



BHARAT COKING COAL LIMITED
(A SUBSIDIARY OF COAL INDIA LIMITED)
ADMINISTRATION DEPARTMENT
KOYLA BHAWAN, KOYLA NAGAR
DHANBAD – 826 005

Ref: BCCL/Dy.GM(Admn)/CTP/2011/ 786

Dated:16-05-2011

TENDER NOTICE

Sealed tenders are invited from bonafide, reputed, competent and resourceful commercial vehicle operating firms/parties for engagement of following types of vehicles on hire basis (without POL) for official use at Bharat Coking Coal Ltd., Koyla Bhawan, HQ. As per details available in Tender document.

Sl No	Type of Vehicle	Specification	Fuel Consumption	No.s of Vehicles Required	Duty hours
1	New A.C Ambassador Car- Petrol Version	Engine capacity not less than 1800 cc	10 KM Per liter	03 (Three)	24 Hrs

- a) The estimated amount of Tender is Rs. **16,35,930.00** approx.
- b) The cost of Tender documents is Rs. **1000/-** (Rupees one thousand only)-(Non-Refundable)
- c) The requisite amount of Earnest Money is Rs.**16,360/-** (Rupees Sixteen thousand three hundred sixty only) for 03(Three) vehicle
- d) **Period of Contract :**
1.Period of contract will be 2 (two) years .
2.P.O.L issued by the department and 1(one) lt. Mobil will be provided every five hundred Kilometer run.
- e) **Eligibility Criteria :**
i) vehicles to be hired must be in conformation with motor vehicle act i.e the vehicles to be hired must get registered for commercial use. Successful bidders, will be issued ‘ Letter of Acceptance’ with the condition that they must get their vehicle registered as commercial vehicle within a period of two months failing which their LOA will be cancelled . Final work order will be issued only on production of commercial papers of the vehicle. Only vehicles whose delivery is taken after the date of submission of tender will be considered as new vehicle and successful tenderers will be required to submit copy of the delivery challan of dealer. Tenderers are required to submit Bank/Manufacturers Finance arrangement for purchase of new vehicles. Also an undertaking from the dealer of the motor vehicle that they will deliver the vehicle within one month from placement of order.”

ii) Vehicles are required to be roadworthy and in good running condition and new(Show Room).

iii) Vehicles are required to be covered under appropriate insurance policy as per M V. Act and must have paid up to date Road Tax/Permit fees etc. as per MV Act. The driver of the vehicle must possess valid Commercial Driving Licence ..

iv) New **A.C Ambassador** Car must have permit for the states of Jharkhand & West Bengal or the National Permit.

Tender documents can be obtained on request in writing from the Office of the **Sr. Manager (E&M), CTP, Level-I, BCCL, HQ, Koyla Bhawan, Dhanbad – 826005** (Jharkhand) on any working days except Sundays & Holidays from **30-05-2011 to 14-06-2011** from 10.00 AM Hours to 1.30.00 P.M Hours. Cost of Tender Documents (non-refundable) needs to be paid only in cash to Finance Manager(Pay), Koyla Bhawan, BCCL. The Tender shall be received in two parts in the near main gate of Koyla Bhawan where the tender box will be kept from 09.30 AM to 03.00 PM on **21-06-2011** and the Part-I of the Tender will be opened on the same day i.e. **21-06-2011 at 3.30 PM** hrs in the chamber of Dy.GM(Admn) Koyla Bhawan. Tender document is also available on official website of BCCL at www.bccl.cmpdi.co.in

No tenders will be accepted without requisite amount of earnest money. Company reserves the right to reject any or all the tenders without assigning any reason. Further details, terms & conditions are available in the tender documents.

Special conditions for Tenderers who will Download the Tender Documents form BCCL Website.

