



T. Notice No.: CMPDI/RI-I/Expln/Hiring of Veh./Mallarpur/15-16/19

Dt: 10.04.2015

**NOTICE INVITING TENDER FOR HIRING OF FOUR (4) LIGHT VEHICLES FOR WORKING AT CMPDI, RI-I EXPLORATION CAMP, MALLARPUR SUB CAMP, DIST- BIRBHUM, IN WEST BENGAL.**

Sealed offers in two parts (Part-I & Part-II) are invited from Agencies/vehicle owners for hiring of total 4(Four) numbers of vehicles for working at **Camp, Mallarpur Sub Camp under cmpdi RI-1 Asansol**. The agency/owner shall have credential for at least one year in providing services of vehicles in reputed company in Raniganj Coalfield.

1. Job Description : Transportation of men and material from exploration camp to drill sites or ECL command areas in West Bengal and also in Jharkhand if required.
2. Tenure of hiring : 12 (twelve) calendar months from the date of deployment of vehicles. The contract may be extended for one more year if the performance is found satisfactory.
3. Type of Vehicle : Vehicle shall be of commercial nature, model not below -2003, having seating capacity 6+1 or more. It shall be in excellent running condition and road worthy having valid Tax/Insurance, fitness certificate issued by R.T.O. and auto emission test certificate, etc.
4. Earnest Money Deposit : **Rs.11914/-** has to be deposited in cash or in the form of a Crossed Demand Draft drawn in favour of "CMPDI, Regional Institute, Asansol" on any scheduled Bank payable at **Asansol**.
5. Issue of tender forms : 11.00 AM to 4.00 PM on all working days **from 15.04.2015 to 28.04.2015** from the office of the GM (Geology), CMPDI, RI-I, West-end, G.T.Road, Asansol, on payment of the prescribed cost. The option of downloading form will be available up to **28.04.2015, at 5.00 PM**
6. Cost of Tender Document : The cost of Tender document is **Rs. 250/-**. Payment can be made in cash in the cash section of CMPDI, RI-I, Asansol or in the form of a crossed Demand Draft in favour of CMPDI, Regional Institute, Asansol drawn on any schedule bank at Asansol.
7. Last date of submission of bid : **Upto 3.00 PM on 29.04.2015.**

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8. Due date of opening of Part-I bid : At 4.00 PM on 29.04.2015.
9. Place of opening of tender : Mini Conference Room/Hall or exploration department CMPDI, RI-I, Asansol.
10. Down loading from CMPDI Web site : The tender document can be downloaded from the CMPDI website **[www.cmpdi.co.in](http://www.cmpdi.co.in)** . In case of downloading the tender document, separate Crossed Demand Draft in favour of CMPDI, Regional Institute, Asansol drawn on any schedule Bank at Asansol for the cost of Tender Document and Earnest Money should be deposited and kept in two separate envelopes, **super scribing 'Cost of Tender Document and Earnest Money** 'while downloading the tender document through our website along with Part-I. Downloading will be permitted only upto 28.04.2015.  
The company shall not be responsible for any delay/ difficulty/ inaccessibility of the downloading facility or any reason whatsoever. In case of any discrepancy between the tender document downloaded from the website and the master copy available in the CMPDI office, the latter shall prevail & shall be binding on the tenderers. No claim on this account shall be entertained.  
The tenderers who have downloaded document from the website will be required to submit an undertaking as per Annexure-iv.

CMPDI does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders at any stage without assigning any reason whatsoever.

Yours faithfully,

General Manager

CMPDI, RI-I, Asansol.

