

राष्ट्रीय इस्पात निगम लिमिटेड / विशाखापट्टणम इस्पात संयंत्र / शाखा विक्रय कार्यालय / कानपुर
RASHTRIYA ISAPT NIGAM LIMITED / VISAKHAPATNAM STEEL PLANT / BRANCH SALES OFFICE / KANPUR

भारत सरकार का उपक्रम / A Govt. of India Enterprise



SAI ARCADE, 16/34, Bhargava Estate, Civil Lines, Kanpur-208001

फोन / Phone 0512-2302554, 2557, 2559, 2586 (कार्यालय / Office) / फैक्स - Fax : 0512-2302508

E-mail address : rinlvspk@gmail.com,

Website : www.vizagsteel.com

वी एस पी / कानपुर / 2017-18/

दिनांक : 14 | 03 | 2018

VSP/KNP/2017-18/

Date : 14 | 03 | 2018

NOTICE INVITING TENDER

Tender No. VSP/Mktg/Knp/2017-18/01 dated 14.03.2018

1. Quotations are invited for hiring of a Car on monthly and / daily basis for use at "Branch Sales Office Kanpur" situated at SAI ARCADE, 16/34-Bhargava Estate, Civil Lines, Kanpur. Phone nos. 0512-2302586, 2302559, 2302554, 2302557.

2. The following are placed in the Annexure as detailed below. All the pages (including this page) shall be duly signed and submitted at the time of submission of tender as a token of acceptance.

Contents	Page Nos.
Notice Inviting Tender	1
Instructions to tenderers	2
Terms and conditions for Car Hire Contract	3-5
Application Form	6-7
Price Bid	8
Consent letter for E-payment	9

3. Filled in tenders shall be submitted addressed to "Senior Branch Manager, Branch Sales Office, Rashtriya Ispat Nigam Limited, 'SAI ARCADE' 16/34-Bhargava Estate, Civil Lines, Kanpur-208001" so as to reach us before the specified date and time of submission of tender. Tenders should be dropped in the tender box provided at the above address before the specified date and time. The Company shall not be responsible for the belated receipt of tenders received by Post/Courier. Tenders received through E-Mail and Fax will not be accepted.

4. Last date for time and date for submission of tender shall be up to 3:00 PM on 30.03.2018. Tenders shall be opened at 3:30pm on the same day. Tenders received after specified time and date will be treated as late and are liable to be rejected summarily.

5. The Company reserves the right to cancel or reject any or all tenders without assigning any reason.

6. Contact Persons : Ajay Kumar Sharma, Phone nos. : 0512-2302586, 2302554, 2302557

Ajay Kumar Sharma
 Ajay Kumar Sharma
 AGM(Mktg.) & Senior Branch Manager
 Branch Sales Office, Kanpur

Distribution :

1. All Sr. Branch managers of Northern Region : With a request to display in the Notice Board
2. All concerned parties performing the job in local area.

INSTRUCTIONS TO TENDERERS

1. **The Company requires Indica/Indigo /Swift Dzire/SX4/Etios/Hyundai I-10/Hyundai I-20 or Ambassador 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 by way of Demand Draft / Bankers Cheque only drawn on any Scheduled Commercial Bank in favour of "RASHTRIYA ISPAT NIGAM LIMITED" payable at Kanpur. 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 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 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 super scribed with the name of the tenderer.

Envelope No.1 (Part-A) shall contain EMD, signed acceptance of all the Pages of tender document from Page No1 to Page 9. **In this envelope, the Price Bid should not be filled up except for signing all the Pages with details sought therein as a token of acceptance for all the terms. Photocopies 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 should be submitted in this envelope.**

Envelope 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.

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 Kanpur**".

6. The tender shall be **dropped in the tender box in our office by 3.00 PM on 30.03.2018**. The envelope containing Technical Bid (Part-A) along with EMD shall be **opened at 3.30 PM on 30.03.2018**, in the presence of tenderers who wish to be present at the time of opening. Price bids of eligible tenderers will be opened thereafter. Intimation to this effect shall be sent to all participants.
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.

31/03/18
14/03/18

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 Sr.Branch Manager, Branch Sales Office-Kanpur.

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 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 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 Company shall be final.

3/2/2015
14/12/15

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, 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 Kanpur as on the date of opening 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, Service Tax registration Number and Jurisdictional Range.
 - (ii) The name & address of the person receiving the service i.e., the Company.
 - (iii) Description, classification and value of the taxable service provided or to be provided.
 - (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 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.
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.

21 Jun 21/11
14/3/18

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 the Kanpur 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), 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.
32. The disputes shall be subject to Courts of Kanpur who shall have jurisdiction over such matters.

2650 2171
14/02/10

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
BRANCH SALES OFFICE, KANPUR

APPLICATION FORM
(Technical Bid)
(All entries compulsorily to be filled)

1. Name of Application / 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
11. Name of Contact Person(s) with Designation(s) & contact Nos.
12. Details of Vehicles available

S.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)

S.No.	Organization	Period of Contract	Type and No. of Cars provided	Contact Person & Phone No.

Handwritten signature and date:
RINL
19/03/10

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.

Financial Year	2014-15	2015-16	2016-17
Turnover in Rs.			

16. Whether the applicant OR any of its Partners/Directors/OR employees have relatives working in the RASHTRIYA ISPAT NIGAM LTD. If yes, give details.

17. Whether any of the following is/are dismissed Government Servant(s)/Employee(s) of RASHTRIYA ISPAT NIGAM LTD. 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 LTD 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 No.	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

25/03/2016
19/03/110

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
BRANCH SALES OFFICE, KANPUR
PRICE BID

SCHEDULE OF RATES FOR SUPPLY OF CARS

NAME OF THE AGENCY : _____

S.No.	Description	Non-AC (Rs)	Extra for AC (Rs)*	Make & Model
1.	<u>Hiring of vehicles on monthly basis per car</u>			
	Lumpsum monthly rate (per car) for distance traveled upto 2500kms and 240hrs			
	Extra KM rate (per car)			
	Extra hour rate (per car)			

- **Extra Charges for AC on monthly Basis.**

S.No.	Description	Non-AC (Rs)	AC (Rs)	Make & Model
2.	<u>Hiring of vehicles on daily basis per car</u>			
	80kms and 8 hours (per car)			
	40kms and 4 hours (per car)			
	Extra KM rate (per car)			
	Extra hour rate (per car)			

- 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 both hills and plains.

Date :

Signature
Name & Designation of the tenderer

21/5/18
19/03/18

FROM

To,

The Sr.Branch Manager
RINL/VSP
Kanpur

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 NEFT/ RTGS

I/We furnish here below the bank account details :

Name of the Bank
Branch Name, Branch Address and IFS Code of the Branch
Account Number in full
Type of Account
Name and style of account

For _____ & Company

Authorised Signatory / Proprietor

26/12/21
21/11/21
19/05/10