

RASHTRIYA ISPAT NIGAM LIMITED राष्ट्रीय इस्पात निगम लिमिटेड
Visakhapatnam Steel Plant विशाखापत्तनम स्टील प्लांट
(A Govt of India Enterprise) (भारत सरकार का एक उद्यम)



शाखा बिक्री कार्यालय - चंडीगढ़	Branch Sales Office-Chd
पता: SCO-141-142, दूसरा मंजिल,	SCO No-141-142, Second Floor
सेक्टर -8 C, चंडीगढ़ -160009	Sector-8 C, Chandigarh-160009
फ़ोन: 0172-25432522, 2544554	Phones : 0172-25432522, 2544554
ई-मेल: rinlchd@gmail.com	E-Mail : rinlchd@gmail.com

Open/ Limited निविदा के लिए निमंत्रण Invitation to Open/Limited Tender Enquiry

संदर्भ: Mktg/Chd/2018-19/ निविदा संख्या .01
Ref: Mktg/Chd /2018-19/TENDER NO.01

तारीख: 09.10.2018
Dtd.: 09.10.2018

सेवा/To
M/s

श्रीमान/Dear Sirs,

संदर्भ: BSO- Chandigarh के लिए मासिक आधार पर कार के लिए कोटेशन आमंत्रित ।

Sub : Quotations are invited for hiring of Car on monthly basis for BSO-Chandigarh

निविदा प्रस्तुत करने की अंतिम तिथि और समय: 30.10.2018 को 03.00 बजे तक

Last Date & Time of Submission of Tender : up to 03.00 PM on 30.10.2018

निविदा खोलने की तिथि और समय : 03.30 बजे 30.10.2018 को

Date & Time of Tender Opening: 03.30 PM on 30.10.2018

1. भरोसेमंद, संसाधन, अनुभवी और प्रतिष्ठित एजेंसियों से VSP शाखा बिक्री कार्यालय (1 no of car) के लिए मासिक किराये के आधार पर कार प्रदान करने के लिए कोटेशन आमंत्रित किए जा रहे हैं।
Quotations are invited for providing CAR on monthly rental basis for VSP branch sales office (1 no. of car) from bonafied, resourceful, experienced and reputed agencies.
2. कृपया नियम और शर्तों के साथ एक मूल्य बोली Format के साथ संलग्न करें जो जमा करने से पहले भरना और हस्ताक्षरित होना चाहिए।
Please find enclosed herewith a price bid format along with terms and conditions which should be filled up and signed before submission.

Contd. P/2.

3. निर्दिष्ट समय और तिथि (नियम और शर्तों में उल्लिखित) के बाद प्राप्त निविदाओं को देर से प्राप्त माना जाएगा और संक्षेप में अस्वीकार करने योग्य होगा ।
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. कंपनी किसी भी कारण बताए बिना किसी भी या सभी निविदाओं को रद्द या अस्वीकार करने का अधिकार सुरक्षित रखती है।
Company reserves right to cancel or reject any or all tenders without assigning any reason.

आपको धन्यवाद/Thanking you,

आपका आभारी/Yours faithfully,

For राष्ट्रीय इस्पाट निगम लिमिटेड /VSP
For RASHTRIYA ISPAT NIGAM LTD / VSP

एस के जेना/ S K Jena
वरिष्ठ शाखा प्रबंधक/ Sr. Branch Manager

निविदाकारों के लिए अनुदेश /INSTRUCTIONS TO TENDERERS

1. **The Company requires Indica/ Indigo/ Ritz/ Swift only (all in diesel) 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.5000/- (Rupees Five 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 Chandigarh. Quotations without EMD of Rs.5000/- 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 Chandigarh Branch Sales Office of Rashtriya Ispat Nigam Limited”**.

6. The tender shall be dropped in the tender box in our office at SCO No.- 141-142, Second Floor, Sector-8 C, Chandigarh by 03.00 PM on 30.10.2018. The envelope containing Technical bid (Part A) along with EMD shall be opened at 03.30 PM on 30.10.2018, 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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माहवार मोटर किराया संविदा के लिए निबंधन व शर्तें
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, Chandigarh.
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 mileage 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, in case 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 Chandigarh as on the date of tender shall be the base price.

18. GST shall be paid extra as applicable provided the invoices are raised as per the provisions of GST Act.
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 places within the Chandigarh 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, foreclose 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 Chandigarh who shall have jurisdiction over such matters.

* * * * *

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Open/ Limited निविदा के लिए निमंत्रण Invitation to Open/Limited Tender Enquiry

आवेदन प्रपत्र APPLICATION FORM

(तकनीकी बोली Technical Bid)

(सभी प्रविष्टियों को अनिवार्यतः भराएँ All entries compulsorily to be filled)

1. आवेदक/संस्था का नाम Name of Applicant/Firm
2. कार्यालय का पता Office Address:
3. पान नं PAN No.
4. यदि उपलब्ध हों तो, जी एस टी/सेवा कर पंजी नं को संलग्न करें
GST/Service Tax Reg.No. if available : (Copy of PAN No. /GST/ Service Tax Reg. No. to be attached)
5. पंजीकृत कार्यालय Registered Office
6. गैरेज का पता Address of Garage

7. गैरेज से आर आई एन एल कार्यालय तक दूरी (किलोमीटर में)

Distance from Garage to RINL Office in Kms:

8. दूरभाष नं Phone Nos.

