

## INSTRUCTION TO THE TENDERERS

1. The Company requires 5 seater(4+1) Hatch back / Sedan Diesel Cars (Non Air Conditioned, Minimum of 1240 CC and displacement 50 BHP) 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 Ghaziabad. 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 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 refunded 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 Tenderers can be made. Copies of 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 Tenderers 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 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 Performa duly filled in and signed by the Tenderers 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 Ghaziabad Branch Sales Office of Rashtriya Ispat Nigam Limited."

6. The tender shall be dropped in the tender box in our office by **3.00PM** on **28.09.2019**. The envelope containing Technical Bid (Part-A) along with EMD shall be opened at **3.30PM** on **28.09.2019** in the presence of the 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 Cars 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.



28.09.2019  
07.09.2019



## 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 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 Branch Manager/Sr. Branch Manager, Branch Sales Office, Ghaziabad.

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 Driver 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 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 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 cuttings 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 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 2(Two) years and the rates agreed to by the Agency and RINL shall remain valid for a minimum period of 2(Two) years subject to Clause No-16 below.

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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, in case of increase/decrease in the price of diesel(HSD), the price is variable to the extent of actual distance travelled during the month as per the formulae 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 **Ghaziabad** as on the date of tender shall be the base price.

#### 17. TAXES AND DUTIES:-

17.1 The Agency shall, in accordance with prevailing procedure prescribed by GST Authorities, comply with all necessary formalities and also undertake the documentation as stipulated by the concerned GST Authority.

17.2a) The Agency shall bear all applicable taxes and duties, levies and all other liabilities which are applicable to the agency in connection with discharge of his obligations under this contract, excluding GST. RINL/VSP shall pay GST (and applicable cess) claimed by the Agency in the Bills/Tax invoices raised and as certified by the RINL/VSP. The Bills / Tax Invoices raised by the Agency shall mention their GSTN registration number and shall be in the format specified /prescribed under GST laws. The Bills/Tax Invoices shall be serially numbered and contain the following details:-

- I. The name, address and Registration number under GST.
- II. The name, address and the person receiving taxable service (RINL) along with RINL GSTN:
- III. Applicable taxes nomenclature ( like GST, SGST, CGST & UGST) separately, HSN/SSAC Code.

b)A. Declaration to the effect that all invoice particulars shall be uploaded in the GSTN network portal & all tax liability as per GST rules and regulations shall be discharged, shall be mentioned in the tax invoice.

17.3. In case of discrepancy in the data uploaded by Agency in the GSTN portal, RINL will not be able to avail the tax credit and will notify the Agency of the same. The Agency shall rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) failing which the amount will be recovered from pending bills or any other dues including SD.

17.4. All other relevant and applicable taxes and duties, if any, excluding GST are to be borne by the agency and the Company will have no liability regarding this. However, any new taxes and duties after the date of tender opening/date of negotiation (as the case may be) shall be reimbursed to the Agency by RINL/VSP on production of appropriate documentary evidence indicating payment. Further any increase/ reduction in the taxes and duties after the date of registration(as the case may be) shall be reimbursed to the Agency/ passed into the RINL/VSP, if applicable, on production documentary evidence indicating payment.

17.5. Any new change/ legislation which enables to obtain credit of any of the taxes and duties etc. during the operation of the contract shall be enabled by the Agency by providing required documents and complying with such legislation.

17.6. GST shall be applicable on all penalties (like liquidity damages, milestone penalty, rick purchase recovery, shortages, penalty for late lifting / delivery forfeitures of SD. Earnest Money Deposit (EMD) if levied by the employer (RINL) on the contractor shall be recovered applicable thereon. The employer (RINL) shall issue tax invoice in favour of the contractor for such recoveries.

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 for any reason whatsoever. During the course of hiring of Cars the contractor is entirely

*Handwritten signature and date:*  
07-09-19



- responsible for all losses, damages, and injuries etc, caused to company or to any other agencies Men, material, equipments and properties.
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.
  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 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 at 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 **Ghaziabad 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, 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 the Courts of **Ghaziabad** who shall have jurisdiction over such matters.

*Handwritten signature*  
07-09-19

राष्ट्रीय इस्पात निगम लिमिटेड RASHTRIYA ISPAT NIGAM LIMITED  
विशालखपट्टणम इस्पात संयंत्र VISAKHAPATNAM STEEL PLANT

शाखा विक्रय कार्यालय Branch Sales Office

बी-5, आर.डी.सी., प्रथम तल B-5, RDC, First Floor

श्री रवि शंकर प्लाजा, राजनगर Shri Ravi Shankar Plaza, Raj Nagar

गाजियाबाद - 201 001 (उ.प्र.) GHAZIABAD - 201 001 (UP)

फोन: 0120-2752618, 2752619, 2754325

Phone: 0120-2752618, 2752619, 2754325

फैक्स: 0120-2754290 Fax: 0120-2754290

E-mail: rinlghaziabad@gmail.co.

Website: [www.vizagsteel.com](http://www.vizagsteel.com)

### APPLICATION FORM

(Technical Bid)

(All entries compulsorily to be filled)

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

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07-09-19



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.

16. Whether the applicant OR any of its Partners/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.

*Handwritten signature and date:*  
 07-09-19

19. Details of Earnest Money Deposit enclosed.

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

20. Any other relevant information please mention:

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

Signataure :

Name &amp; Designation :

Seal of Tenderer :

Date :

*Handwritten signature*  
07-09-19





राष्ट्रीय इस्पात निगम लिमिटेड RASHTRIYA ISPAT NIGAM LIMITED  
विशाखपट्टणम इस्पात संयंत्र VISAKHAPATNAM STEEL PLANT

शाखा विक्रय कार्यालय Branch Sales Office

बी-5, आर.डी.सी., प्रथम तल B-5, RDC, First Floor

श्री रवि शंकर प्लाजा, राजनगर Shri Ravi Shankar Plaza, Raj Nagar

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Website: [www.vizagsteel.com](http://www.vizagsteel.com)

### PRICE BID

### 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		
	Lumpsum monthly rate for distance travelled upto 2500kms and 250hrs		
	Extra KM rate		
	Extra hour rate		

Sl.No.	Description	Non-AC(Rs)	AC(Rs)	Make & Model
2	Hiring of vehicles on daily basis			
	80Kms and 8 hours			
	40kms and 4 hours			
	Extra KM Rate			
	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 quoted above shall be inclusive of all applicable statutory levies except GST. GST shall be payable as per clause 17 of Terms and conditions.
- 3) Applicable GST Rate % : -----

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

Date:

Signature

Name & Designation of the tenderer

*Handwritten signature and date: 07-09-19*



From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

Sr. Branch Manager  
Rashtriya Ispat Nigam Limited  
Visakhapatnam Steel Plant  
1<sup>st</sup> Floor, Shree Ravi Shankar Plaza  
B-5, RDC, Raj Nagar,  
Ghaziabad (Uttar Pradesh)

Dear Sir

Sub: E - Payment  
Ref: Contract / Work Order 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 (Strike out whichever is not applicable)

I/We furnish here below the bank account details:

Name of the Bank

Branch Name, Place and IFSC Code of the Branch

Account Number in full

Type of Account

Name and style of account

For \_\_\_\_\_ & Company

Authorized Signatory /Proprietor

*AK 4th*  
*07-09-19*