., Bhadravati-577 302. Karnataka State.(08282-273002)

**Note:**

1. While submitting duly filled tender document tenderers are advised to submit along with two Demand Drafts (DD) one for Rs. 500 (Non refundable) towards tender document fee and other for Rs 8,750/- towards Earnest Money Deposit (EMD) drawn in favour of "The Mysore Paper mills Ltd.," at any Nationalized / Schedule bank payable at Bhdravathi, Karnataka State. If these two DDs are not enclosed along with the duly filled tender document, tender document is liable for rejection
2. Tender document can be downloaded from our website [www.mpm.co.in](http://www.mpm.co.in)

## **1. INSTRUCTIONS TO THE TENDERERS :**

### **1.1 ELIGIBILITY CRITERIA REQUIREMENTS FOR PARTICIPATION IN THE TENDER – Please refer ANNEXURE 1**

### **1.2 PRICE BID FORMAT – Please refer ANNEXURE 2**

## **2. PURPOSE :**

- 2.1.** The Mysore Paper Mills Limited Bhadravati-577 302 invites tenders from eligible tenderers for the works detailed under the SECTION – SPECIFICATION by considering the all terms and conditions covered in this tender document.
- 2.2.** The tenderers may submit tenders for all of the works given above. Tenderers are advised to note the qualification criteria specified in clauses to qualify for award of the contract.
- 2.3.** Tender documents (and additional copies) may be purchased from the office of Manager (I.E), Mysore Paper Mills Limited, Bhadravathi-577302 Karnataka from 04-04-2016 to 11-04-2016, up to 16.00 hours, on payment of Rs. 500/- in person or by post (Non refundable/ or transferable) drawn in favour of "The Mysore Paper mills Ltd.," at any Nationalized / Schedule bank payable at Bhdravathi, Karnataka State for any postal delay either for non delivery of the document or non-receipt of the same MPM will not be responsible. OR Tender document can be downloaded from our website [www.mpm.co.in](http://www.mpm.co.in)
- 2.4.** Tenders must be accompanied by Earnest Money Deposit (EMD) of the amount specified in the tender document, drawn in favour of The Mysore Paper Mills Limited, Bhadravati-577 302 EMD will have to be in any one of the forms as specified in the Tender document and shall have to be valid for 30 days beyond the validity of the tender.
- 2.5.** Tenders must be delivered to The Office of Manager(I.E), The Mysore Paper Mills Limited Bhadravati-577 302 on or before 14.00 hours on 12-04-2016 in **single sealed cover** and will be opened on the same day at 15.00 hours, in the presence of the tenderers or their authorized representatives who wish to attend. If the office happens to be closed on the date of receipt of the tenders as specified, the tenders will be received and opened on the next working day at the same time and venue.
- 2.6.** Other details are covered under the various Sections and Annexure of this tender document.

### **3. SCOPE OF WORK**

- 3.1. The Annual Contract for Providing One No. Tata Suma (Model 2015 and onwards only) for Cane Development Dept. in excellent running condition and fit for field duties, even during rainy season. The vehicle will be required round the Clock i.e. 24 hours on all days including Sundays and Holidays during the Cane Crushing season (tentatively it will be from the beginning of September month to the end of January month), During non-cane Crushing season the vehicle will be required only on Mills working days **during day time only** ((tentatively it will be from the beginning of February month to the end of August month)) **from 8.30 AM to 8.30 PM excluding Sundays & Holidays**. However the vehicle should be provided during off season, whenever urgently required by the Reporting Authority.
- 3.2. The Vehicle would be utilized for all the work of our Cane Development Department including visits to out station /neighboring Sugar Factories and Sugar Cane farmers for procurement of non-oppige cane etc., for such cases extra claims should not be entertained as this is the part of the job.
- 3.3. The normal Scope of Work will be in the following areas for which the Vehicle will be utilised:
  - 3.3.1. Development of Sugarcane Crop in the reserve area of MPM.
  - 3.3.2. Development of Sugar rich varieties in the area of operation.
  - 3.3.3. Seed Production and seed procurement Work.
  - 3.3.4. Cane Registration and Cane Procurement Work.
  - 3.3.5. Arranging Cane Transportation to the Mill.
  - 3.3.6. Field inspection in respect of planting, harvesting and prevention of Cane diversion, and supply work based co-ordinating the various activities of the Department.
  - 3.3.7. Cane Registration and procurement from Devi Sugar Factory reserve area Shimoga.
  - 3.3.8. Seed Development and Farm activities in R & D Farm Karehalli Village.

