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|---|--|
| Type of Tender  | Quotation Base   |
| Name of Work  | <b>Hiring of 01 no. M&amp;M Bolero or same type reputed make vehicle commercial (model- 2021 or later) for 08 hours duty for 06 months .</b> |
| Estimated Value of work                               | Rs. 65,994/- excl. GST   |
| Duration of Contract                                  | 06 months  |
| Earnest Money Deposit                                 | NIL  |
| Cost of Tender document                               | NIL  |
| Bid Document Download/<br>E-bidding Start-date & time | 10.06.2024   |
| Tender Submission date/<br>Bid due date & time        | 17.06.2024 by 11:30 AM   |
|   |  |
| Tender Opening-date                                   | On 17.06.2024 at 15.30Hrs  |

**Note:**

- Bidders are requested to submit their bids with all the required documents as mentioned in PQC with the duly filled "Price Part" in a sealed envelope before 17/06/2024 by 11:30AM in the office of Manager (Per's) – TMD.
- UCIL is not responsible for any postal delay.
- Bids received after 17/06/2024 by 11:30 AM will not be accepted.

1. **Vehicle Specification (quantity 01 number):**

|   |
|---|
| M & M Bolero or same type reputed make vehicle – commercial for 08-hour duty. |
| Vehicle Type: M & M Bolero (4X2) or same type reputed make vehicle            |
| Model: M & M Bolero BS VI Diesel  |
| Year of vehicle model: 2021 or later  |
| Registration: Commercial registration with Jharkhand/ Orissa/ WB state.       |
| Permit: All India Permit.   |
| Fuel Type: Diesel   |
| Air conditioning Requirement: YES   |
| Preferable colour: White  |

- Vehicles are required to be covered under appropriate Insurance as per MV Act and should have been paid up to date Road Tax/ Permit fees etc.as per MV Act as the case may be along with valid Registration.
- Vehicles permitted to be deployed on hire as per Motor Vehicles Act be offered for this purpose i.e. the vehicles which are registered for commercial use.

2. **PERIOD OF CONTRACT:**

Contract Duration: The contract period would be for a period of 06 (six) months subjected to satisfactory performance and review, unless it was terminated earlier in accordance with contract's terms. This agreed contract period may be extended further on the same rates, terms and conditions depending upon the requirement and administrative convenience of UCIL.

- 2.1. The contractor shall place the vehicle to the corporation within 15 days of placement of L.O./ work order. In case, contractor fails to place the prescribed vehicle within 15 days from the date of L.O./ work order, grace period of more days shall be allowed for which penalty shall be imposed for non-availability as per penalty clauses.
- 2.2. If the vehicle is not placed even after the above allowed grace period from the date of L.O./ work order, then the contract may be cancelled without prejudice the Corporation right to forfeit the Earnest Money Deposit/ Security and other rights available under the contract.
- 2.3. The contract normally stands terminated after the expiry of the period of the contract. However, the Corporation reserves its right to terminate the contract at any time by giving 30 days' notice in writing without assigning any reasons thereof. The contractor shall not be entitled for any compensation thereof.
- 2.4. The Requirement of vehicles proposed are tentative and may vary as per requirement of work execution in different locations mentioned in tender and Vehicle and Vehicle Months will be carried forward on monthly basis after reconciliation of its use in the entire contract period and this provision will not restrict the requirement, as and when required during the currency of contract and decision of the Engineer-In-Charge shall be final and binding.

3. **SCOPE OF WORK (Scope of Service):**

Deployment of vehicle type- Model & Year of Manufacturing as per the vehicle specification and duty hours and number of drivers.

**MINIMUM MANPOWER & EQUIPMENTS TO BE DEPLOYED BY THE CONTRACTOR:** The successful bidder shall be required to deploy minimum manpower to carry out the work as mentioned below:

| Vehicle specification  | Category of contractual labour | Minimum total Number of Driver | Duty hrs. per day per contractual labour. |
|--|--------------------------------|--------------------------------|---|
| Hiring of M & M Bolero or same type reputed make vehicle – 08 hours duty excl. Sunday & Holiday – commercial. (Qty. 01 number) | Skilled –Driver                | 01 number                      | 08 hrs. per day & 6 days in the week.     |

In case for fulfillment of scope of work, more number of manpower is required, then same shall be deployed by the contractor at no extra cost.