(Geology)

Distribution:

1. HoD (Finance), CMPDI, RI-I, Asansol.
2. G.M. (E&M/System), RI-I, Asansol. -
3. OIC (P&A), CMPDI, RI-I, Asansol - with a request to kindly arrange to display on Notice Board.
4. OIC, Expln. Camp: Pragati/ Narainkuri- with a request to kindly arrange to display on Notice Board.
5. Agent, Colliery office (nearest to camps) - with a request to kindly arrange to display on notice board.
6. CGM/GM, Salanpur Area, ECL. - -do-
7. CGM/GM, Sodepur Workshop, ECL - -do-
8. CGM/GM, Satgram Area, ECL. - -do-
9. CGM/GM, Kunustoria Area, ECL.
10. CGM/GM, Kenda Area, ECL. - -do-
11. CGM/GM, Bankola Area, ECL. - -do-
12. CGM/GM, Pandaveswar Area, ECL - -do-

NOTICE INVITING TENDER FOR HIRING OF VEHICLES AT RI-1, EXPLORATION  
CAMP MALLARPUR SUB CAMP DIST- BIRBHUM, WEST BENGAL

**1.0 GENERAL TERMS AND CONDITIONS:**

1.1 If L-I party alone is not capable to supply full quantity, then quantity to be supplied, shall be distributed among other qualified bidders in a manner that is fair, transparent and equitable. The rate accepted by L-I party shall be offered to L-2 or L-3 party in a fair manner to split the quantities, in this case quantity is number of vehicles required on hire basis.

1.2 The tender document shall be submitted in two parts by the tenderer in separate sealed envelopes. Full name and address of the tenderer shall be written on the bottom left hand corner of all the sealed envelopes. "Tender No." and name of the work "Hiring of vehicles" date and time of opening shall be indicated on the right hand corner of the envelope. The tenders shall be dropped in the Tender box kept in the Office of the GM (Geology), RI-I Asansol.

**In part I-** Technical parameters, commercial terms and conditions, proof of EMD payment (receipt of payment or Demand Draft), proof of payment of application fees (receipt of payment or Demand Draft), **copy of PAN card, R.T.O. vehicle papers relating to ownership, Registration, Road Tax Insurance etc.. Agreement on non-judicial stamp-paper with owner of the vehicle (if vehicles not owned by the vehicle provider) shall be kept in one envelope and should be written as part-I.** The tenderer or his authorized representative will sign all the pages of the Tender document as confirmation of acceptance of all the terms and conditions and submit the same along with Part-I of the offer. All the documents shall be **self-attested**. Cost of tender document and earnest money deposit are essential in case of bidders who have downloaded the tender document failing which their Part-II offer will not be entertained.

**In part II-** Price bid shall be kept in separate envelope and written as part-II. Both the envelopes i.e. Part-I and Part-II shall be kept in an outer envelope super scribing the name of the work, Tender No. & full address, telephone number etc. of the Tenderer.

1.3 No tender will be received after due date and time for submission. The tenderers are requested to submit their offers in person in the designated box kept for the purpose.

1.4 The documents submitted by the tenderer will become the property of the company and the company shall have no obligation to return the same to the tenderer.

1.5 In case of any corrections, the person signing the offer shall authenticate it.

1.6 The company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever.

1.7 CMPDIL management reserves the right to terminate/foreclose the contract on 15 days, notice to the party (successful bidder) without assigning any reasons whatsoever.

- 1.8 **Every tenderer is expected, before quoting the rates, to go through requirements and conditions of contract and visit camp to get acquainted with nature of work / locality.**
- 1.9 Full information regarding tenderer such as full name, postal address, PAN number, service tax registration number (if applicable) and phone number are required to be furnished. If the party is not registered under act of service tax, he may submit affidavit on non-judicial stamp paper regarding annual turnover as per enclosed format.(annexure-iii).
- 1.10 Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.
- 1.11 In case of any doubt, regarding the tender document, the tenderer may submit to the official inviting tender, a written request for the same before closing date of the tender. Any interpretation or clarification of the tender documents by formal amendments, if issued by the official inviting tender, shall be final and valid and binding on the company and tenderers. The clarification will be issued to all tenderers who have purchased the documents.
- 1.12. The tenderer shall submit the offer in the format prescribed in Part-II envelope and the signed copy of the tender document as a token of acceptance of NIT terms and conditions in part-I envelope.
- 1.13 **The successful bidder shall employ only competent, skilled and orderly men to perform the job. The driver shall have suitable valid driving license. His full home address with a photocopy of driving license shall have to be submitted to our office after his engagement as driver. Antecedent of the drivers must be good. In case the owner/company asks the contractor to remove the driver from duty due to indiscipline, the contractor shall be bound to remove him immediately.**
- 1.14 The successful bidder shall carry out and complete the work in every respect in accordance with the contract.
- 1.15 The successful bidder shall have to maintain all statutory records.
- 1.16 The cost on account of claims, damages or compensation under the provision of payment of wages Act, 1948, Employers liability Act, 1938, Workmen compensation Act 1923, Industrial dispute Act 1947, Employees State Insurance Act 1948, Maternity Benefit Act, 1964 or any modification thereof or any other law relating thereto and rules made from time to time as may be applicable to the contract will be the responsibility of the successful bidder.
- 1.17 No subletting of work as a whole or part is permissible.
- 1.18 Log book is required to be maintained indicating the date-wise distance traveled in km., issue of fuel quantity, speedometer reading etc., name and signature of the officials traveled.

