

**RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM STEEL PLANT**  
**REGIONAL OFFICE(NORTH)**  
**4<sup>TH</sup> FLOOR, NBCC PLAZA, 4<sup>TH</sup> TOWER, PUSHP VIHAR, SECTOR-V, SAKET**  
**NEW DELHI-110 017.**

**PH.NO. 011- 29565525/29563519 FAX NO: 011-29565616**  
visit us at: [www.vizagsteel.com](http://www.vizagsteel.com)

**Invitation to Open Tender Enquiry**

**No: VSP/MKTG/14-15/01**

**Date: 30-07-2014**

TO

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Dear Sirs,

**Sub: Quotations are invited for hiring of Cars on monthly basis**  
**for Regional Office(N) and Branch Sales Office, Delhi.**

**Last Date & Time of Submission of Tender: up to 11.00 AM on 22.08.2014**  
**Date & Time of Tender Opening: 11.30 AM on - 22.08.2014**

1. Quotations are invited for providing Cars on monthly basis for Regional Office(N), Delhi (Two Nos) and Branch Sales Office, Delhi (One No.) **(total 3nos. of cars)** from bonafide, resourceful, experienced and reputed Agencies.
2. Please find enclosed herewith a price bid format along with Terms and Conditions, which should be filled up and signed before submission.
3. Tenders received after specified time and date (given in the Instruction to Tenderers) will be treated as late and are liable to be rejected summarily.
4. Company reserves the right to cancel or reject any or all tenders without assigning any reason.

Thanking You,  
Yours sincerely,  
For RASHTRIYA ISPAT NIGAM LIMITED

REGIONAL MANAGER (NORTH)

## **INSTRUCTION TO TENDERERS**

1. The Company requires Indica/Ambassador make car, in good running condition having valid documents.
2. **Tenderers shall have to submit EMD of Rs.17,500/-(Rupees Seventeen Thousand Five Hundred only) For Three cars** by way of DD/Banker's Cheque only drawn on any Scheduled Commercial Bank in favour of 'Rashtriya Ispat Nigam Limited' A/c "Tenderer's Name", payable at Delhi. Quotations without EMD of Rs.17, 500/- shall not be considered in any circumstances. EMD shall be refunded to unsuccessful tenderers within 15 days after expiry of the validity period of the offer. No interest shall be payable on EMD. The EMD of successful tenderer will be retained and converted into Security Deposit (SD). The SD will be forfeited if the contract is short closed due to non performance of the supplier. The SD will be refunded after successful completion of the contract period. No interest shall be payable on the SD.
3. The tenderers must specify the number of cars registered in their name, the model and the year of manufacture so that proper assessment of capability of the tenderer can be made. Copies of RC books, Insurance certificates etc. are to be submitted along with the tender documents.
4. The tenderers are requested to quote the lowest acceptable rate in the price bid enclosed herewith.

### **MODE OF SUBMISSION OF TENDER:-**

5. The tenderer shall submit the tender in two envelopes marked 1 and 2 both sealed and then put them in a master envelope marked number 3. All the three envelopes shall be marked and superscribed with the name of the tenderer.  
Envelope No 1 (Part A) shall contain EMD, Invitation to Tender and Instruction to Tenderers, Terms & Conditions of the contract, along with photocopy of R.C. books in support of the ownership of the cars in their own name, experience and other enclosures duly signed with official seal on each page as a token of acceptance.  
Envelope 2 (Part B) shall contain the Price Bid (Schedule of Rates) in the prescribed proforma duly filled in and signed by the Tenderer with official seal.  
Envelope 3 shall contain both Envelopes 1 and 2 and the following shall be superscribed on each of the envelope "Tender for hiring of Cars at Delhi (2014-15)".
6. **The tender shall be dropped in the tender box in our office by 11:00 AM on 22.08.2014. The envelope containing Technical Bid (Part A) along with EMD shall be opened at 11:30 AM on 22.08.2014 in the presence of the tenderers who wish to be present at the time of opening. The Price Bid (Part B) will be opened at a later date with intimation to the successful tenderers.**
7. Proprietor/Partner/Director/Company Secretary should sign on all pages of the two parts and also the documents attached.
8. The rates quoted by the tenderers shall be valid for Diesel Cars only.
9. The tender shall remain valid for acceptance for a period of 60 days from the date of submission of tenders.
10. Tenders not submitted as above or incomplete tenders will be rejected. "Rashtriya Ispat Nigam Ltd" reserves the right to reject any tender without assigning any reason.
11. The turnover of the Tenderers/Agency for the last 3 financial years should be mentioned.

## **TERMS AND CONDITIONS FOR CAR CONTRACT**

### **1. DEFINITIONS:**

The 'Company' shall mean 'Rashtriya Ispat Nigam Ltd' with its registered office at Visakhapatnam. 'Contractor' or 'Agency' shall mean the tenderer who has been accepted by the company and shall include the contractors heirs, executors, administrators, legal representatives, successors and assignees approved by the company. 'Contract' shall mean and include the offer and acceptance of terms & conditions for providing cars on hire, by way of exchange of letters of acceptance and offer enclosing the terms and conditions of the contract duly signed on each page by the contractor/agency as a token of acceptance. It shall include agreement between the company and the contractor/ agency duly signed by the parties, thereto, for the execution of the contract, together with all documents annexed/attached therewith or referred to. 'Authorized person' of the company shall mean the Regional Manager/Sr Branch Manager, Branch Sales Office, Delhi.