4. Vehicle (s) to be provided with all other major components/ accessories, safety gear, good seats, glasses, tyres & stepney etc. The vehicle should be in excellent condition.
5. UCIL has the right to inspect the vehicle(s) in details before any further processing and if the quality is not good, the vehicle would be rejected without assigning any reason whatsoever, such vehicle(s) has to be discontinued and replaced by similar or better specifications vehicle(s) till the end of the contract period or extended period. UCIL is the sole authority to decide on the quality of the vehicle.
6. The vehicles deployed must have necessary valid Taxi/ relevant permit for movement in States/ area of operation as specified above. In case, duties may require movement of vehicle(s) outside from specified States/ area of operation, the Contractor has to provide necessary permits for which UCIL shall reimburse the amount paid to the appropriate authorities on this account against submission of documentary proof.
7. The award of Contract(s) to the successful Bidder(s) will not entitle him the exclusive right to supply the entire requirement of hired vehicles. UCIL reserves the right to use its own vehicle(s) and equipment at its own convenience and discretion for the works during the currency of the Contract.
8. Vehicle(s) deployed should be duly registered with R.T.O. under valid permit(s), all taxes paid comprehensively insured covering the risk of all passengers traveling in the vehicles. Vehicles should have valid permit(s), required tools, spare wheels, portable fire extinguisher and spares for repairs to be carried out en-route.
9. The Contractor shall ensure that vehicle(s) are kept clean and upholstery with neat seat covers duly washed/ dry-cleaned to be provided at an interval as specified by the Engineer-in-Charge.
10. The Contractor shall ensure that the drivers of the vehicles are given “one (01) day’s off in a week”.
11. OPERATIONAL NORMS & CONDITIONS (Service Details and Standards):
  - 11.1. The contractor shall be required to deploy the vehicles confirming to specifications with all-requisite factory fitted accessories, tools, and accessories including spare wheels and the other equipment as per the M.V. Act/ Rules in force.
  - 11.2. The vehicles are required to report to sites/ locations as per the direction of the Engineer-in-Charge and may be required to stay overnight on temporary duties.

- 11.3. Carrying out all type of daily and other Schedule Maintenances, all type of Major or Minor repairs, fuelling of vehicles, Costs on account of change/ replacement of any or Spare parts, Tyres, Battery, Lubricants, maintaining of vehicle interior as per UCIL's directive/ standards, expenditures on account of Drivers salaries, their uniform, ESI and PF, etc. and also on account of obtaining and maintaining of road tax, all kind of permit, licenses ,insurances and any other Govt. Taxes and levies etc.(except for which as specific clause/provision is mentioned in the Tender Form).
- 11.4. The vehicle shall be allowed to go out for filling of fuel. For the purpose of filling fuel in the vehicle tank max. ½ an hr will be allowed and odometer/ hrs.-m reading will be recorded in both cases e.g. when released and reported back. The contractor has to provide the vehicle(s) with tank full of fuel and sufficient money with the driver to meet with any exigency for all the notified requirements for long distances/ outstation duties. In case of failure of the vehicle en-route for want of fuel or otherwise and the accompanying driver shows his inability and the corporation's employee/ officer or any other authorized persons utilizing the vehicle has to incur expenditure for making good the vehicle either by refueling or any other act which is recorded in log book by the utilizing person, recovery of such expenses shall be double the amount spent by the utilizing person along with a day's hire charges calculated on pro-rata basis and these amounts shall be recovered from the contractor's bill.
- 11.5. Drivers of the vehicles normally should not be changed during currency of contract. The contractor shall ensure that the driver(s) provided on vehicles is/ are well dressed, smart in turnout and is/ are disciplined, courteous and behave properly with the Corporation's personnel. The contractor shall withdraw such driver(s) from duties, who do not behave in a proper/ disciplined manner or who resumes work under the influence of liquor etc. The Corporation's decision in this regard shall be final and binding on the contractor. In case of failure of the contractor to withdraw such driver(s) from duty, the vehicle(s) shall not be accepted for duty and shall be considered as vehicle(s) not provided by the contractor and penalty as applicable shall be levied. Accommodations for the Drivers are contractor's responsibility only.
- 11.6. The contractor shall have to make his own arrangements for the stay of his staff including night halted at his own risk and cost and also for repairs and fueling etc. of the hired vehicle's(s) as per requirement. However, the corporation shall pay "night-halt charges" in case vehicle(s) are deputed for 'outstation duty' and required to stay overnight.
- 11.7. The driver/ contractor shall not carry any unauthorized passenger in the vehicle on duty hours. In case the same is detected, no payment shall be admissible for the day/ days of such occurrence. In case contractor/ driver ignores the instructions, the vehicle shall not be accepted and penalty Rs.1000/- per instance shall be imposed and in case of no improvement and corrective action, Engineer-in-Charge shall initiate action for de-hiring/ cancellation of contract.
- 11.8. The Contractor shall display a mark "ON UCIL DUTY" on all vehicles at his cost for making the vehicle conspicuously distinguishable from a distance. The contractor shall not display the advertisement of his or other agency on the vehicle(s) hired by the Corporation.
- 11.9. Before and after the duty hours and on holidays, the vehicles deployed for duty shall not be used for any other purpose.
- 11.10. Speedometer, Kilometer Recorder and other instruments/ meters must be maintained at a high standard of accuracy. Any defect noticed by Engineer-in-Charge or his authorized representatives shall be rectified forthwith by the contractor until such rectification the kilometer for such distance/ places as verified and certified by the office/ staff traveling in the vehicle shall be final and binding to the contractor for the purpose of billing etc.

