



Rashtriya Ispat Nigam Limited

Visakhapatnam Steel Plant

101, Free Press House, 10th Floor,

Free Press Journal road, Nariman Point,

Mumbai - 400021.

Phone: 022-22023011, 22851591. Fax: 022-22850982.

Invitation to Open Tender

VSP/Mktg/RO(W)/2015-16/279

Date: 14.08.2015

To,

Dear Sir,

Sub: Quotations are invited for hiring of two A/C Toyota Innova Cars under TWO years contract on monthly rental basis for VSP Regional/Branch office Mumbai.

1. Quotations are invited for providing two A/C Toyota Innova cars under TWO years contract on monthly rental basis for VSP Regional/Branch office located at the above address from bonafide, 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 Terms & Conditions) will be treated as late and are liable to be rejected summarily.
4. It is suggested to go through the detailed terms and conditions and read carefully the instructions to the tenderers before filling the documents.
5. Company reserves the right to cancel or rejects any or all tenders without assigning any reason.

Thanking you,

Yours faithfully,

For RASHTRIYA ISPAT NIGAM LTD

VISAKHAPATNAM STEEL PLANT

(Sumit Deb)

Regional Manager (West)



RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
REGIONAL OFFICE-MUMBAI

101, Free Press House (10th Floor), Free Press Journal Road,
Nariman Point, Mumbai-400021
Phone: 022-22851591, 22023011 Fax: 022-22850982

Ref: VSP/Mktg/RO (W)/15-16/279

Dt: 14.08.2015

SUB: OPEN TENDER FOR HIRING OF TWO A/C TOYOTA INNOVA CARS UNDER TWO YEARS CONTRACT ON MONTHLY RENTAL BASIS FOR VSP REGIONAL/BRANCH OFFICE LOCATED AT THE ABOVE ADDRESS.

1. Sealed quotations are invited from reputed and experienced agencies for hiring of cars under TWO years contract on monthly rental basis for VSP Regional/Branch office Mumbai as per the details given below. The tender will be received up to 3.00 p.m. on 08.09.2015 and will be opened at 3.30 p.m. on the same date.

DETAILS OF THE WORK IN BRIEF	Providing two A/C Toyota Innova Cars under TWO years contract on monthly rental basis for Regional Office (W)/BSO-Mumbai located at the above address.
PERIOD OF CONTRACT	Up to maximum period of TWO years from date of LOI on unconditional acceptance of LOI

- 2. Tender document/documents with detailed terms & conditions is to be obtained by the interested participants on written request from the Regional Office (West), Mumbai on all working days till 01.00 p.m. up to 08.09.2015 at free of cost. The same also can be made available to the interested participants by Speed post only on written request, in such cases it will be solely at their own Risk and RINL/VSP will not be responsible for any loss in transit or postal delay.**

3. The filled in tender documents shall be accepted at Regional Office (West) up to 3.00 p.m. on 08.09.2015. The tenders shall be accompanied by EMD of Rs 1,00,000 only in the form of DD drawn in favour of RINL, payable at Mumbai for two A/c Toyota Innova cars on monthly rental basis. Tenders without EMD will not be considered. The DD shall be drawn on any Indian Scheduled Bank (**Except Co-operative banks**) in favour of "Rashtriya Ispat Nigam Limited" payable at Mumbai. The EMD of successful tenderer will be converted into Security Deposit; the security deposit for successful tenderer shall be Rs 2 Lakhs for two Innova cars. EMD of unsuccessful tenderers will be returned after finalization of the Tender. Demand Draft drawn in any co-operative banks shall not be accepted.

4. The Tender should be submitted in two parts:

Envelope No. 1 (Part – A, TECHNICAL BID) shall contain: **EMD** of 100,000 – for two Innova A/C cars along with followings:

Tender Documents with Sign & seal of the tenderer i.e., (Invitation to tender and Instructions to Tenderers, Terms & Conditions of the contract, Declaration, Indemnity Bond, dully filled application form, Details of tenderer, consent for e payment and all other papers of tender documents) along with Self attested copy of service tax registration certificate, copy of PAN card. Photo copy of R.C books in support of the ownership of 20 cars in their own name, experience, Turn over details for previous five years supported either by CA certificate copy in original or audited true copy of balance sheet & P/L account statement for last five Financial years (The turn over should not be less than 50 Lacks in any of the preceding five years.) and other enclosures duly signed with official seal on each page as token of acceptance.