1. Tenderers are required to deposit alongwith their tender a Bank Draft of any Nationalized/ Scheduled Commercial Bank, drawn in favour of Bharat Coking Coal Ltd. Payable at Dhanbad exclusively towards the cost of Tender Documents for the amount indicated as above in a separate envelope super scribed as “Cover Containing Demand Draft towards cost of Tender Document for the work vide NIT No. **BCCL/Dy.GM(Admn)/CTP/2011/786 dated 16-05-2011** Any Bank Draft, prepared after the scheduled closer of the sale of tender document i.e. **14-06-2011** shall be liable to be rejected.

2. The contents of the tender documents available for sale in our offices, shall be deemed as authenticated and the responsibility of errors and omissions in the down loaded documents will be with the tenderers.

No tender document will be issued or received by Post/Courier Services. The Company reserves the right to accept or reject any or all the tenders or to postpone the date of receipt and opening of tenders without assigning any reason what-so-ever.

Other details will be obtained from the Detailed Tender Notice, which forms a part of the tender documents.

Dy. General Manager(Administration)

Sr. PRO, BCCL – With a request to publish this NIT in News papers as well as in Company's Website as per norms of the Company and also advise the publisher concerned to send paper cutting to the tendering authority.

cc : D(P)/D(T)OP/D(T)P&P/D(F)/CVO

cc : CGM(WS) / GM(Finance) / CME(IE)

cc : Sr.ES to GM(Admn) – To display this NIT in Koyla Bhawan Notice Board.

cc : Area CGMs/GMs – For wide circulation through display in Notice Board.

cc : Inspector, CISF, Koyla Bhawan – With a request to deploy security personnel at near main gate of Koyla Bhawan where the tender box will be kept on **21-06-2011 09.30 AM to 3.00 PM**



BHARAT COKING COAL LIMITED
(A SUBSIDIARY OF COAL INDIA LIMITED)
ADMINISTRATION DEPARTMENT

PART – I

Tender No.: BCCL / DyGM(Admn)/CTP/2011/786 Date : 16-05-2011

Name of the work :Engagement of light vehicles on hire basis for official use at
Bharat Coking Coal Ltd. , Koyla Bhawan ,HQ.

Date and time of submission of tender : **21-06-2011 up to 3.00 PM**

Date and time of opening of tender (part-I) **21-06-2011 at 3.30 PM**

Name & address of the tenderer to whom issued

Date of Issue :-

Cost of Tender Paper :-

Cash receipt No. & Date :-

Signature of the officer issuing Tender Paper

Detail of EMD :-

Total EMD for Rs. ----- is enclosed herewith by DD/BC No.-----

Drawn in favor of Bharat Coking Coal Limited from ----- Bank.

Signature of tenderer with Seal



BHARAT COKING COAL LIMITED
(A SUBSIDIARY OF COAL INDIA LIMITED)
ADMINISTRATION DEPARTMENT
KOYLA BHAWAN, KOYLA NAGAR
DHANBAD – 826 005

Ref: BCCL/Dy.GM(Admn)/CTP/2011/ **786**

Dated 16-05-2011

DETAILED TENDER NOTICE FOR ENGAGEMENT OF VEHICLES ON HIRE BASIS

1. Sealed tenders in two parts with the name of work superscribed as “Engagement of vehicles on hire basis for official use at Bharat Coking Coal Ltd., Koyla Bhawan HQ” vide Tender Notice No. BCCL/DyGM(Admn)/CTP/2011/786 dated 16-05-2011 on each envelope are invited from bonafide, reputed, competent and resourceful commercial vehicle operating firms for engagement of New **A.C Ambassador** Car Petrol Version Caron hire basis (without POL) for official use at Bharat Coking Coal Ltd., Koyla Bhawan, HQ and The Tender shall be received in two parts in the near main gate of Koyla Bhawan where the tender box will be kept from 09.30 AM to 03.00 PM on **21-06-2011** and the Part-I of the Tender will be opened on the same day i.e. **21-06-2011 at 3.30 PM**

All tenders will be opened at 3.30 PM Hrs. on 21-06-2011 in presence of the attending tenders or their duly authorized representative in writing. Only Part-I will be opened on the above mentioned date and time.