- 11.11. The monthly rent excludes Sundays and holidays in a month. Regular vehicle shall be given one day off in a month for maintenance to keep the vehicle in good running condition, i.e. any one Sunday subject to the convenience of the user. The vehicle is allowed a maximum of 08 hours and 75 kms run only including to & fro per month for maintenance purpose and the contractor have to submit the record/ invoice against maintenance. However, contractor has to provide suitable substitute/ replacement vehicle (if required) during maintenance period. In case of failure, penalty would be made as per relevant clause of SLA.
- 11.12. Vehicles shall not leave duty point for any purpose without the specific permission of the user.
- 11.13. Contractor's staff shall abide by the existing security and safety rules/regulations/precautions as per instructions given from time to time. Contractor and his employees may also be required to pledge secrecy and non-divulgence of the nature of work of the Corporation.
- 11.14. Contractor shall ensure that his drivers refrain from smoking while driving the vehicle, be polite and well behaved and should not use any abusive language. Driver(s) also to ensure that no inflammable substances of any nature, from etc. should be carried by vehicle at the installations, camp stations, stores, yards, etc. while on duty. Contractor's employees shall also ensure that they abide by usual and special rules regarding the safety and security measures while on duty with the Corporation's per directions of the representative(s) the Corporation at the worksite.
- 11.15. Contractor will have to provide spare wheel(s) in good condition with the vehicle(s) to meet any eventual breakdown en-route requiring minor repairs developed during journey.
- 11.16. The driver should be conversant with local language preferably having knowledge of Hindi & English.
- 11.17. The contractor shall maintain the vehicles in absolute good condition. If any vehicle develops defects while on duty, the contractor shall immediately replace it by a suitable substitute vehicle within a period of two hours or arrange satisfactory repairs. In case of failure of the contractor to repair the vehicles or to provide the substitute vehicle, payment for the period (hrs) / day(s) of absence will be deducted, to be calculated on pro-rat a basis. The Corporation makes alternative arrangement; the contractor shall have to bear the difference of the cost incurred in the alternative arrangement made by Corporation in addition to deduction of day(s) payment.
- 11.18. In case of loan sanctioned by a financial institution, EMI should be paid on time and documentary proof of the same to be produced, when specifically asked by EIC and failure to do so contract may be terminated and in case of complain received from financial institution (or incidence of recovery during contract period), hiring of vehicle shall not be considered for complete period of contract.