Envelope No. 2 (Part-B PRICE BID) shall contain the Price Bid (Schedule of Rates) in the prescribed pro-forma duly filled in and signed by the Tenderer with official seal.

Both Envelopes 1 and 2 super scribing Technical Bid; Price Bid respectively shall be kept in a separate third (Envelope No. 3) envelope super scribing **“OPEN TENDER for hiring of two A/C Innova cars under two years contract on monthly rental basis for Regional/Branch Office Mumbai”**.

Envelope No. 3 Should be addressed to AGM (Mktg.), RO (West), RINL & should be submitted in Tender Box at Regional Office (West)-RINL, 101, 10th floor, Free Press House, Free Press Journal Road, Nariman Point, Mumbai-400021 before due time & date for submission of the tender.

5. Interested Parties may visit our office and discuss with the under signed to assess the nature of work and volume of work before quoting, on all working days, except Sundays and Holidays, between 10.00 AM to 05.00 p.m. with prior intimation.
6. Tender received in the Tender Box at Regional Office (West) will be opened in the presence of Tenderers who are present on the due date and time of tender opening.

Tender Receipt: Date 08.09.2015 up to 15:00 Hrs at Regional Office (West)

Tender Opening: Date 08.09.2015 at 15.30 Hrs at Regional Office (West).

7. Tenderer should submit their competitive quotations super scribing the Tender No. & Date and due date of opening and also **“Quotation for Open Tender for hiring of two A/C Toyota Innova Cars under two years contract on monthly rental basis for VSP Regional/Branch Office”** and shall be sent to or dropped in the tender box at Regional Office (West), 101, 10th floor, Free Press House, Free Press Journal Road, Nariman Point, Mumbai-21.
8. The rates quoted by the agency shall be deemed to be inclusive of all considerations and the agency shall not be entitled to any other payment other than what has been specifically provided in tender documents. Service tax shall be payable extra as applicable from time to time.

9. Rashtriya Ispat Nigam Ltd. (RINL) shall be indemnified from all acts of omission or commission, faults, breaches and/or any claims/demands or loss, injury and expenses to which RINL may be put to or involved arising out of the fault of the agency finalized. The agency shall be responsible for all payments to its employees.
10. Incomplete schedules of rates as prescribed at Price bid pro-forma, shall be liable for rejection.
11. RINL / VSP reserve the right to reject any or all the tenders without assigning any reason thereof. Decision of RINL Management will be final & binding.
12. Period of the contract will be for two years from the date of unconditional acceptance of LOI & start of the aforesaid contract services. However, RINL shall have the option to terminate the contract at any time giving one months notice without assigning any reason whatsoever. No compensation shall be payable on this account.
13. Offers will be kept valid for 45 days from the date of the tender opening for acceptance.
14. The participant Tenderers should have valid service tax registration and PAN card.
15. RINL reserves full right to accept or summarily reject all the tenders without assigning any reason thereof or to cancel the tender any time before the work is awarded.

(Sumit Deb)
Regional Manager (West)

1. TERMS AND CONDITIONS FOR CAR HIRE CONTRACT

DEFINITIONS:

- 1.1 The "Company" shall mean "RASHTRIYA ISPAT NIGAM LIMITED" with its registered office at Visakhapatnam. "Contractor" or "Agency" shall mean the tenderer who has been accepted by the company and shall include the Contractor's heirs, executors, administrators, legal representatives, successors and assignees approved by the Company. "Contract" shall mean and include the offer and acceptance of terms and 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 at Mumbai.
- 1.2 The agency shall maintain an office duly manned with adequate staff with telephone facilities round the clock which are always attended.
- 1.3 The agency shall ensure proper service and maintenance of Cars, which shall be sent on duty.
- 1.4 The agency shall put into service A/C Toyota Innova in good conditions and the cars provided must be T-marked Air conditioned tourist taxis of models not earlier than January 2013 & model should be 2.5G or above. The cars must be 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.
- 1.5 All the Cars must carry fire extinguisher, first aid box, tissue paper, small hammer for breaking glass, one umbrella and Perfume Bottle.
- 1.6 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.
- 1.7 The Driver on duty shall keep all relevant documents with the car.
- 1.8 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.
- 1.9 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.
- 1.10 The agency shall note the opening meter reading of the car on the 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. The bills with unsigned duty slip by user will not be entertained for payment.