The tentative requirement of vehicles and period of contract is given below :-

Sl No	Type of Vehicle	Specification	Fuel Consumption	No.s of Vehicles Required	Duty hours
1	New A.C Ambassador Car Petrol Version	Engine capacity not less than 1800 cc	10 KM Per liter	03 (Three)	24 Hrs

Earnest Money :- The requisite amount of Earnest Money is Rs. 16,360/- only.

Period of Contract :- Period of contract will be 2 (two) years .

2.a) Tender Documents can be obtained on request in writing from the office of the Sr.Manager(E&M),CTP, Level-I, Koyla Bhawan, BCCL HQ, Koyla Nagar, Dhanbad, Jharkhand on any working days between 10.00 AM hrs. to 1.30 PM Hrs. from 30-05-2011 to 14-06-2011. Cost of Tender Documents (non-refundable) Rs.1000.00/- only for each set must be paid in cash to Finance Manager(Pay), Koyla Bhawan, BCCL. Tender document is also available on official website of BCCL at www.bccl.cmpdi.in .

b) Special conditions for Tenderers, Down Loading the Tender Documents from BCCL Website. Tenderers are required to deposit alongwith their tender a Bank Draft of any Nationalized/Scheduled Commercial Bank drawn in favour of Bharat Coking Coal Ltd. Payable at Dhanbad exclusively towards the cost of Tender Document for the amount indicated as above in a separate envelope super-scribed as "Cover containing Demand Draft towards cost of Tender documents for the work vide NIT No. BCCL/Dy.GM(Admn)/CTP/2011/ 786 dated 16-05-2011

Any Bank Draft prepared after the scheduled closure of the sale of tender document i.e. 14-06-2011 shall be liable for rejection.

The contents of the tender documents available for sale in our offices, shall be deemed as authentic and the responsibility of errors and omissions in the down loaded documents will be with the tenderer.

c) The tender shall be submitted in two parts as indicated in the notice inviting tender. Part-I shall comprise of two envelopes, one containing the Earnest Money Draft only and the other containing the tender paper of Techno-Commercial conditions. Both the envelopes shall be properly sealed and super-scribed on the outside about their contents. These two envelopes shall be placed inside a bigger envelop, sealed and properly super-scribed "Part-I". Part-I bid shall also contain all supporting documents regarding eligibility as specified in the tender documents. Part-II of the offer will contain only price bid (rate offered by the tender as per format as described in the tender document). Part-II should be submitted in a separate sealed envelope, super-scribed as such.

The date of opening of Part-II of the tender shall be communicated in due course to the eligible bidders, after consideration of Part-I.

d) Any correction, over-writing, erasing, cancellation or any other modification in any form in the tender must be initialed and stamped by signatory of the Bid.

e) Tender shall be received in two parts in the near main gate of Koyla Bhawan where the tender box will be kept from 09.30 AM to 03.00 PM on **21-06-2011** and the Part-I of the Tender will be opened on the same day i.e. **21-06-2011 at 3.30 PM**. Tenders will not be accepted after scheduled time & date.

3. Earnest Money amounting Rs.16,360.00 should be submitted in the form of a demand draft of a scheduled Bank in favour of BCCL, payable at Dhanbad shall be submitted in a separate envelope of Part-I bid. Earnest money will not be accepted in cash.

4. The earnest money will be retained in the case of successful tenderer and refunded to the unsuccessful tenderers in due course and will not carry any interest.

5. Tender will be outright rejected without making any further reference to the Bidder in the following condition :-

- i) If not accompanied by prescribed earnest money.-
- ii) In the absence of the affidavit as per prescribed form (Annexure-A).
- iii) If the tender documents are not duly signed and stamped by the bidder.
- iv) If there is any corrections, over writing, erasing, modifications which is not initialed and stamped by the signatory of the bid.

6. **Security Deposit :**

The total deposit including earnest money already deposited shall be 5% (Five percent) of the annual contract value or the revised contract value, if any. The security deposit including earnest money shall deposit within 30 days after receipt of the letter of the acceptance of tender, the balance of 1% of the awarded value after adjustment of the earnest money already paid as initial security deposit. Failure to do so shall entail cancellation of the letter of acceptance of tender/award of work and forfeiture of earnest money deposit.