12. VEHICLE DOCUMENTS:

The Vehicles should be fit in all respects for operations in accordance with the Motor vehicle Act, the rules and the laws as applicable from time to time. The vehicle(s) must be equipped with valid documents i.e. Registration Book, Taxi permit, Pollution Control Certificate, Insurance certificate, fitness certificate(s); permits which include all permits for towing with taxes, fees levies paid up to date during the currency of the contract. This shall include Annual permits/ temporary road permits or parking fees etc. If any required during and for the duty with the Corporation. The responsibility of any lapse in this regard shall be that of the contractors/ vehicle owners exclusively. The Corporation, its officers/ employees shall in no way be responsible for any lapse/ default of the vehicle owner/ contractor, and the Corporation, its officers/ employees shall be completely indemnified and kept harmless by the contractor against such default. In case the vehicle is held up by the Police/ RTO personnel for an offence against

noncompliance of law, the responsibility shall be of the contractor. If the vehicle(s) is held up by Police/ RTO/ any other agency & not being used for the Corporation, penalty clause as mentioned in this tender document shall apply. Insurance means insurance for vehicle as well as operators.

13. **ACCIDENTS/ DAMAGES/ CLAIMS LIABILITIES:**

*In the event of any accident or damages while the vehicle(s) is on the duty, the Corporation shall be completely free from any liability of any nature connected with the accident/damage(s) Contractor himself will be fully and exclusively responsible for any damage to vehicle(s) or any personal injury to driver or any other person in the employment of the contractor, occupants of the vehicle(s) or damage to any property or person. The includes any third-party claims. However, if the damage or loss is incurred by the Corporation or its employees as a result of any accident or any other reason involving the failure of the vehicle(s)/driver, Contractor shall reimburse on demand and without any compensation/damages if any sustained by the Corporation on this account.*

*Contractors shall be solely responsible for any consequences under law, arising out of any accident caused by the vehicle(s)/equipment or the property or personnel of the Corporation. Contractor shall also be responsible for any claim/ compensation arising out of such damages or injuries sustained by any third-party including loss of life, permanent injuries etc. by his/ their vehicle(s), in addition to damages/ disabilities/ death etc. caused to the employees and property of the Corporation. Contractor shall reimburse on demand and without any demur the compensation/damages. If any, sustained by the Corporation on this account.*

*Contractor himself will be responsible for any damage to the vehicle(s) or any personal injury to driver or any other person in his employment while on duty of the Corporation.*

*The Corporation shall not be responsible for any claim/ compensation that arises due to due to damages/injuries/pilferage to Contractor's vehicles/property under any circumstances while the vehicle(s) is on duty of the Corporation.*

14. **INSURANCE:**

*Hired vehicle(s) should be fully/ comprehensively insured by Contractor, at his own cost covering all risks and liabilities including strike & riots.*

*Contractor shall be responsible to submit copies of insurance cover and other Documentation in respect of vehicles deployed with the Corporation on the date of placement of vehicle. Contractor shall also be responsible for renewal of such insurance covers in time.*

*Contractor should produce necessary ESIC code before commencement of work or coverage under Workmen Compensation Act who is not covered under ESI Act, the contractor should take appropriate Workmen Compensation Insurance Policy and submit a copy of the same, if applicable. Note: The premium of Workmen Compensation Insurance is not a part of quoted rates in financial bids, if applicable reimbursement of premium made by the Corporation to the Contractor.*

15. **EXTRA RATES FOR NIGHT HALTS/ OUTSTATION NIGHT CHARGES (REIMBURSABLE COST) -**

*The contractor shall have to make his own arrangements for the stay of his staff including night-halt etc. at his own risk and cost as per requirement. However, the Corporation shall pay on reimbursement basis the night halt charges in case vehicle(s) are deputed for 'outstation duty' and required to stay overnight. A night halt charge amount of @ Rs.300/- per night excl. GST to*