9. फैक्स नं Fax No.

10. मुख्य कार्यपालक का नाम व पदनाम Name & Designation of Chief Executive:

11. पदनाम(मों) सहित संपर्क व्यक्ति(यों) का नाम व संपर्क नं.

Name of Contact Person(s) with Designation(s) & Contact Nos.

12. उपलब्ध वाहनों का विवरण Details of Vehicles available:

क्र सं Sl.No.	तैयारी व नमूना Make & Model	पंजीकरण सं Registration No.	Year of Regn.	मालिक का नाम Name of the Owner

13. आप संगठनों का विवरण दें, जिन्हें आप भाड़े पर मोटर का प्रावधान कर रहे हैं।

Please provide details of organizations for which you are providing car hire service

(यदि जरूरत हों तो अगला शीट का उपयोग करें)

Please use separate sheet if required)

क्र सं S.N.	संगठन Organization	संविदा की अवधि Period of Contract	प्रावधान किए गए मोटर का प्रकार व नं Type & No. of Cars provided	संपर्क व्यक्ति व दूरभाष नं. Contact Person & Phone No.

14.आपकी संस्था (कृपया किसी एक श्रेणी को चिह्नित करें)

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.विगत 3 वित्त वर्षों के दौरान कंपनी का कारोबार

Turnover of the company during the past 3 financial years.

2015-16 :

2016-17:

2017-18:

16.Whether the applicant OR any of its Partnes/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 Government Servant(s)/Employee(s) of RASHTRIYA ISPAT NIGAM LIMITED or has been blacklisted by any Government agency/PSU. If YES, attach the 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 LTD 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
- If yes, give the details indicating the period.

19.संलग्न बयाना जमा से संबंधित विवरण

Details of Earnest Money Deposit enclosed.

राशि (रु) Amount (Rs)	डिमांड ड्राफ्ट/बैंकर्स चेक नं Demand Draft / Bankers Cheque No.	तारीख Date	अदाकर्ता बैंक व शाखा Drawee Bank & Branch

20.अन्य कोई संबद्ध जानकारी हों तो, प्रस्तुत करें

Any other relevant information please mention:

एतद्वारा मैं घोषणा करता हूँ कि यहाँ प्रस्तुत सारी जानकारी तथ्य है और कोई जानकारी अप्रकटित नहीं है।

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

हस्ताक्षर Signataure :

नाम व पदनाम Name & Designation :

निविदाकर्ता का सील Seal of Tenderer:

दिDate :

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(A Govt of India Enterprise) (भारत सरकार का एक उद्यम)



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मूल्य बोली PRICE BID

Part-B

मोटर की आपूर्ति के लिए दरों की अनुसूची
SCHEDULE OF RATES FOR SUPPLY OF CARS

अभिकरण का नाम NAME OF THE AGENCY

A: Monthly basis.

क्र.सं. Sl.No.	विवरण Description	गैर-ए सी (रु) Non-AC(Rs)	तैयारी व नमूना Make & Model
1	Hiring of vehicles on monthly basis		
a)	Lumpsum monthly rate for distance travelled upto 2500kms and 240hrs		
b)	Extra KM rate		
c)	Extra hour rate		

B: Daily basis

क्र सं Sl.No.	विवरण Description	गैर-ए सी (₹) Non-AC(Rs)	ए सी (₹) AC(Rs)	तैयारी व नमूना Make & Model
2	Hiring of vehicles on daily basis			
a)	80Kms and 8 hours			
b)	40kms and 4 hours			
c)	Extra KM Rate			
d)	Extra hour rate			

- 1) माहवार के आधार पर गैर-ए सी मोटर की आपूर्ति के लिए कोट की गई दरों के आधार पर निविदाओं का मूल्यांकन होगा।

Tenders shall be evaluated based on the rates quoted for supply of non-AC Cars on monthly basis only

- 2) कोट की गई उपर्युक्त दरों में जी एस टी के अलावा सभी लागू सांविधिक कर शामिल होंगे, जी एस टी लागू अनुसार देय होगा।

Rates quoted above shall be inclusive of all applicable statutory levies except GST, GST payable as applicable.

ऊपर कोट की गई दर पहाड़ी व मैदान दोनों क्षेत्रों के लिए लागू होंगी।

The above quoted rates shall apply for both hills and plains.

हस्ताक्षरSignature

तारीखDate:

निविदाकार का नाम व पदनाम Name & Designation of the tenderer

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Annexure-I

From

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.....
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To

वरिष्ठ शाखा प्रबंधक Sr. Branch Manager
राष्ट्रीय इस्पात निगम लिमिटेड Rashtriya Ispat Nigam Limited
विशाखपट्टणम इस्पात संयंत्र Visakhapatnam Steel Plant
SCO-141-142, दूसरा मंजिल 141-142, Second Floor
सेक्टर -8 C, चंडीगढ़ -160009 Sector-8 C, Chandigarh-160009

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)