The balance amount of security deposit shall be recovered from 1st four or less running on account bills of the successful tenders in equal installment and shall remain at the disposal of BCCL, Dhanbad as security for providing satisfactory hiring services in accordance with the provision of Contract/Work Order. The security deposit amount shall not carry any interest.

In case of extension of contract, the security deposit @ 5% of value of extended period shall be recovered in equal installment of from 1st four or less running on accounts bill.

The security deposit will be refunded on successful completion of contract and shall be subject to BCCL's right to deduct/appropriate its dues against the hiring agency under the contract or under any other contract.

7. **Eligibility criteria :**

The tenderer must fulfil the following criteria failing which their offer will be liable to be summarily rejected :-

- i) Only 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. Successful bidders, whose vehicle is not registered as commercial vehicle as per MV Act , will be issued ' Letter of Acceptance' with the condition that they must get their vehicle registered as commercial vehicle within a period of two months failing which their LOA will be cancelled . Final work order , in such cases , will be issued only on production of commercial papers of the vehicle . In case tenderer desires to deploy new vehicle he should submit bank / manufacturer's finance arrangement . Also an undertaking from the dealer of the motor vehicle that they will deliver the vehicle within one month from placement of order.”
- ii) Vehicles are required to be roadworthy and in good running condition and should be new(Show Room)
- iii) Vehicles are required to be covered under appropriate insurance policy as per M V Act and must have paid upto date Road Tax/Permit fees etc. as per MV Act. The driver of the vehicle must possess valid Commercial Driving Licence.
- iv) Cars must have permit for the states of Jharkhand & West Bengal .
- v) The vehicle must give minimum average of KM run per litre of fuel (Petrol as the case may be) as indicated below.

Sl. No.	Type of vehicles	Average KM / Ltr.
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1.	New A.C Ambassador Car Petrol Version	10 KM/Ltr.

- vi) The tenderer should either be the Owner of the vehicle or the competent authorized person/ agency for offering the vehicle on hired.

8. **Evaluation**

1. Year of manufacturing,

9. **Rates :**

The rates must be quoted as per format vide annexure ‘C’ and submitted in the part-II for the price bid. The price bid (Part-II) shall be inserted in a separate sealed envelope .

10. Documents comprising the Bid and sealing of envelope.

The bid , comprising of two part , will be submitted by the bidder as follows :-

- a) Part- I of the bid to be submitted in first inner sealed envelope will comprise of
 - i) Earnest money deposit,
 - ii) Qualification information and documents as required and any other materials required to be submitted by the tenderer .
 - iii)
- b) Part- II of the bid in annexure ‘C’ will be put in the 2nd inner sealed envelope .
- c) The envelope containing Part-I will be superscribed “ Part-I” and envelope containing Part-II will be superscribed “ Part-II “ .
- d) Both part-I & part-II sealed envelopes will then be placed in another envelope and sealed and marked properly .

12. Bid per bidder

Each bidder shall submit only one bid , either individually or as a partner in a partnership firm or as a partner in a joint venture firm or public limited firm . A bidder who submits or participates in more than one bid (other than an alternatives that have been permitted) will cause all the proposals in which he has participated to be disqualified .

13 **Bid Validity**

The rate offered in part –II should be valid for 120 (one hundred and twenty) days from the date of opening of part-I of the tender . A bid valid for shorter period shall be rejected by the employer .

14 **SERVICE TAX**

The Service tax ,if applicable & payable will be reimbursable at the existing rate against documentary evidence that Service Tax has actually been paid to the Government.

Affidavit on stamp paper of Rs. 10 (Ten)

I/We (.....)
(**Name of the Tenderer & Address**) swear to the effect that, we are submitting this tender with due compliance of all the formalities required in the NIT and we do possess all the qualification as per NIT.

We further swear to the effect that, all the relevant documents enclosed with this tender and all the documents that will be submitted by me/us subsequently are/will be genuine and correct.