### **4. OTHER TERMS AND CONDITIONS**

- 4.1. All expenditure such as Repairs, Maintenance, Petrol / Diesel, Lubricants, Taxes, Driver wages or any other items of expenditure on vehicle will be borne by the Contractor.
- 4.2. Tenderer should make immediate alternate Tata Sumo arrangement on repair / Break down of the Vehicle. The alternative vehicle provided should be suitable for mills duties and acceptable to the bill certifying authority as per scope of the work. In case of failure of providing alternate vehicle MPM shall make alternate arrangement at the Risk and Cost of the Contractor in addition to levy of penalty at discretion of the Bill Certifying Authority.
- 4.3. Average daily run of vehicle during the Cane Crushing Season will be 100 Km and during non-crushing season it will be 60 Km.

- 4.4. The Vehicle should be insured for comprehensive risks. Contractor will be held responsible for any loss or damage caused to the MPM by the Vehicle or its crew.
- 4.5. Tenderer should engage experienced / suitable Driver having Valid Driving License It would be the responsibility of the Contractor to insure the Vehicle / Driver against all the Risks. Contractor shall provide more than one driver in shift during Cane Crushing season as per the instruction of the Reporting Authority.
- 4.6. The Particulars of vehicle and photocopy of valid R C Book / Tax Card / Fitness certificate / vehicle insurance / Emission certificate etc., to be submitted immediately. Contractors will be required to present the Vehicle for inspection on demand within short notice.
- 4.7. In case of urgency, exigency or contingency the Management reserves the right to split, reallocate, among other Agencies or rescind the work partially or totally at the discretion of the Management.
- 4.8. MPM shall have to right to utilise any days left-over un-utilised kilometer on the next days or any other days but within the same calendar month, for which no extra payment is applicable.
- 4.9. Vehicle should be maintained to the entire satisfaction of the Reporting Authority. Neat and decent Uniform should be provided to the Drivers and they must be provided with ID Badges, which is to be carried along with them while on duty.
- 4.10. The vehicle provided should be with Yellow Board i.e. Luxury Taxi Permit. The vehicle should be insured for Comprehensive risks. If the contractor fails to provide the vehicle with Luxury Taxi permit and comprehensive risks, insurance policy suitable penalty will be imposed at the discretion of the management.
- 4.11. Contractor will be responsible and be required to obtain workers compensation Linked Group Insurance Policy against accidental risk, injuries partial or otherwise disabilities and death while on duty for his workers for the contract validity period. Any insurance to the vehicles to be engaged will also have to be taken care of by the Contractor. The expenditure of Insurance Premium will be borne by the contractor.
- 4.12. Contractor is responsible for injury or injuries to MPM personnel caused by his men and pay for all the expenditure towards the treatment of such injured employees. However, MPM shall not be responsible for any loss or injuries sustained by Contractor or his employees of their own negligence or otherwise. Contractor must observe all Safety measures / arrangements while attending to above work.
- 4.13. The MPM shall not be responsible for any loss or damage sustained by the vehicle engaged on MPM duties. Care should be taken to see that the surrounding equipments, building etc., are not damaged. In case of loss or damages, the cost shall be borne by the Contractor.

- 4.14. Contractor shall ensure that workers employed by him are confined to the working spot allotted to them.
- 4.15. The Entry / Exit of the Contractor's employees / workers shall be only as per the direction of the Bill Certifying Authority and against permit issued. The physical checking of personnel as necessary shall be done while leaving work places.
- 4.16. Contractor shall obtain necessary passes from the Security Officer for his workers or employees. Tools and Tackles required for the work has to be arranged by the Contractor at his own cost.
- 4.17. All safety precautions / procedures / practices laid down in MPM shall be followed by the contractor. However necessary safety devices / tools / tackles etc., are to be arranged by the contractor at their own cost.

## **5. COMMERCIAL TERMS & CONDITIONS:**

Tenderers are required to indicate Unit Rate. The Mysore Paper Mills Ltd., does not bind itself to accept the Lowest Tender or any Tender or assign any reason for non acceptance.

## **6. FIRM PRICE:**

Prices offered should remain firm during contract period till complete execution of the order.

## **7. SECURITY DEPOSIT (SD):**

- 7.1 Successful Tenderer is required to furnish either a Demand Draft or a Bank Guarantee in the prescribed Format within TEN days on award of the Contract towards Security Deposit for an amount of 5% to total value of the work for one year. The BG shall be valid for TWO years Contract period and additional 3 months towards extension period if any.
- 7.2 Any unpaid Claims, Dues, Debts, Penalties etc., payable by the Tenderer to the Company will be recovered by invoking the BG submitted by the Tenderer. The Security Deposit/EMD shall not bear any interest so long held by the Company as the Security Deposit. Also, in case of violation of any Terms and Conditions or Trade Practice or for un-satisfactory work the Security Deposit is liable for forfeiture. The SD retained by the Company will be returned only after satisfactory execution of the work.