- 1.19 In case of break-down of the vehicle or problem with the driver, the contractor/owner of the vehicle shall arrange a replacement vehicle/driver immediately. If frequency of breakdown of old model vehicle is more, bidder shall replace with vehicle of model-2003 and above in tip top conditions with prior permission of CMPDI, RI-I.
- 1.20 Ownership permit, Insurance, Commercial Tax etc.:
- (i) The hired vehicle shall not be sold or mortgaged during the contract period without prior permission of CMPDI, RI-I, Asansol.
  - (ii) The vehicle shall possess valid road tax, current permit/license, Insurance etc. as required by law.
  - (iii) The tenderer shall give the proof of payment of commercial tax at the time of engagement of vehicle or within 30(thirty) days from date of receipt of work order.
- 1.21 Wages & workmen compensation :
- i) **The contractor/contractors should ensure that payment of wages to the driver to be engaged by him is not below the minimum wages, as notified by the Ministry of Labor, Govt. of India from time to time as applicable to the area in which the drivers will be engaged.**
  - ii) The contractor/contractors shall make necessary payments of Provident Fund for the workmen employed by him/them for the work as per the terms prevailing under provisions of CMPF and allied scheme or miscellaneous provisions act 1948 or employees provident fund act and miscellaneous provisions act 1952 as the case may be.
  - iii) Contractor is governed by workman's compensation Act. They can also obtain Life Insurance in the name of workers employed by them to protect any injury of fatal incident.
  - iv) The tenderer will indemnify the CMPDI from all claims for injuries caused to any person whether a workman or not, while in or upon the works or the site of the same and the CMPDI shall not be bound to defend any claim brought under the Workmen Compensation Act. Neither the CMPDI management will be held responsible towards any dispute in respect of the vehicle engaged on hiring.
- 1.22 Earnest Money Deposit : No tender will be accepted unless accompanied by requisite Earnest Money. The earnest money will not carry interest. The earnest money of the unsuccessful bidders will be returned after the finalization of the bid.

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- 1.23 Opening of tenders : Part-I will be opened on due date and time at the place specified in NIT in the presence of attending tenders or their authorize representatives. Part II of qualified bidders will be opened after due intimation to the bidders.
- 1.24 Commencement of Work : **The contractor shall provide initially two vehicles at a time. However they will arrange the rest two vehicles for deployment on subsequent requirement phase wise.**
- 1.25 Signature All the annexures duly signed by the tenderer shall be submitted with offers.
- 1.26 P.F. Registration Tender shall have submit P.F. Registration No. those who have no P.F. Reg. No. shall submit their offer only after enrolling for P.F. Reg. No. at P.F. Office as per Annexure V.