We further swear to the effect that if it is found that said documents are not genuine and I/we do not possess the requisite qualifications as per NIT then in the event the contract is awarded to me/us will be liable to be terminated at any time subsequently and I/we shall be liable to compensate BCCL for any loss/damage suffered by BCCL there for.

Deponent

Identified by

Advocate

Notary Public/Executive Magistrate

Annexure-B

Terms & Conditions

- a) The tenderer shall furnish details of vehicles (to be deployed by him for the contract job) with their Reg. No. and Name & Address of their Owners.
- b) In case vehicle is not Owned by the tenderer, the details with Reg. No./Description and legal documents like Power of Attorney from the Owner authorizing the tenderer to ply the vehicle under contract is to be submitted.
- c) Every vehicle deployed shall be inspected/approval in charge of CAW, Koyla Nagar, BCCL or other than authorized person as decided by the management.
- d) The driver deployed on vehicle hired will be in proper outfit and in uniform as prescribed by the management while on duty.
- e) The uniform and accessories is to be provided by the Agency at their own cost.
- f) The drivers should possess valid Commercial Driving Licence in his name and should be able to driver the vehicle efficiently and conversant with the traffic rules.
- g) The agency will have to abide by the provisions of all statutes including labour, taxation and other law applicable to its establishment during the period of its engagement and shall be responsible and accountable for breach or violation of any of the provisions of any Act, Rules, Regulation, Notification, Circulars issued from time to time by Govt. of India or the State Govt. The agency shall provide an undertaking to this effect prior to the commencement of the job and indemnify BCCL Dhanbad against any breach of statutes/law etc.
- h) Details of office establishment of the agency/owner for emergency contact such as mailing address and Telephone/Mobile numbers should be submitted alongwith the tender paper.
- i) The agency owners will not be provided any garage or accommodation for the staff deployed on vehicle by them.
- j) The agency/owner will ensure that its staff will not at any time divulge/make known any trust information or other matter relating to the affairs of BCCL.
- k) The agency will ensure that all its staff are properly trained to carry out their duties in time. All the drivers will be employees of the agency and in no case these employees of agency can have any claim whatsoever with BCCL.
- l) Any dispute arising out of this contract will be subject to the jurisdiction of Dhanbad Court only.

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- m) **Discipline :**

- i) The driver deployed must be non-alcoholic, medically fit and their antecedents must have been verified by the agency/owner of the vehicles.
- ii) In case of negligence, dereliction of duty, disorderly behaviour, other misconduct by the driver of the agency, the agency will take back the driver concerned immediately and will send suitable replacement within 24 hours.
- iii) BCCL, Dhanbad reserves the right to accept or reject any or all tender without assigning any reason whatsoever and decision of BCCL, Dhanbad in awarding the work shall be final and can not be subject to arbitration/dispute.
- iv) In case of emergency like breakdown of law & order or natural calamity/mine accident etc. the agency will deploy on a short notice, reasonable number of additional vehicles as per instruction of BCCL.
- n) **Payment Terms :**
 - i) The rate quoted must be firm.
 - ii) If the vehicle does not report for duty on working days, without prior intimation/permission the hire charges for that day will not be payable and in addition, the amount equivalent to one day hire charges will be realized as penalty.
 - iii) For late reporting of vehicles on any stipulated time beyond 10 minutes of the schedule time a penalty of Rs. 150/- (One hundred fifty) only shall be realized for each such occasion and reporting mechanism for such late reporting of the vehicle will be as per BCCL management.
 - iv) Undertaking for providing suitable vehicle (required as per MV Act) in case of breakdown of the vehicle is to be submitted alongwith the tender.
 - v) The payment will be made on monthly basis based on actual days the vehicle remained in daily with BCCL and any penalty as per Clause (ii) & (iii) will be adjusted against such payment.
 - vi) Income Tax as per rates prevailing shall be recovered at the source.
 - vii) The management will be liable for payment of hire charges only. The wages of the driver/repair and maintenance cost/Tax/Comprehensive Insurance Premium/Permit etc. and other legal liabilities as per M.V. Act and other statutes applicable will be solely contractors liability.
- o) **Paying Authority :**
 - i) Transporter shall submit monthly bill in triplicate to the Officer Incharge of Central Transport Pool, Koyla Bhawan, authorized to process the bill.
 - ii) The paying authority will be Sr.Manager(F) Pay I/c, Pay Section, Koyla Bhawan, BCCL.

