

**RASHTRIYA ISPAT NIGAM LIMITED**  
**Visakhapatnam Steel Plant**  
(A Govt of India Enterprise)



**Branch Sales Office – LUDHIANA**

**Address : 19-Feroze Gandhi Market, Opp. Ludhiana Stock Exchange, Ludhiana-141001**  
Phones : 0161-2433464, 2774207 Fax : 2528558 E-Mail : rinlludhiana@gmail.com

**Invitation to Open/Limited Tender Enquiry**

Mktg/Ldh/2017-18/

Dtd. : 07.03.2018

To  
M/s .....  
.....  
.....

Dear Sirs,

Sub : Quotations are invited for hiring of Non AC Car on monthly basis for BSO-  
Ludhiana

**Last Date & Time of Submission of Tender: up to 10.30AM on 20.03.2018**

**Date & Time of Tender Opening: 11.00AM on 20.03.2018**

1. Quotations are invited for providing Non AC CAR on monthly rental basis for VSP branch sales office ( 1 no. of car ) from bona fide, 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 (mentioned in the terms and conditions) will be treated as late and are liable to be rejected summarily.
4. Company reserves right to cancel or reject any or all tenders without assigning any reason.

Thanking you,

Yours faithfully,  
For RASHTRIYA ISPAT NIGAM LTD / VSP

Vikas K Gupta  
(Sr. Branch Manager)

## INSTRUCTIONS TO TENDERERS

1. The Company requires **Indica/ Indigo/ Ritz/ Swift only make car, in good running condition having valid documents. All above cars shall be treated at par with Indica Car.**
2. Tenderers shall have to submit Earnest Money Deposit (EMD) of Rs.6000/- (Rupees Six Thousand Only) by way of Demand Draft / Bankers cheque only drawn on any Scheduled Commercial Bank in **favour of “RASHTRIYA ISPAT NIGAM LIMITED” A/c “Tenderer’s Name”, payable at Ludhiana. Quotations without EMD of Rs.6000/- 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 the successful tenderers 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 security deposit will be refunded after successful completion of the contract period. No interest shall be payable on the security deposit.**
3. The tenderers must specify the number of car of **any above make** registered in their name, the model and the year of manufacture so that proper assessment of capability of the Tenderers can be made. Copies of the RC books / insurance certificates etc. are to be submitted along with the tender documents. **Tenderer must submit above papers for atleast minimum one car of India/Indigo/Ritz/Swift(only). All cars shall be treated at par.**
4. Tenderers are requested to quote the lowest acceptable rate in the price bid enclosed herewith.
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 marked number 3. All the 3 envelopes shall be marked and superscribed with the name of the tenderer.

Envelope No.1 (Part -A) shall contain EMD, invitation to tender and instructions to tenderers, terms and conditions of the contract, along with the photocopy of RC books in support of the ownership of CAR in their own name, experience and other enclosures duly signed with official seal on each page as a token of acceptance.

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 and the following shall be superscribed on each of the envelope **“Tender for**

**hiring of CAR at Ludhiana Branch Sales Office of Rashtriya Ispat Nigam Limited”.**

6. The tender shall be dropped in the tender box in our office at 19, Feroze Gandhi Market, Ludhiana by 10.30 AM on 20.03.2018. The envelope containing Technical bid (Part A) along with EMD shall be opened at 11.00 AM on 20.03.2018, in the presence of 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 in all the pages of the two parts and also on the documents attached.
8. The rates quoted by the tenderers shall be valid for Diesel CAR 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 LIMITED” 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.

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## TERMS AND CONDITIONS FOR HIRE CONTRACT.

1. Definitions :  
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 assignee approved by the Company.  
“Contract” shall mean and include the offer and acceptance of the terms and conditions for providing CARs on hire, by way of exchange 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 Branch Manager / Sr. Branch Manager, Branch Sales Office, Ludhiana.
2. The agency shall maintain an office duly manned with adequate staff with telephone facilities round the clock with which are always attended.
3. The agency shall ensure proper service and maintenance of car, which shall be sent on duty.
4. The agency shall put into service only car in good condition and should not be more than 5(Five) years old, comprehensively insured (with insurance of passengers) with nice interior, noiseless drive and in perfect running condition. The authorised 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, tool 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 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 faults occurring during running of car.

