

राष्ट्रीय इस्पात निगम लिमिटेड  
RASHTRIYA ISPAT NIGAM LIMITED  
विशाखपट्टनम इस्पात संयंत्र  
VISAKHAPATNAM STEEL PLANT  
शाखा बिक्रय कार्यालय  
BRANCH SALES OFFICE  
इपिकोल हाउस एनैक्स भवन दूसरी मंजिल जनपथ  
IPICOL HOUSE, ANNEX BUILDING, 2<sup>ND</sup> FLOOR, JAPATH,  
भुवनेश्वर / BHUBANESWAR – 751022.  
Tel.: 0674-2547595/596/361, Fax No.0674-2544329, Email : rinlbbsr@gmail.com  
[www.vizagsteel.com](http://www.vizagsteel.com)

Ref : Mktg/BBSR /2019-20 /

Dtd. 06.04.2019

### **Invitation to Open/Limited Tender Enquiry**

To

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

Dear Sir,

Sub : Quotations are invited for hiring of cars on monthly and / or daily basis for Branch Sales Office, Bhubaneswar.

1. Quotations are invited for providing cars on monthly and daily rental basis for VSP/RINL Branch Sales Office - Bhubaneswar from bonafied, 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

Sd/-  
(Sr. Branch Manager)

### **INSTRUCTIONS TO TENDERERS**

1. The Company requires Non-AC Tata Indica /Tata Indigo/Maruti Swift/Ritz (All Diesel model only) 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 by way of Demand Draft / Bankers cheque only drawn on any Scheduled Commercial Bank in favour of "RASHTRIYA ISPAT NIGAM LIMITED" payable at Bhubaneswar. 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 cars 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.
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 cars 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 cars at Bhubaneswar branch sales office of Rashtriya Ispat Nigam Limited"**.

6. The tender shall be dropped in the tender box in our office at IPICOL House, Annex Building, 2<sup>nd</sup> Floor, Janpath, Bhubaneswar by 3.00 PM **on 29.04.2019**. The envelope containing Technical bid (Part A) along with EMD shall be opened at **3.30 PM on 29.04.2019**, in the presence of tenderers who wish to be present at the time of opening.
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 CAR 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, Bhubaneswar.
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 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 5 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 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 in Annexure – 1.
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 Bhubaneswar as on the date of tender shall be the base price.

17. GST shall be paid extra as applicable provided the bills are serially numbered and contain the following.
- Name and address of the contractor, PAN, GST Number and jurisdictional range.
  - The name and address of the person receiving the service i.e. the Company.
  - Description, classification and value of the taxable service.
  - The GST is payable.
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.
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 or 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. caused to the Company or to any other agencies men, material, equipments and properties.
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.
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 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.
24. 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.
25. The company gives no guarantee about the definite volume of work to be entrusted to the contractor at any given time through out 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 the garage-to- garage basis for reporting / leasing in all places within the Bhubaneswar 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.
29. 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.
30. RINL may at any time, by giving one month notice, foreclose 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 Bhubaneswar who shall have jurisdiction over such matters.

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

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.

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

- 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.

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,  
BHUBANESWAR**

**PRICE BID**

**SCHEDULE OF RATE FOR SUPPLY OF NON-AC CAR**

**NAME OF THE AGENCY :**

Sl.No.	Description	Non-AC (Rs).	Make & Model
1.	Hiring of Vehicles on monthly basis		
	Lumpsum monthly rate for distance traveled upto 2500 KMs and 240 Hours		
	Extra KM rate		
	Extra hour rate		

Sl.No.	Description	Non-AC (Rs).	AC (Rs).	Make & Model
2.	Hiring of Vehicles on day basis			
	80KMs & 8 hours			
	40 KMs & 4 hours			
	Extra KM rate			
	Extra hour rate			

1. Tenders shall be evaluated based on the rates quoted for supply of Non-Cars on monthly basis only.
2. Rates quoted above shall be inclusive of all applicable statutory levies except GST payable as applicable.

The above quoted rates shall apply for both 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  
IPICOL House, Annex Building,  
2<sup>nd</sup> Floor, Janpath,  
Bhubaneswar – 751 022.

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)**