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p) **Enforcement of Labour Laws/Statutory Laws :**

The transporter/agency shall have direct dialogue with their Worker/Union for expeditious settlement of any demand/dispute concerning wages, benefit, liability to be provided to employees any or all benefits, liabilities (financial or otherwise) arising out of bipartite or tripartite settlement among union/employees, between department or any other authority and any liabilities arising out of such settlement shall be have by the transporter/agency. BCCL shall be kept completely indemnified against any responsibility/liability arising out of the above settlement.

The owner/agency will make expeditious settlement of any dispute that may arise at site in respect of wages to employees or benefit etc.

The owner/agency shall pay wages and provide benefits/facilities to its employees at least at par with minimum wages provided in Minimum Wages Act applicable to the locality or as per the agreement amongst Labour Commission and Labour Union and the same should not be less than those prevalent in Jharkhand, BCCL shall be completely indemnified against any liability and consequences thereof.

q) **Termination, suspension, cancellation and fame closure of contract :**

BCCL shall in addition to other remedial steps to be taken as per in the provision of the contract, be entitled to cancel the contract in full or in part if the Transporter/Agency.

- i) Commits default/breach in complying with any of the terms and conditions of the contract and does not remedy it or fails to take effective steps for the remedy to the satisfaction of BCCL, then on the expiry of the period as may be specialized in the notice in writing.

OR

- ii) Offer or gives or agrees to give any person in the service of BCCL or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for act/acts of favour in violation to the obtaining or execution of this or any other contract for the Company.

OR

- iii) Transfers, sub-lets, assign the entire work or any portion thereof without the prior approval in writing from BCCL. BCCL may be giving a written notice, cancel the whole contract or portion of it in default.

OR

- iv) fails to maintain to the satisfaction of BCCL , cleanliness and good running condition of the vehicle .

Table – 1

Please refer Clause a) of Annexure ‘B’9 Terms & conditions

Type of Vehicle	Model & Year of Manufacturing	Reg. No. of vehicle	Name & address of the owner



BHARAT COKING COAL LIMITED
(A SUBSIDIARY OF COAL INDIA LIMITED)
ADMINISTRATION DEPARTMENT

PART – II

Notice No.: BCCL / Dy.GM(Admn)/CTP/2011/786

Date : 16-05-2011

Name of the work : Engagement of light vehicles on hire basis for official use at Bharat Coking Coal Ltd. , Koyla Bhawan ,HQ.

Date and time of submission of tender : 21-06-2011 up to 3.00 PM

Date and time of opening of tender (part-I I) : Will be intimated later

Name & address of the tenderer to whom issued

Date of Issue :

Cost of Tender Paper :

Cash receipt No. & Date :

Detail of EMD :

Total EMD for Rs. ----- is enclosed herewith by DD/BC No.-----

Drawn in favor of Bharat Coking Coal Limited from ----- Bank.

Signature of tenderer with Seal

PRICE BID

Notice No.: BCCL/DyGM(Admn)/CTP/2011/786 Date : 16-05-2011

Name of the work : Engagement of light vehicles on hire basis for official use at Bharat Coking Coal Ltd. , Koyla Bhawan ,HQ.

Sl.No.	Type of Vehicle	Minimum average KM / Ltr.	Rate per day 24 hrs egagement (Rs.)
-----	-----	-----	-----
1.	New A.C Ambassador Car (Petrol Version) (With permit for Jharkhand & West Bengal)	----- 10 KM/Ltr.	-----

Signature with date of the tenderer

**Name of the tenderer
Seal**