9. The drivers 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 communications 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 payments shall be made against bills pertaining to those travels, where any complaint with regard to quality of the CAR or misbehavior or 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. 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 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 details of Bank a/c etc. in the format provided in Annexure - 1.
17. 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 Ludhiana as on the date of tender shall be the base price.

18. GST shall be paid extra as applicable provided the bills contain the following.
  - (i) Name and address of the contractor, GST No.
  - (ii) The name and address of the person receiving the service i.e. the Company.
19. 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.
20. 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.
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 obligations by the agency or any of its agents / servants / drivers or 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 the 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 break down 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 contract / 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.

26. The company gives no guarantee about the definite volume of work to be entrusted to the contractor at any given time though out 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 the garage-to-garage basis for reporting / leasing in all placed within the Ludhiana city. Lead time of half an hour will be given for reporting from garage and after release to reach garage from RINL office / officers residency / any other place.
30. RINL reserves the right to terminate the contract in case of failure of the Agency to provide satisfactory service 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, foreclosure the contract without any financial liability.
32. For any dispute arising on this contract, Regional Manager (RINL), RO North, New Delhi 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 Ludhiana who shall have jurisdiction over such matters.

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**RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM STEEL PLANT  
BRANCH SALES OFFICE, LUDHIANA  
APPLICATION FORM  
(Technical bid)**

**All entries compulsorily to be filled.**

1. Name of the Applicant / Firm :
2. Office address :
3. PAN No. :
4. GST No if available :  
(Copy of PAN No. / GST  
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 the Contact Person (s) with :  
Designation(s) & contact Nos.
12. Details of vehicles available. :

Sl.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)

Sl.No.	Organization	Period of contract	Type & 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.

FY	Turnover(Rs)
2013-14	
2014-15	
2015-16	

16. Whether the applicant or any of its partners / directors / or employees have relative working in the RASHTRIYA ISPAT NIGAM LIMITED if yes, give details.
17. Whether any of the following is / are dismissed Government Servant (s) / Employees (s) of RASHTRIYA ISPAT NIGAM LIMITED or has been blacklisted by any government agency / PSU. If yes, attach 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
- a) Black listed
  - b) Removed from the approved list of contractors
  - c) Under orders for banning or suspending business with him / them

19. Details of Earnest Money Deposit enclosed.

Amount	Demand Draft/Bankers Cheque	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.

Date

(Signature Name & Designation  
Seal of Tenderer)

**RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM STEEL PLANT  
BRANCH SALES OFFICE, LUDHIANA**

**PRICE BID**

**Part - B**

**SCHEDULE OF RATES FOR SUPPLY OF CAR**

Name of the Agency :

**A.) MONTHLY BASIS:**

Sl.No.	Description	Rates for Non-AC Car (Rs)
1.	Hiring of Vehicles on monthly basis	
2.	Lumpsum monthly rate for distance traveled upto 2500 KMs and 250 Hours	
3.	Extra KM rate	
4.	Extra hour rate	

**B.) DAILY BASIS:**

Sl.No.	Description	Rates for Non-AC Car (Rs)
1.	Hiring of Vehicles on daily basis	
2.	80KMs & 8 hours	
3.	40 KMs & 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 car 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 (Indica/Indigo/Ritz/Swift) all cars at par with Indica Car and both on hills and plains.

Date:

Signature  
Name & Designation of the tenderer.

From

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.....  
.....

To

The Sr. Branch Manager  
Rashtriya Ispat Nigam Limited /VSP  
SCO-19, Feroze Gandhi Market,  
Master Chambers,5<sup>th</sup> Floor,  
Opp. Ludhiana Exchange,  
Ludhiana-

Sub : E-payment  
Ref : Contract / Work order No.

Dear Sir,

“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 payments 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

**(AUTHORISED SIGNATORY / PROPRIETOR)**