2. The agency shall maintain an office duly manned with adequate staff with telephone facilities round the clock which are always attended.

3. The agency shall ensure proper service and maintenance of cars, which shall be sent on duty.

4. The agency shall put into service cars only in good condition and should not be more than 3 (three) years old, comprehensively insured (with insurance of passengers) with nice interior, noiseless drive and in perfect running condition. The authorized representative of the company can reject use of any car if it fails to satisfy any of the above conditions.

5. All the cars must carry First Aid Box, Tissue Papers, Tools Box and one umbrella.

6. The drivers shall abide by the rules laid down by the transport authority or any other authority relevant to the subject and should always strictly follow the traffic rules and regulations, so as to ensure safety of the passengers.

7. The Driver on duty shall keep all relevant documents with the car.

8. The Drivers provided by the agency should have a valid Driving License for at least three years. The drivers should also have knowledge of car mechanism so as to rectify minor faults occurring during running of Car.

9. The driver shall always remain with the vehicle during the time of duty and in case of any urgency he should seek permission of the user before leaving the vehicle. Drivers are to be provided with mobile communication facility.

10. The agency shall note the opening meter reading of the car on duty slip both in words and figures. The driver shall inform and show the opening as well as the closing meter reading and get it countersigned by the user.

11. Bills having over- writing and cuttings shall be rejected at the sole discretion of the Company.

12. No payment shall be made against bills pertaining to those travels, where any complaint with regard to quality of the car or misbehavior of the driver is received from the user. In this regards the decision of Company shall be final.

13. If any of the terms and conditions provided herein or any direction issued is not complied with or agency is found to have committed any breach thereof , the contract shall be terminated and security deposit will be forfeited . The decision of Company in this regard shall be final.

14. The Contract is for 12 (Twelve) months and the rates agreed to by the Agency and RINL shall remain valid for a minimum period of 12 (Twelve) months.

15. Excess usage of hired cars both for hours as well as kilometers will not be paid separately for each car. Hence intra car usage adjustment in both mileage and hours while settling the bills of the agency and excess certified over and above cumulative hours and milage will be made.

16. Payment of bills can be made through Electronic mode also for which the contractor has to submit the details of Bank A/c etc., in the format provided at Annexure I.

17. The rates quoted by the agency are firm ,however in case of increase / decrease in the price of diesel(HSD) , the price is variable to the extant of actual distance traveled during the month as per the formula mentioned hereunder :-

Category	Increase /Decrease (in per Km cost)
For Non – AC Cars	$= X /14= P$
For AC Cars	$= X/12 = P$

X =Price of diesel (HSD) on the first day of the month to which the bill pertains – base price.

P = Increase / Decrease in hire charges per KM.

Cost of diesel (HSD) at any PSU Oil Company retail outlet in Delhi as on the date of tender shall be the base price.

18. Service Tax shall be paid extra as applicable provided the bills are serially numbered and contain the following :

- (i) Name & Address of the Contractor, Service Tax registration Number and jurisdictional Range.
- (ii) The name & address of the person receiving the service i.e the Company.
- (iii) Description , classification and value of the taxable service.
- (iv) The Service Tax, Education Cess and secondary and Higher Education Cess payable.

19. The bills along with Duty Slip duly signed by the user should be submitted by the agency on Calendar monthly basis and the payment shall be made within 15 days of the receipt of the bills.

20. Penalty levied by any government department /Statutory body for the violation of any norm or regulation shall be sole responsibility of the agency/ contractor. RINL in no way will be responsible for such payments.

21. Compliance of all statutory obligations shall be ensured by the agency. The agency shall indemnify RINL against any liability falling on RINL due to non-compliance of statutory obligation by the agency or any of its agents/servants/drivers or for any reason whatsoever.
22. During the course of hiring of Cars the contractor is entirely responsible for all losses, damages and injuries etc., caused to company or to any other agencies men, material, equipments and properties.
23. The meters of vehicles supplied to RINL shall be duly sealed. In case any tampering is detected with a view to inflate the meter reading contract will be terminated immediately.
24. In case of any breakdown of car during the time of duty, the agency shall make arrangements for another car and no mileage from the garage to the point of breakdown shall be paid. Alternatively, the user of the car shall hire another car and the amount incurred shall be deducted from the bills of the agency.
25. Toll Charges /Parking charges shall be reimbursed to the Contractor/Agency on production of valid receipt vetted by the car user. The contractor /agency shall park the car in the designated place at office premises of the Company as per the instructions issued by from time to time by the authorized representative of the company.
26. The company gives no guarantee about the definite volume of work to be entrusted to the contractor at any given time or throughout the tenure of the contract.
27. The Agency must change the Driver/Car, if found unfit by the user.
28. The Driver deputed should be well dressed and is expected to speak English/Hindi.
29. The actual mileage & time will be calculated from garage to garage basis for reporting /releasing in all places within the city. Lead time of half an hour will be given for reporting from garage and after release to reach garage from RINL Office/Officers residence/any other place.
30. RINL reserves the right to terminate the contract in case of failure of the Agency to provide satisfactory services and /or repeated failures to provide vehicles against requisitions. In such cases, the security Deposit shall be forfeited and decision of RINL in this regard shall be final and binding.
31. RINL may at any time, by giving one month notice, foreclose the contract without any financial liability.
32. For any dispute arising on this contract, Regional Manager (RINL) shall appoint an officer to coordinate, to advise and to reach at an amicable solution. However, if any matter is to be referred to arbitration, the arbitrator shall be appointed by Regional Manager (RINL) and the decision of Arbitrator shall be binding on both the parties.
33. The disputes shall be subject to Courts of Delhi who shall have jurisdiction over such matters.