## **8. BILLCERTIFING / BILL COUNTER SINGING AUTHORITY:**

The consultant (Sugar CD) is the bill certifying authority and AGM (Sugar) is the bill counter signing authority.

## **9. VALIDITY:**

The validity of this work order is for a period of one year subject to extension at the discretion of the MPM Management for a maximum period of additional 3 months on the same rate, Terms and conditions

#### **10. PAYMENT TERMS:**

Against Monthly bills duly certified by the Bill Certifying Authority / Bill counter signing Authority.

#### **11. DELAY IN WORK / PENALTY :**

In case the Tenderer fails to execute the work as per the Terms and Conditions the Management reserves the right at its discretion to levy suitable Penalty and / or to Cancel the Work Order at Tenderer's Risk and Cost and / or to get the Work done departmentally or by any other Agency and loss of extra expenditure suffered in such event shall be debited to Tenderer's account. The non-satisfactory Work on the part of the Tenderer will also lead to blacklisting of the Tenderer and also forfeiture of EMD/security Deposit.

#### **12. RIGHT OF FORECLOSURE:**

MPM reserves the right to foreclose the Work Order at any time without assigning any reason. The transaction will be closed by settling the accounts up to the date of foreclosure of the Work Order and no extra claims shall be entertained by the MPM for such closure of the Work Order.

#### **13. FORCE MAJEURE:**

Neither Party shall be held responsible for any losses, if the fulfillment of any Terms or Provisions of the Order/Tenderer are delayed or prevented by Acts of Lawful Government Revolutions or other Disorders, Wars, Acts of Enemies, Strikes, Fires, Floods, Acts of God or Acts of States without limiting the foregoing, any other causes not within the control of the Party whose performance is interfered with and which by the exercise of reasonable delinquency, is unable to prevent whether all the clause of causes herein before enumerated or not. The Party claiming occurrence of any event under Force Majeure shall give Notice within Fifteen Days to the other in writing in the event of instance of any Force Majeure circumstances, failing which, the Supplier shall not be entitled to any Benefits under this Clause.

#### **14. SETTLEMENT OF DISPUTES:**

14.1. In the event of any controversy, claim, question or dispute arising between the tenderer and the owner on any matter, relating to the Contract or arising out of the breach thereof the Parties thereto shall use their best efforts to settle such question, dispute or difference amicably by mutual negotiations / mediation. In case mediation fails to resolve the dispute, the matter to be taken up in Civil Courts of Law. The Legal Jurisdiction will be Bangalore in Karnataka State only.

14.2. Legal heir certificate / Nominee certificate to be furnished in the event of death of contractor for claiming the bill as per the provision of required documents

#### **15. DOCUMENTATION:**

Necessary documents should be obtained from the Reporting Authority/Bill Certifying Authority before leaving the Factory Premises.

## **16. SUBMISSION OF TENDER**

- 16.1. Tenderer should submit Tender in a sealed cover by Regd. Post/Courier or in person in the following manner:
- 16.2. Filled Tenders along with EMD by way of DD duly super scribing the Tender No. & Due Date & From Address, so as to reach the AGM (Maintenance) of the Mysore Paper Mills Ltd., Paper Town, Bhadravathi-577 302, Shimoga Dist., Karnataka State on or before 12-04-2016 by 14 hrs.
- 16.3. Late Offers are liable for rejection, Telex/Telegraphic quotations will not be considered. The Tender is liable to be rejected if incomplete information is given thereon or if the particulars and date asked for in the Tender are not fully complied with.
- 16.4 Documents submitted improperly are liable to be rejected.

## **17 EARNEST MONEY DEPOSIT (EMD):**

The Tenderer must remit along with their Offer an Earnest Money Deposit of Rs. 8,750/- in the form of Crossed Demand Draft payable to The Mysore Paper Mills Ltd., Bhadravati – 577 302 drawn on any Scheduled Banks having Branch Office at Bhadravati in Karnataka State (and not on Ordinance Factory, in Maharastra State).

The EMD will be returned by way of Mills cheque to the unsuccessful Tenderer after finalization of the Orders. The EMD will be adjusted towards Security Deposit in the case of the successful Tenderer.

The EMD amount will not attract any interest as long as with MPM. EMD is liable for Forfeiture incase the Tenderer withdraws his Offer during the process of Awarding the Contract. Old EMD (Submitted earlier against our Tender/ Order) or any running bills of present orders, if any, cannot be treated as EMD against this Tender. Please ensure to submit fresh EMD along with the quotation as other wise the offer is liable to be rejected.

