



## **RASHTRIYA ISPAT NIGAM LIMITED**

BRANCH SALES OFFICE – PATNA

WEST BORING CANAL ROAD

PATNA – 800 001

Website: [www.vizagsteel.com](http://www.vizagsteel.com), e-mail: [rinlptn1@gmail.com](mailto:rinlptn1@gmail.com)

## **राष्ट्रीय इस्पात निगम लिमिटेड**

शाखा बिक्री कार्यालय - पटना

पश्चिमी बोरिंग कैनाल पथ

पटना 800001

### **INVITATION to Limited Tender Enquiry (LTE)**

MKTG/BSO-PAT/2017-18/CAR/01

Date : 09.10.2017

Sub : Quotation are invited for providing for hiring of Cars on monthly basis for VSP Branch Sales Office & Stockyard at Patna.

1. Quotations are invited for providing Cars on monthly basis for Branch Sales Office & Stockyard at Patna from bonafide, resourceful, experienced and reputed Agencies.
2. Details of Tender Documents comprising the price Bid format along with Terms and Conditions can be collected from Branch Sales Office – Patna on or before 23.10.2017. Also same may be downloaded from the our website [www.vizagsteel.com](http://www.vizagsteel.com).
3. Tender received after specified time and date (given in the Term & Conditions) 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.
5. **Last date of submission of tender: 03.00PM on 24.10.2017.**

Thanking You,

Yours sincerely,

For : **RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM STEEL PLANT**

(नरेश कुमार / Naresh Kumar)

वरिष्ठ शाखा प्रबंधक / Sr. Branch Manager

### **INSTRUCTIONS TO TENDERS**

1. The company requires Non-AC (Diesel Model) Tata Indica/Indigo / Maruti Swift/Ritz make car, in good running condition having valid documents.
2. Tenderers shall have to submit **Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand Only)** per Car way of Demand Draft/Banker's Cheque's only drawn on any Scheduled Commercial Bank in favour of "**RASHTRIYA ISPAT NIGAM LIMITED**" payable at Patna. Quotations without EMD of Rs. 5000/-shall not be considered in any circumstances. EMD shall be refunded to unsuccessful tenders within 15 Days after expiry of the validity Period of the Offer. 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 will be forfeited if the contract is short closed due to non-performance of the supplier. The SD will be refund 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 the 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.
5. Mode of submission of tender :  
The tenderer shall be submit the tender in two envelopes marked 1 and 2 both sealed and then put them in a master envelop marked number 3. All the 3 shall be marked and superscribed with the name of the Tenderer.

Envelop no 1. (Part A) shall contain EMD, Invitation to tender and Instructions to Tenderers, Terms & Conditions of the contract, along with photocopy of RC books in support of the ownership of Cars in their own name, experience and other enclosures duly signed with official seal on each page as a token of acceptance.

Envelop No. 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.

Envelop No. 3 shall contain both Envelopes 1 and 2 and the following shall be superscribed on each of the Envelops "**Tender for hiring of Cars at RINL, Patna**".

6. The tender shall be dropped in the tender box in our office, Rahtriya Ispat Nigam Ltd. West Boring Canal Road, Patna, PIN-800001, before **03.00PM on 24.10.2017**. The envelop containing Technical Bid (Part A) along with EMD shall be opened at **03:30PM on 24.10.2017**, in the presence of the Tenderes who wish to be present at the time of opening.
  7. Proprietor/ Partner/Director/Company Secretary should sign in all pages of the two parts and also on the documents attached.
  8. The rates quoted by the tenderers shall be valid for Diesel Cars only.
  9. The tender quoted 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 by "RASHTRIYA ISPAT NIGAM LIMITED". RINL reserve 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 HIRE CONTRACT ON MONTHLY BASIS**

### **DEFINITION :**

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 the contract 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 Branch Manager/Sr. Branch Manager, Branch Sales Office Patna.
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 only Cars in good condition and should not be more than five 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 paper, toolbox, 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 Drivers 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 fault occurring during running of Cars.
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 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.
11. Bills having over-writing and cutting 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 of the driver is received from the user. In this regard, the decision of the 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. 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.
16. The rates quoted by the agency are firm, however incase of increase/decrease in the price of diesel (**HSD**), 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 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 Patna as on the date of tender shall be the base price.

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, GST Number, PAN No. and jurisdictional Range.
- ii. The name & address of the person receiving the service i.e. the Company.
- iii. Descriptions, classification and value of the taxable service.
- iv. The Service Tax, Education Cess and Secondary and Higher Education Cess payable.