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**APPLICATION FORM**

**(Technical Bid)**  
**(All entries compulsorily to be filled)**

**Part-A**

1. Name of Applicant/Firm
2. Office Address
3. PAN No.
4. Service Tax Regn No if available (Copy of PAN No./Service Tax Regn. No. to be attached)
5. Registered Office
6. Address of Garage
7. Distance from Garage to RINL Office in Kms :
8. Phone Nos.
9. FAX No.
10. Name & Designation of Chief Executive :
11. Name of Contact Person(s) with Designation(s) & Contact Nos.
12. Details of Vehicles available

S.No.	Make & Model	Registration No.	Year of Regn.	Name of the owner

13. Please provide details of organizations for which you are providing car hire service  
(Please use separate sheet if required)

S.No.	Organization	Period of Contract	Type and No of Cars provided	Contact Person & Phone No.

14. Your Firm is a (Please tick any one category)

Type of Concern	Tick any
Registered Proprietary Concern	

Registered Partnership	
Private Limited Company	
Public Limited Company	

15. Turnover of the company during the past 3 financial years

16. Whether the applicant OR any of its Partners/Directors/OR employees have relatives working in the Rashtriya Ispat Nigam Limited. If yes, give details

17. Whether any of the following is/are dismissed Govt Servant(s)/Employees(s) of Rashtriya Ispat Nigam Ltd or has been blacklisted by any Govt Agency/PSU. If yes, attach details.

- (a) The applicant
- (b) Any of its Partners or Directors
- (c) Any of its employees.

18. Whether the applicant or any of the Proprietor, Partner, Director are working as contractor in Rashtriya Ispat Nigam Limited or any Govt Deptt/Public Sector Undertaking and has been

- (a) Black Listed
  - (b) Removed from the approved list of contractors
  - (c) Under orders for banning or suspending business with him/them
- If yes, give the details indicating the period.

19. Details of Earnest Money Deposit enclosed

Amount	DD/Bankers Cheque No	Date	Drawee Bank & Branch

20. Any other relevant information, please mention :

I hereby declare that all the information submitted herein is true and no information has been concealed.

Signature  
Name & Designation  
Seal of Tenderer

Date

## Annexure-I

From :

To :  
In Charge  
RINL/VSP

Sub : E-Payment  
Ref : Contract/WO No

### Consent for E-Payment

“I/We hereby convey our consent that the payment made by RINL/VSP of any sum due to me/us, directly remitting the same to my / our Bank, the address and the number of which is furnished shall be in full discharge of the particular bills, raised by me/us and I/We shall not have any claim in respect of the same.”

Undertaking :

“I/We hereby undertake that any payment made direct to me/us or to Bank Account shall be in full discharge of the obligations of RINL/VSP and I/We shall have no claim whatsoever in respect of the bill for which the payment is made.”

I/We opt for EFT or RTGS /Direct Credit (Strike out whichever is not applicable)

I/We furnish here below the bank account details :-

Name of the Bank  
Branch Name, place and MICR Code of the Branch  
Account Number in full  
Type of Account  
Name and style of account

For \_\_\_\_\_ & Company

(Authorized Signatory / Proprietor)



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(Price Bid)

Part- B

**SCHEDULE OF RATES FOR SUPPLY OF CARS**

NAME OF THE AGENCY : \_\_\_\_\_

MONTHLY BASIS:

S No	Description	Non AC (Rs.)	Make & Model
1.	Hiring of vehicles on monthly basis		
2.	Lumpsum monthly rate for distance traveled upto 2500 kms and 250 hrs		
3.	Extra KM Rate		
4.	Extra hour rate		

DAILY BASIS :

S No	Description	Non AC (Rs.)	AC (Rs.)	Make & Model
1.	Hiring of vehicles on Daily basis			
2.	80kms and 8hrs.			
3.	40Kms and 4hrs.			
3.	Extra KM Rate			
4.	Extra hour rate			

- 1) Tenders shall be evaluated based on the rates quoted for supply of non-AC cars on monthly basis only.
  - 2) Rates quoted above shall be inclusive of all applicable statutory levies except Service Tax, Service Tax payable as applicable.
- The above quoted rates shall apply for both hills and plains.

Signature  
Name and Designation of the Tenderer