- the driver/ operator/ helper** would be reimbursed by Corporation to the contractor for the requirement of night-halt. In such case over time payment as per above shall not be applicable.
16. **EXTRA HOUR CHARGES (REIMBURSABLE COST):** In case of normal service, the vehicle is deployed beyond 08 hours on any particular day, the extra hour charges admissible shall be paid by the Corporation @ Rs.60/- per hour excl. GST on reimbursement basis which shall be subject to maximum eight (08) hours paid apart from hiring charges.
17. In case a vehicle is utilized in night duty also at site, the owner shall be paid an extra amount of Rs.250/- per night duty excl. GST on due certification by respective EIC. In such case payment for extra hour usage as per above shall not be applicable.
18. **TOLL AND PARKING CHARGES (REIMBURSABLE COST):** Toll charge at bridges, parking charges in Airport/ Railway station wherever become payable for the journey shall be initially paid by the contractor. However, such expenditure will be reimbursed provided the contractor claims reimbursement of the same by producing original receipts along with RA bill for the month. Such claims shall be made before completion of the following month. Note: The above payments are not a part of quoted rates in financial bids.
19. **LABOUR COST (REIMBURSABLE COST):** Prevailing statutory minimum wages [BASIC + VDA] + overtime wages as per Factory Act rule & Minimum wages Act + other statutory Compliances towards Social Security contributions + minimum Bonus (Under Sec.10) on pro-rata basis is to be disbursed to the driver of hired vehicle and to statutory authorities by the contractor on monthly basis through an E-Payment mode and through a separate Challan to statutory authorities. Wages and other statutory Compliances contributions shall be disbursed based on actual attendance at UCIL duty.

Reimbursement of actual disbursement of wages and other statutory Compliances contributions i.e. min. wages, other statutory Compliances towards Social Security contributions & minimum Bonus will be done by UCIL to the contractor in subsequent month on submission acquaintance against disbursement of wages in deployed driver's bank account duly signed by driver along with copy of cheque / e-payment details/ bank's statement and through a separate Challan to statutory authorities. Note: The above payments are not a part of quoted rates in financial bids.

In case of change in statutory wages and rates of other statutory Compliances contributions then or the modifications there of or any other laws relating thereto and the rule, it will be reimbursed to the contractor on actual disbursement of wages to the beneficiary and statutory authorities on submission of proof of payment to UCIL.

20. **COST OF FUEL (REIMBURSABLE COST):** Cost of fuel shall be payable on reimbursement basis by calculation of the km run by the vehicle, as signed in the log book. Note: The above payments are not a part of quoted rates in financial bids.

$$\text{Cost of fuel payable amount on ruling price} = \frac{R \times I}{N}$$

Whereas,

**R = Total km. run during the month.**

**I = Ruling price of fuel per liter.**

**N = Mileage of the vehicle (approx.) i.e. km/ liter**

**The tentative Mileage of vehicles for calculation shall be considered as follows:**

| Sl. No. | Type of vehicle(s) required   | Average km per liter: N                         |
|---------|---|---|
| 1.      | M & M Bolero or same type reputed make vehicle<br>– AC BS VI Diesel- Commercial | NON-A/C 12 KM per liter &<br>AC - 10 KM per Ltr |

**The ruling price of fuel/ fuel per liter as on the last working day of calendar month will be taken in to consideration. Contractor shall fill the fuel to the vehicle at any fuel station nearby to the Corporation location and take the receipt of same for claim of fuel ruling price for fuel cost payment**

**The above formula shall also be used for reduction in rate per km, in case the fuel price is reduced. However, this will not be applicable for increase of spare parts, lube oil etc. and apart from this no other amount whatsoever is payable for fuel cost.**

21. **Penalty: In case of non-availability of the vehicle due to break down, absenteeism or for any reason attributable to the contractor, a penalty @ double will be deducted**  
(a) Suppose Monthly Rent is Rs 10,999/- (b) Driver wage Rs. 778 for 8 hours duty  
(c) Month day taken as 30 days (d) If vehicle is Breakdown for 2 hours than  
(a+)Rs. 10,999/30days = Rs. 366.63/08 hours = Rs. 45.83 per hour  
For 2 hour breakdown Rs. 45.83 X 2 = Rs 91.66 @ double = Rs. 183.32  
(b+) Rs 778/8 hour duty = Rs. 97.25 per hour X 2 hour = Rs 194.50 @ Double = Rs. 389/-  
\* Total Deduction for 2 hour Breakdown of the Vehicle will be (a+)+(b+)= Rs. 183.32 + Rs. 389 = Rs. 572.32 from R.A bill.
22. **In case of payment of wages to all labour is not made on or before 7th of succeeding month, failing which necessary action will be taken as deemed fit. Also, a penalty @ Rs.200/- per day or higher penalty for default period upto maximum 30 days will be imposed also subject to a maximum of 5 per cent of the contract value. Levy of penalty does not abrogate contractor from his responsibility for disbursement of wages as per the payment wage act, UCIL shall not be liable for any damage or compensation payable.**
23. Engineer-In-Charge of this work will be Sri. Abhishek Anand, Mines Manager – BND & Engineer representative will be Sri. Rahul Kumar, GFM. (Mech)/Auto respectively.