- 1.11 Bills having over writing and cutting shall be rejected at the sole discretion of the Company.
- 1.12 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 regard, the decision of Company shall be final.
- 1.13 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.
- 1.14 The Contract is for 24 (Twenty four) months and the rates agreed to by the Agency and RINL, shall remain valid for a minimum period of 24 (twenty four) months.
- 1.15 Payment of bills can be made through Electronic mode also for which the contractor has to submit details of Bank A/c etc. in the format provided at Annexure I.
- 1.16 The rates quoted by the agency are firm, however, in case of increase/decrease in the price of diesel (HSD)/Petrol, the price is variable to the extent of actual distance traveled during the month as per the formula mentioned hereunder :-

Category	Increase/Decrease (in per km cost)
For AC cars	$=X/12=P$

X = Price of diesel (HSD)/Petrol 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)/Petrol at any PSU Oil Company retail outlet in Mumbai as on the date of tender shall be the base price.

- 1.17 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 Tax i.e., the Company.
 - iii> Description, classification and value of the taxable service.
- 1.18 The bills along with Duty Slips 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.
- 1.19 Penalty levied by any government department/statutory body for violation of any norm or regulation shall be sole responsibility of the agency/contractor. RINL in no way will be responsible for such payments.
- 1.20 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 obligations by the agency or any of its agents/servants/drivers or for any reason whatsoever.

- 1.21 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.
- 1.22 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.
- 1.23 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.
- 1.24 Toll charges and Parking charges shall be reimbursed to 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/Residence premises of the Company as per the instructions issued from time to time by the authorized representative of the Company.
- 1.25 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.
- 1.26 The Agency must change the Driver/Car, if found unfit by the user.
- 1.27 The Driver deputed should be well dressed and is expected to speak English/ Hindi and Marathi.
- 1.28 The actual mileage & time will be calculated from Residence/Office Premises for reporting/releasing of vehicle. Driver will be given a lead time of half an hour for reporting.
- 1.29 The contract Kilometers shall be 6000 Kms per month for two A/C Toyota Innova Cars. The extra kilometer will be payable beyond 6000 Kms after considering the actual Kilometers of two vehicles in the month.
- 1.30 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.
- 1.31 RINL may at any time, by giving one month notice, foreclose the contract without any financial liability
- 1.32 For any dispute arising on this contract, Regional Manager (RINL) shall appoint an officer to coordinate, to advice 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.
- 1.33 The disputes shall be subject to Courts of Mumbai who shall have jurisdiction over such matters.

2.0 INSTRUCTIONS TO THE TENDERER:

- 2.1 The Company requires two Innova make car in good running condition having valid documents, one is to be stationed at Gokuldham , Goregaon(E) and the other at Jimmy Towers, Koperkhairane, Navi Mumbai.
- 2.2 Tenderers shall have to submit Earnest Money Deposit (EMD) of Rs. 100000/- (Rs.One Lakh only) for two Innova Cars by way of Demand Draft/Bankers' Cheque only drawn on any Scheduled Commercial Bank (**Except Co-operative banks**) in favour of "RASHTRIYA ISPAT NIGAM LIMITED" payable at Mumbai. Quotations without EMD of Rs. 100000/- for two Innova Cars shall not be considered in any circumstances. EMD shall be refunded to unsuccessful tenderers as early as possible after finalising the contract. No interest shall be payable on EMD. The EMD of the successful tenderer will be retained and converted into a Security Deposit (SD). The SD would be Rs. 2 lakhs (Rs. Two Lakhs only) for two Innova Cars. 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. Demand Draft drawn in any co-operative banks shall not be accepted.
- 2.3 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 the RC books/Insurance Certificates etc. are to be submitted along with the tender documents.
- 2.4 The tenderers are requested to quote the lowest acceptable rate in the price bid enclosed herewith.
- 2.5 Mode of submission of tender:
The tenderer shall submit the tender in two envelopes marked 1 and 2 both sealed and then put them in a master envelope (Envelope 3). The master envelope shall be super-scribed "**OPEN TENDER for hiring of Two A/C Toyota Innova Cars under TWO Years contract on rental basis for Regional/Branch Office Mumbai**".