## **18. PROVIDENT FUND & ESI:**

Tenderer must have Employee State Insurance (ESI) Code and Provident Fund (PF) Code of their company and remit the ESI and PF contributions of their workers under that code. If the tenderer do not posses these codes, in the event of issuing work order on the successful tenderer, they shall furnish the same within one month from the date of issue of work order. In this effect the tenderer shall furnish an undertaking in a Rs. 200 bond paper. If the tenderer fails to furnish these codes then MPM reserves the right to cancel the work order. Besides payments will be withheld till such codes are provided. In this regard MPM's decision is final.

## **19. TAXES /DUTIES ETC.,**

Tax / Duties liability, including Service Tax. If any, shall be to Tenderer's account.



## **20. EVALUATION CRITERIA:**

MPM will evaluate the tenders for Providing of One No. Mahindra Bolero Jeep / Tata Sumo as detailed in this tender document (Model 2015 and onwards only) for Cane Development Dept. Tenderers should give their full name, correct address and all information required in the Tender Form. They shall affix full signature on the Tender Form at appropriate places. In case, the Tender is to be given in the name of the Company/Firm/Association, then the person signing the Tender should obtain a Power of Attorney issued by the Competent Authority and attach to the Tender.

### **Annexure 1**

## **21. ELIGIBILITY CRITERIA REQUIREMENTS FOR PRE-QUALIFICATION:**

**DETAILS OF VEHICLES OFFERED :** Tenderers should have the vehicle in their name (Model 2015 and onwards only)

- 21.1 Vehicle Name :
- 21.2. Model :  
(Manufacturing year  
2015 & onwards only)
- 21.3. Registration No. :
- 21.4. Tax Paid Upto :
- 21.5. R C Book No. (Photocopy :  
Enclosed) & F C (should be in the name of Tenderer only)
- 21.6 Capacity :
- 21.7 Name of the Owner :
- 21.8 Successful Tenderer has to provide Mahindra Bolero Jeep / Tata Sumo ( Model 2015 and onwards only) Registered in his name with in 15 days from the date of Order. Failing which the EMD of Rs. 8,750/- submitted along with Tender will be forfeited and the name of the Tenderer will be blacklisted.
- 21.9. Tenderer shall own minimum of one vehicles and shall have rendered/ similar service to Govt. agencies / MPM with satisfactory services. The necessary certificate / document in this regard shall be furnished.
- 21.10. Tenderer must have ESI code (Employee State Insurance Coder) and PF code (Provident Fund Code) of their company and remit the ESI and PF contributions of their workers under that code. If the tenderer do not posses these codes, in the event of issuing work order on the successful tenderer, they shall furnish the same within one month from the date of issue of work order. In this effect the tenderer shall furnish an undertaking in a Rs. 200 bond paper. If the tenderer fails to furnish these codes then MPM reserves the right to cancel the work order. Besides payments will be withheld till such codes are provided. In this regard MPM's decision is final.

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22. ENCLOSURE TO TENDER DOCUMENT NO. 15-1144-FIECONT dt. 31-03-2016.  
(TO BE FILLED BY THE TENDERERS)

I/We have herein enclosed a Demand Draft No.....

Date:..... in favour of THE MYSORE PAPER MILLS LTD.,  
BHADRAVATI, KARNATAKA SATATE for Rs. 8,750/- towards the Earnest Money  
Deposit (EMD).

I have read and understood the Terms and Conditions applicable to this work and I  
have retained one copy same for my reference.

NAME OF THE TENDERER:

Mobile Phone Number:

SIGNATURE OF THE TENDERER WITH SEAL

Place:

Date:

## Annexure 2

### PRICE FORMAT

**TENDER NO: 15-1144-FIECONT dt. 31-03-2016**

SI	Activity	UOM	Qty.	Rate	Value
<b>1</b>	<b>During Crushing Season:</b>				
1.1	Rate per day of 24 hours (round the clock) (average run per day of 24 hours will be 100 Kms in the same calendar Month)	Per day	135		
1.2	Rate per Km. (This rate shall be applicable for any increase)	Per Km	2,500		
<b>2</b>	<b>During Non Crushing Season:</b>				
2.1	Rate per day of 12 hours i.e. 8.30 AM to 8.30 PM (Average run per day will be 60 Kms in the same calendar month)	Per day	225		
2.2	Rate per Km. (This rate shall be applicable for any increase)	Per Km	2,000		
3	Sub Total (1.1+1.2+2.1+2.2 )				
4	Service Tax @ 14.% on sl no 3				
5	Swachha bharath Cess 0.5 %				
<b>6</b>	<b>Grand Total (3+4 )</b>				

**Note:** During the Cane Crushing Season more than one driver need to be arranged as per instructions. Driver should be provided with neat and decent uniform by the tenderer.

Validity of the offer: 90 DAYS from the date of Tender Opening

Date :

Signature of the Tenderer With seal / Stamp