## 2.0 COMMERCIAL TERMS AND CONDITIONS:

- 2.1 Submission of bills : The bill is to be submitted as follows:
- i) Hire charges (per day) ..... Rs.
- ii) Service Tax will be extra (if any/applicable .....Rs.
- 2.2. Paying authority : HoD (Finance), CMPDI, RI-I, Asansol.
- 2.3 Payment terms : Payment will be made within 45 days on submission of required documents and bills duly certified by the OIC Mallarpur Sub camp, CMPDI, RI-1, Asansol. Payment will be made through A/c. Payee Cheque.
- 2.4 Tax deduction at source : The income tax will be deducted at source as per the applicable rules and a certificate will be issued at the end of the year unless the Bidder produces an exemption certificate from Income Tax authorities.
- 2.5 Service Tax : Service tax registration number, is to be provided for payment/reimbursement of claim. If exempted from service tax payment, proof/reason Affidavit by the Notary has to be submitted on non-judicial stamp paper of Rs. 10/- as per format Annexure III is to be given.
- 2.6 Security Deposit : The successful bidder shall pay initial security deposit of 10% of the ordered value after adjusting the EMD within 15 days of placement of work order failing which the amount of 10% of the ordered value will be deducted from first four running account bills. The total security deposit of 10% will be refunded to the party on application after successful completion of the work. Security deposit will not carry any interest.

- 2.7 Hiring charges : CMPDIL management does not bear any responsibility for maintenance/repair charges, tyres, tubes, flaps, and wages for drivers, gear oil, brake oil, coolant, grease, distilled water, road tax, insurance, Pollution Under Certificate charges, fitness fees, any other taxes and levies etc. Hiring charges shall be excluding the cost of HSD. Diesel shall be supplied by CMPDI @ 1 (one) liter of HSD for every 10 Km. run. Cost of Mobil oil shall be reimbursed to the party @ 1 liter for every 400 km. run. The tenderer shall indicate outstation charges separately.
- 2.8 Validity : The bid shall be valid for a period of 120 days from the date of opening of price bid/revised price bid. There will be no escalation in the rate during contract period.
- 2.9 If any sum is found due and payable to company by the successful bidder in connection with this contract or any other contract, the company shall have the right to deduct the amount due from the bills of the present contract.
- 2.10 The driver of the vehicle shall have to make his own arrangement for his food and lodging.
- 2.11 Service tax, if applicable, will be paid/reimburse on submission of proof of payment.
- 2.12 **Penalties** :  
i) Diesel will be issued @ 1 Liters per every 10 K.M. Of running. Excess diesel will be received from the bill at market rate.  
  
ii) In case of non-availability of vehicle for use for a day for any reasons whatsoever, the rent for that day shall not be payable. However, deduction will be made on prorated basis for part of the day if the vehicle is not available on account of whatsoever reasons.
- 3.0 **REQUIREMENT/SCOPE OF SUPPLY:**
- 3.1 Type of vehicle : TATA SUMO, BOLERO, SCORPIO or any other similar type of vehicles.
- 3.2 No. of Vehicles 4(Four) numbers.
- 3.3 Type of Vehicles Saloon

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- 3.4 No. of Seats : 6+1 or more
- 3.5 Engagement Nature : (A) CMPDIL management does not bind themselves to engage the vehicles throughout the month/period of work order. Expected duration for hiring would be about 30/31 days per month.  
(B) The vehicle should be available for 12 hrs. day from 6am to 6pm in normal condition. However, if the situation so demands, the Jeep may be deployed beyond 12 hours for which additional hiring charges on prorated basis will be paid.  
(C) Toll tax, parking charges etc. as applicable will be reimbursed to the party on production of proper receipt from the appropriate authority.
- 3.6 Area to be covered : Areas of activity within the jurisdiction of CMPDI, RI-I, Asansol in the areas of ECL in West Bengal State & also in Jharkhand State in normal, as well as outstation duty as per requirement.
- 3.7 Category of vehicle : Commercial.
- 3.8 Driving license : Driver shall have valid driving license for driving commercial vehicles.
- 3.9 Condition of vehicle : Vehicle must be in tip top running condition having valid statutory document such as fitness certificate, valid tax/insurance and pollution under control certificate, temporary permit etc.
- 3.10 Replacement of Vehicle : In case of break-down of the vehicle, immediate replacement vehicle must be made available. If alternative vehicle is not provided, we shall engage vehicle from other agency at your cost and risk.
- 3.11 Ownership of vehicle : Bidders are required to give details of the owner of the vehicle. If bidder proposes to deploy other's vehicle, an Affidavit on Non-judicial stamp paper of appropriate value of Notary for authorization to run the vehicle under the bidder must be given in part-I of the bid.