Envelope No. 1 (Part – A) shall contain:

1. EMD as applicable.
2. Invitation to tender and Instructions to Tenderers, Terms & Conditions of the contract with sign & seal of tenderer as token of acceptance.
3. Declaration (As Enclosed)
4. Indemnity Bond (As Enclosed)
5. Consent for e payment (As Enclosed)
6. Details of tenderer (As Enclosed)
7. Application form & other enclosures of Tender documents with sign & seal of tenderer as token of acceptance.
8. Photo copy of R.C books in support of the ownership of minimum 20 cars in their own name.
9. Experience, Pan Card Copy & Service Tax Registration copy and other enclosures duly signed with official seal on each page as token of acceptance.
10. Turnover of the agency (Which shall not be less than Rs 50 Lakhs in any of the preceding five years) in previous five years supported by either by CA certificate copy in original or audited true copy of balance sheet & P/L account statement for last five years.

Envelope No. 2 (Part-B) shall contain the Price Bid (Schedule of Rates) in the prescribed pro-forma duly filled in and signed by the Tenderer with official seal.

Envelope No. 3 shall contain both Envelopes 1 and 2 with marking Technical Bid, Price Bid respectively. The Master envelope (envelope No.3) shall be super scribed **“OPEN TENDER for hiring two A/C Toyota Innova cars under Two years contract on monthly rental basis for Regional/Branch Office Mumbai”**.

- 2.6 The tender shall be dropped in the tender box in our office by 03:00 pm on 10.09.2014. The envelope No. 1, containing EMD & Technical Bid shall be opened at 03:30 pm on 10.09.2014 in the presence of tenderers who wish to be present at the time of tender opening. Price Bid will be opened on the same day after Technical Bid opening.
- 2.7 Proprietor/Partner/Director/Company Secretary should sign in all the pages of the two parts and also on the documents attached.
- 2.8 The rates quoted by the tenderers shall be valid for Diesel Cars.
- 2.9 The tender shall remain valid for acceptance for a period of **45** days from the date of opening of tenders.
- 2.10 Tenders not submitted as above or incomplete tenders will be rejected. “RASHTRIYA ISPAT NIGAM LIMITED” reserves the right to reject any tender without assigning any reason.
- 2.11 The turnover of the Tenderers/ Agency should be minimum Rs.50 lakhs in any one of the preceding 5 years.
- 2.12 Tenders will be submitted in a sealed cover mentioning the relevant information like the Name of the Tenderer, Tender No. & Tender Opening Date/Time etc. on the cover in bold letters. The tenders shall be accompanied by EMD of 100000 for two Innova Cars in the form of DD in favour of RINL, payable at Mumbai.
- 2.13 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letter head of the Tenderers where no tender document is specified.
- 2.14 Tenderers will quote the Rates in figures and also in words and corrections, if any, will be initialed. In case of any discrepancy in words and figures, the rate quoted in words will govern and will be treated as final.
- 2.15 If due to any reason the Tender receipt date is postponed to any other date, the details will be intimated by displaying a Notice on the Notice Board of the company where Tenders are accepted and also the same will be intimated by post to all those parties who have obtained the Tender documents from RO(West).