18. The bills along with Duty slips duly signed by the user should be submitted by the by the agency on Calendar monthly basis and the payment shall be made within 15 days of the receipt of the bills.
  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.
  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 of any of its agents/servants ' drivers or any reason whatsoever.
  21. During the course of hiring of Cars the contractor is entirely responsible for all losses, damages and injuries etc.. "cause to company or to any other agencies men, material, equipments and properties.
  22. The meters of vehicle 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..
  23. In case of any breakdown of car during the time of duty, the agency shall make arrangement 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.
  24. 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 from time to time by the authorized representative of the company.
  25. The company gives no guarantee about the definite volume of work to be entrusted to the contractor any given time or throughout the tenure of the contract.
  26. The Agency must change the Driver/Car, if found unfit by the user.
  27. The Driver deputed should be well dressed and is expected to speak English/Hindi.
  28. The actual mileage & time will be calculated from garage to garage basis for reporting/releasing in all places within the Patna 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.
  29. 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.
  30. RINL may at any time, by giving one month notice, for closed the contract without any financial liability.
  31. 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.
  32. The disputes shall be subject to Courts of Patna who shall have jurisdiction over such matters.
-

**RASHTRIYA ISPAT NIGAM LIMITED**

BRANCH SALES OFFICE – PATNA

WEST BORING CANAL ROAD

PATNA – 800 001

Website: [www.vizagsteel.com](http://www.vizagsteel.com), e-mail: [rinlptn1@gmail.com](mailto:rinlptn1@gmail.com)**राष्ट्रीय इस्पात निगम लिमिटेड**

शाखा बिक्री कार्यालय - पटना

पश्चिमी बोरिंग कैनाल पथ

पटना 800001

**APPLICATION FORM****( Technical Bid )****( All entries compulsorily to be filled )****(Tender No: MKTG/BSO-PAT/2017-18/CAR/01, Dated 09.10.2017)**

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:

Name of Contact person(s) with Designation(s) &amp; contact NO.:

11. Details of Vehicles available

SL. NO.	Make & Model	Registration No.	Year of Regn.	Name of the owner
1.				

Continued on next page :

12. Please provide details of organizations for which you are providing car hire service  
(Please use separate sheet if required) Not applicable

SL. No.	Organization	Period of Contract	Type and No. of Cars provided	Contact person & phone No.
1				

13. Your Firm is a (Please tick any one Category) –

Type of Concern	Tick any one	Name of the Firm
Registered Proprietary Concern		
Registered Partnership		
Private Limited Company		
Public Limited Company		

14. Turnover of the Company during the past 3 financial years.:
15. Whether the applicant OR any of its Partners/OR employees have relatives working in the RASHTRIYA ISPAT NIGAM LIMITED if yes, give details.
16. Whether any of the following is/are dismissed Government Servant(s)/Employees(s) of RAHSHTRIYA ISPAT NIGAM LIMITED or has been blacklisted by any government agency/PSU. If YES, attach the details.
- The applicant
  - Any of its Partners or Directors
  - 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 Government Department/Public Sector Undertaking and has been-
- Black Listed
  - Removed from the approved list of contractors
  - Under orders for banning or suspending business with him/them if yes, give the details indicating the period.

17. Details of Earnest Money Deposit enclosed.

Amount	Demand Draft/Bankers Cheque No.	Date	Drawee Bank & Branch

18. Any other relevant information please mention.

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

Date :

Signature  
Name & Designation  
Seal of Tenderer

**(To be Typed and submitted on Letterhead of the bidder)**  
**(Tender No: MKTG/BSO-PAT/2017-18/CAR/01, Dated 09.10.2017)**

From

-----  
-----

To

Sr Branch Manager  
Branch Sales Office  
RINL/VSP  
West Boring Canal Road, Patna

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 (Strikeout 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 \_

Authorized Signatory /Proprietor

**RASHTRIYA ISPAT NIGAM LIMITED**

BRANCH SALES OFFICE – PATNA

WEST BORING CANAL ROAD

PATNA – 800 001

Website: [www.vizagsteel.com](http://www.vizagsteel.com), e-mail: [rinlptn1@gmail.com](mailto:rinlptn1@gmail.com)**PRICE BID**

(Tender No: MKTG/BSO-PAT/2017-18/CAR/01, Dated 09.10.2017)

**राष्ट्रीय इस्पात निगम लिमिटेड**

शाखा बिक्री कार्यालय - पटना

पश्चिमी बोरिंग कैनाल पथ

पटना 800001

**SCHEDULE OF RATES FOR SUPPLY OF CARS****NAME OF THE AGENCY:**

SL No.	Description	Non. AC (Rs.)	Make & Model
1.	Hiring of vehicles on monthly basis	INDICA/ Indigo/Swift/Ritz	
2.	Lump sum monthly rate for distance traveled up to 2500 kms and 250 hrs.		
3.	Extra KM rate		
4.	Extra hour rate		

SL No.	Description	Non AC (Rs.)	AC (Rs.)	Make & Model
1.	Hiring of vehicles on daily basis			
2.	80 kms and 8 hours			
3.	40kms and 4 hours			
4.	Extra KM rate			
5.	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 and quoted above shall be inclusive of all applicable statutory levies. The above quoted rates shall apply for both hills and plains.

**Signature****Name & Designation of the tenderer****Seal of the Tenderer**