**DETAILS TO BE SUBMITTED IN PART-I OF THE BID:**

**PART-I**

- 4.1 Name & address with Telephone number of :  
the owner/bidder of the vehicle.
- 4.2 Type of vehicle (Non AC TATA SUMO :  
,BOLERO,SCORPIO or any other similar type of vehicles )
- 4.3 Make/Model :
- 4.4 Year of manufacture :
- 4.5 Seating capacity :
- 4.6 Category (i.e. Commercial/Private :  
if Pvt., the same is required to be converted into  
commercial within 30 days from the date of issue of the  
Work Order failing which bill will not be passed ).
- 4.7 Type of Body : Saloon .
- 4.8 (a) Fuel used : Diesel  
(b) Consumption of fuel km/ltr. : 10 km. /ltr.  
© Consumption of mobil oil 400 km. /ltr.
- 4.9 Regional transport authority : RTO, Asansol/.....
- 4.10 Registration No. (photo- copy of the :  
registration book)
- 4.11 Tax validity :
- 4.12 Insurance details : Third party/comprehensive, valid upto.....
- 4.13 Pollution Certificate Validity : Validity .....
- 4.14 Validity of offer : 120 days from the date of opening of tender.
- 4.15 Payment terms : As per NIT requirement.
- 4.16 Pan Number : Photo-copy to be attached.
- 4.17 Service Tax Registration Number, if any. : Photo-copy to be attached.
- 4.18 Copy of power of attorney, if applicable (all :  
the above documents should be self-attested)
- 4.19 Signed copy of the NIT as token of  
acceptance of NIT terms

Signature of the Tenderer

**Annexure-I**

**NON - JUDICIAL STAMP PAPER OF Rs. 10/-  
AFFIDAVIT**

**(By All Tenderers)**

1. I ..... Partner/ Legal Attorney/ Proprietor/ accredited  
Representative of M/S.....  
.....

(Strike out which is not applicable) solemnly declare that:

2. I/we am/are submitting tender against Tender Notice No. CMPDI/RI-
3. I/ Our partners am/are not engaged in any type of Government/ PSU jobs.
4. Our partners do not have any relative working in CMPDI or I do not have any relative working in CMPDI.
5. All information furnished by me/ us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true.
6. All documents/ credentials submitted along with this tender are genuine, authentic, true and valid.
7. If any information or document submitted is found to be false/ incorrect at any stage, CMPDI, RI-I may cancel my tender and action as deemed fit may be taken against me/ us including termination of the contract, forfeiture of all dues including Earnest Money & security deposit and blacklisting of our firm and all Partners of the firm etc.
8. Any additional tax, if any shall be paid by me/ us.
9. We have not been banned or de-listed by any Govt. or Quasi Govt. / PSU.
10. We shall abide by CMPF clause of tender document and ensure implementation of CMPF and Misc. provision Act. 1948 and allied Scheme framed there under in respect of the workers (deployed by me/ us).

**Signature of Tenderer**

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**Annexure-II**

**DECLARATION**

**(By All tenderers)**

I/We have read the tender document and understood all provisions and specifications in totality. All terms and conditions are acceptable to us. I/ We do not have any terms and conditions of mine/ our own.

Date:

Signature of the Tenderer

**NON- JUDICIAL STAMP PAPER OF Rs. 10/-  
AFFIDAVIT**

In front of Notary Public, Civil Court, Asansol, District-Burdwan (W.B)

I ..... S/O Sri .....

Village..... P.O.....Dist.....

Swear that

1. I am the proprietor of M/S\_\_\_\_\_ and deploy commercial vehicles on contractual basis in different Govt. dept/ private deptt.My annual turnover in last F/Y was Rs.....which is less Rs. 9.00 lakh and registration rules of service tax is not applicable. I am enclosing my Income return as a proof of my annual turnover.