## **PRE-QUALIFICATION CRITERIA (PQC)/ ELIGIBILITY CRITERIA**

### **1. PAST PERFORMANCE CRITERIA:**

Experience of 'The bidder' having successfully execution (completion) of at least one (01) number of similar type of contract of "HIRING OF VEHICLES – PASSENGER / TRANSPORT COMMERCIAL VEHICLES" to any Central / State Govt. Organization / PSU / Public Listed Company in last SEVEN (07) years ending on last date of the previous month in which BID issued.

DOCUMENTARY EVIDENCE IN SUPPORT OF PAST PERFORMANCE CRITERIA: - In support of the claim of meeting this technical criteria, bidder must submit following documentary proof in GeM portal.

- a. Copy of relevant work order/ Purchase order/ Service order clearly mentioning nature of work/ Service, various components/ Items, period and value.
- b. Copy of completion/ execution/ client certificate issued by end user/ owner clearly mentioning reference to relevant work order / Purchase order/ Service order, actual value of executed work and actual date of completion.

### **2. FINANCIAL STANDING:**

Average annual financial turnover during the last 03 (three) years, ending 31st March of the previous financial year should be at least 30% of the estimated cost put to tender i.e Rs. 1,03,570.20. (The "Previous financial year" shall be computed with respect to the Publication date of BID).

- 1) The average shall be compared with the minimum requirement to ascertain the eligibility status of the bidder.
- 2) If any bidder does not submit the Turnover value for any of the 03 years, the bidder will not disqualify and instead shall consider all 3 years for computing the average assuming a value of "zero" for the year for which no information has been furnished by the bidder.

3. **GEOGRAPHIC PRESENCE:** Office registration certificate: Registered Office or at least one of the registered Branch Office of the bidder shall be located and registered within the geographical limits of East Singhbhum, West Singhbhum, Seraikela-Kharswan District of Jharkhand State where the services need to be provided. Documentary evidence must be provided in the form of Municipality trade license or other such documents as per the following which satisfies as a proof of having the office establishment. Note-Rental agreement with local resident is not considerable for the proof of local office address proof.

- i). Trade License issued by the local authority in the name of the Firm or
- ii). Landline phone number in the name of the Firm or
- iii). Electricity bill for last one year in the name of the Firm or

iv). GSTIN registration or

v). Udyam/MSME/Udyog Aadhaar Certificate.

4. ESI registration copy, EPF registration copy, GSTIN copy, PAN copy must be submitted along with the bid.

5. Any bid not complying PQC requirements shall be summarily rejected.

6. QUALIFICATION: The eligibility is to be decided strictly based on documents submitted at the time of receipt of tenders. No additional documents are to be allowed to be submitted after receipt of tenders but there is no bar to seek clarification or authentication of submitted documents. However in case of poor response, with a view to increase the competition, admission of additional documents to meet the PQ – criteria may be allowed subject to the condition that

a) 'Poor Response' implies when less than three bids are found suitable on the basis of submitted eligible documents as per NIT.

b) The additional document should not be issued subsequent to last date of receipt of tender as mentioned in the NIT.

c) The bidder submitting additional documents has submitted EMD and tender cost as prescribed in NIT.

And the opportunity of submission of additional documents will be given to all the bidders.

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### **Price Part**

| Sl. No. | Vehicle Description  | Contract Duration | Monthly Hiring Charges incl. GST | Toatl Amount incl. GST |
|---------|--|-------------------|----------------------------------|------------------------|
| 1       | Hiring of 01 no. M&M Bolero or same type reputed make for 08 hrs duty excluding Sunday & Holiday | 06 months         |                                  |                        |

Total Amount (in words) : \_\_\_\_\_

Note: \* Quoted rate should be including GST @ 5%.

\* Quoted rate should be only for vehicle excluding fuel & labour cost.