- 2.16 The Tender Opening will normally be done after closing Time of the Tender in the presence of the Tenderers who are present unless due to unforeseen/unavoidable circumstances the Opening of Tenders is postponed. The slit for dropping of the documents will be sealed immediately after the time specified for receipt of tenders in the Notice inviting Tender. The time to be followed is as per the clock available at BSO/RO. In case the tender is not opened due to any exigency, the next following working day will be the opening day and Tenders will be opened in the presence of Tenderers who choose to be present for witnessing the Tender opening and no intimation in this regard will be sent to the Tenderers individually this time.
- 2.17 Tenders will be accepted in the Tender Box kept at RINL/VSP, Regional Office (West), 101, 10th floor, Free Press House, Free Press Journal Road, Nariman Point, Mumbai-400021.**
- 2.18 Before submission of Tenders, the Tenderers may visit the office from where the tender is floated to assess the nature of work and volume of work etc. No Complaint/Claim on this account will be entertained after submission of Tender.
- 2.19 Tenderers have to keep their prices valid as stipulated in Tender Document. Tenders received with validity period lesser than the stipulated time are liable for rejection. In case of non finalization of tender even after expiry of **45** Days period, Party shall extend their offer validity as required by the company
- 2.20 Incomplete Tender or Tenders submitted with qualifying condition or with conditions at variance when compared to Terms and Conditions of Tender are liable for rejection.
- 2.21 Tenderer sending their Tenders by Mail/Courier will do so solely at their own Risk and RINL/VSP will not be responsible for any loss in transit or postal delay.
- 2.22 The Tenderer should sign all the pages of the Tender document as a token of acceptance.**
- 2.23 If it comes to the notice of RINL/VSP at any stage right from request for tender document that any of the certificates/documents submitted by bidders are found to be false/fake/doctored, the party will be debarred from participation in all VSP tenders for a period of 5 years including termination of contract, if awarded. EMD/Security Deposit etc. if any will be forfeited. The Contracting Agency in such cases shall make good to RINL/VSP any loss or damage resulting from such termination. Contracts in operation anywhere in RINL/VSP will also be terminated with attendant fallouts like forfeiture of EMD/Security Deposit, if any, and recovery of risk and cost charges etc. Decision of RINL/VSP Management will be final and binding.

3.0 SUBMISSION OF TENDER DOCUMENTS:

- 3.1 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letterhead of the Tenderer where no Tender Document is specified.
- 3.2 Tender document duly filled in and signed and put in a sealed cover mentioning the Tender Number on top of closed cover should be put in the Tender Box.
- 3.3 Tender Documents shall be submitted in a sealed envelope super scribing, the Tender Notice Number/Date and Date of Tender Opening/Time. The Tenderers are requested to submit such sealed envelopes in the Tender Box kept at the designated place as mentioned in the Notice inviting Tender.

4.0 EVALUATION OF TENDER & ISSUE OF LOI:

- 4.1 Tenders will be evaluated on lowest rates quoted by the parties as sought at our price bid pro-forma.
- 4.2 LOI will be issued to L-1 rate agency based on our internal evaluation.

5.0 GENERAL terms and Conditions:

- 5.1 The successful tenderer has to give his acceptance to the LOI within one week from the date of issue of LOI.
- 5.2 The tenders shall be accompanied by EMD of 100,000 only in the form of DD drawn in favour of RINL, payable at Mumbai for two A/c Toyota Innova cars on monthly rental basis. Tenders without EMD will not be considered. The DD shall be drawn on any Indian Scheduled Bank (**except Co-operative banks**) in favour of "Rashtriya Ispat Nigam Limited" payable at Mumbai. The EMD of successful tenderer will be converted into Security Deposit, the security deposit for successful tenderer shall be Rs 2 Lakhs for two Innova cars which should be submitted within 7 (seven) days of issue of LOI. EMD of unsuccessful tenderers will be returned on finalization of the tender. Demand Draft drawn in any co-operative banks shall not be accepted.
- 5.3 At the end of the contract period, the SD amount shall be released to the party based on the certification of the dealing officer for proper performance of the contract.
- 5.4 The Company at its entire discretion may terminate the contract without any notice to the Tenderer in case there is any malafide intention noticed during the contract period.
- 5.5 Tenderer will not be entitled to claim any compensation of whatsoever nature if termination/cancellation is imposed by RINL/VSP for any reason.
- 5.6 Any damage caused to RINL/VSP's property or its contractor's personnel within RINL/VSP's premises by the Tenderer during the operation of the contract will be to his account and are recoverable.
- 5.7 In case of non-performance or part performance of the agency on any reasons thereof, work or part work may have to be got done by other agency at Risk and Cost. In such case, the losses incurred by RINL/VSP have to be recovered from the agency or from the amount due to the agency in any other contract with VSP.