2. That this affidavit has been done/prepared as a certificate for exemption from Service Tax.

Signature of the person  
Executing the affidavit

Attested: Signature of the person  
Notary Executing the affidavit  
Seal

**TENDERER WHO HAVE DOWNLOADED THIS TENDER  
DOCUMENT FROM WEBSITES**

This is to certify that I/ we have downloaded this tender document from CMPDIL/ Government Website and is being submitted without tampering at any page. Further, we understood that in the event of such tampering being detected at any stage or any time, CMPDIL have got right to terminate this work, forfeit the EMD/ Security deposit submitted by us and our firm can be blacklisted.

Signature of the Tenderer

To,  
The Regional Commissioner,  
CMPF, Region-III, B.B. College Road  
Ushagram, Asansol-3

Through Regional Director, CMPDI, RI-I Asansol

Dear Sir,

I shri \_\_\_\_\_ on behalf of “ \_\_\_\_\_ ” an  
working Civil contractor /or \_\_\_\_\_ of CMPDI and undertaking the jobs in  
different types of Civil/Electrical/ Hiring of Vehicles work in CMPDI off and on.

In view of the above I want to have a registration number, so that the deduction  
towards PF can be deposited at your office off and on.

It will be highly obliged if you kindly provide the registration number for my  
establishment.

Other formalities will be observed on receipt of Regd. No.

Thanking you,

Yours faithfully,

(Signature of the Tenderer)  
Name:-

## CHECK LIST FOR FILLING TENDER

**Please ensure and tick whether the following documents has been enclosed as per eligibility criteria with Envelope-I, Envelope-II.**

### **I. Envelope-I (Essential)**

1. Blank Tender document duly signed in all pages (Yes/ No).
2. Self attested photocopies of ownership of the Jeep / Jeeps owned by them mentioning Jeep no., Make, Model & Year of manufacture (Yes/ No),
3. Self attested Registration certificate (Yes/ No),
4. Self attested Valid insurance paper (Yes/ No),
5. Self attested Valid road tax payment (Yes/ No),
6. Self attested valid taxi/commercial permit (Yes/ No).
7. Self attested valid fitness certificate (Yes/ No),
8. Self attested PAN of tenderer (Yes/ No),
9. Affidavit (as per enclosed format in Annexure-I) (Yes/ No),
10. Declaration (as per enclosed format in Annexure-II) (Yes/ No),
11. Photocopy of Service tax registration number of self duly attested by the tenderer along with the offer or an affidavit duly signed by Notary for exemption from service tax by the tenderer having income less than the taxable limit in the preceding financial years (as per enclosed format in Annexure-III) (Yes/ No)
12. Requisite DD/Banker's cheque for EMD/tender fees(Yes/ No).

### **II. Envelope-II (Essential)**

1. Duly filled-in and signed-in price bid as per the enclosed **Schedule for filling-up the Rates** (Page-8 of the tender document) (Yes/ No).

Signature of the Tenderer

	<p>सेन्द्रलमाइनप्लानिंग एण्ड डिजाइनइन्स्टीच्यूटलिमिटेड रिजनल इन्स्टीच्यूट-1, जी. टी. रोड(वेस्ट), आसनसोल-713304 <b>CENTRAL MINE PLANNING &amp; DESIGN INSTITUTE LIMITED</b> Regional Institute – 1, G. t. Road (w), Asansol – 713304 Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R), EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935 Email: <a href="mailto:ri1@cmpdi.co.in">ri1@cmpdi.co.in</a></p>	
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T. Notice No.: CMPDI/RI-I/Expln/Hiring of Veh./MALLARPUR/15-16/19 Dt: 10.04.2015

**NOTICE INVITING TENDER FOR HIRING OF FOUR (4) LIGHT VEHICLES FOR WORKING AT CMPDI, RI-I EXPLORATION CAMP, MALLARPUR SUB CAMP, DIST- BIRBHUM, IN WEST BENGAL.**

**PART-II (PRICE BID):**

To be given separately in sealed envelope as mentioned earlier.

- i) Hire charges per day Rs.  
(Excluding service charge)  
:
- ii) Outstation charges, if any, per day
- (a) For stay outside ECL command areas Rs.  
:  
within West Bengal State
- (b) For stay out of West Bengal State : Rs.  
(service tax will be extra, if applicable)

**Note: L-1 party will be decided on the basis of hiring charges per day only.**

Signature of the Tenderer