



क्रमांक: सीएमपीडीआई/क्ष.सं.-3/गवेषण /2016/V.Hiring/64

दिनांक: 18/01/2016

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TENDER DOCUMENT

Sealed Tenders are invited in Two Bid System (Part A&B) from travel agents / vehicle owners for hiring of **New Vehicles Registration not older than year-2011** as given below:

Hiring of 06 (six) nos. of vehicles for one year from the date of deployment '**on monthly basis system**' (No. of days available in the month).

The details of the tender are described below:

Hiring of 06 (six) nos. of vehicles for one year from the date of deployment ' on monthly basis system '	
Tender Fee (Non-refundable / Non-transferable) ; Rs.250/- (Rupees Two Hundred Fifty) only	
Issued against Cash Receipt / D.D. No. : No. _____	Date _____
Tender No.: CMPDI / RI-III / Expl /2016/ V.Hiring/64	Dated: 18/01/2016
Earnest Money Deposit Rs.1,960/-(Rupees one thousand nine hundred sixty only) per vehicle.	
Due date for submission of tender: On or before 11.02.2016 up to 3.00 P.M.	
Due date of opening of Part A: 11.02.2016 at 4.00 P.M.	
(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working day.)	
Tenders shall be submitted during office hours in the office of the "HOD (Exploration), Regional Institute –III, Gondwana Place, Kanke Road, Ranchi-834008 (Jharkhand)" along with the original tender document or downloaded tender document duly signed in all pages. Date of submission & opening etc. are given in the terms and conditions of the tender.	

The Tender Document may be read carefully and may submit the offer accordingly complete in all respect with supporting documents, wherever asked for.

Tender submitted without Earnest Money will be summarily rejected at the time of Tender opening itself.

1. The Tender Document can be obtained on payment of the Application Fee **either in cash or DD** drawn in favour of **CMPDI Ltd, Regional Institute, Ranchi, payable at Ranchi** from the following offices on all working days between 11 am to 4 pm from dt 21/01/2016 to dt 10/02/2016.
 - a) Office of the HOD (Exploration), Regional Institute –III, Gondwana Place, Kanke Road, Ranchi-834 008 (Jharkhand).
 - b) Office of the Camp-In-Charge, CMPDI Barkakana Drilling Camp, PO. NTS Barkakana. Dist. Ramgarh, 829103 (Jharkhand).
 - c) Office of the Camp-In-Charge, CMPDI Orla Drilling Camp, P.O Topa Colliery. Dist. Ramgarh, 825 330 (Jharkhand).
 - d) Office of the Camp-In-Charge, CMPDI Hazaribagh Drilling Camp, House of Smt. Malti Devi, Jay Prabha Nagar, Near Markham College, P.O. Hazaribagh, Dist. Hazaribagh (Jharkhand). Pin-825301.



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Tender Documents can also be down loaded from the website of CMPDI i.e. "www.cmpdi.co.in". In this case Application Fee should be deposited along with the tender otherwise the tender will be summarily rejected. The Application Fee Rs.250/- (Rupees two hundred fifty only) may be deposited by Demand Draft of any Nationalised bank drawn in favour of 'CMPDI Ltd, Regional Institute Ranchi' in a sealed envelope super scribed as "APPLICATION FEE". This envelope must be submitted along with the tender in separate one.

2. Tender must be submitted with **Earnest Money of requisite amount of Rs. 1,960/=(Rupees one thousand nine hundred sixty only per vehicle by Bank Draft of any nationalised bank drawn in favour of 'CMPDI Ltd, Regional Institute, Ranchi' in a separate sealed envelope super scribed as "EMD".** The Earnest Money Deposit will be refunded to the unsuccessful tenderer after finalization of tender and shall not carry any interest.
3. The Earnest Money Deposit of the successful tenderers shall be retained and will be adjusted with the Security Deposit and shall not carry any interest.
4. **Requirement of Vehicles: Not older than 2011 (Year of Registration of new vehicle).**

Sl. No.	Type of Vehicles Required	Vehicle will be required at	No. of vehicles required	Likely Movement of Vehicles	Use of vehicle
1.	<p>a) Type of vehicle : Jeep</p> <p>b) Make: Bolero / Marshal /Sumo or equivalent.</p> <p>c) Construction: Fully Covered.</p> <p>d) Seating Arrangement: As per norms of manufacturing company having rear folding seats.</p> <p>e) Category: Commercial / Private: In case of private vehicle, it will be converted to commercial within 45 days from the date of issue of L.O.I.</p>	Vehicles will be stationed at CMPDI Barkakana Camp /Sub camp, Orla Camp / Sub camp, Hazaribagh Camp / Sub camp and RI-3 HQ, Ranchi (or any Unit of CMPDI, RI-III, Ranchi) as per requirement.	06 (Six)	Ranchi, Barkakana, Orla and Hazaribagh Drilling Camp/Sub Camps of CMPDI different drilling blocks / sites like Ramgarh Block-III, Kathara / B&K Area /Rajrappa, Pundi, Kuju, Dhanbad, North Karnapura CF, East Bokaro CF & entire area of Central Coalfields Ltd. (CCL) etc. Vehicles will ply on both pacca & Kachha roads.	The vehicle will be used mostly for Exploration works and at times for miscellaneous Camp activities like medical, repairing etc. for required places as per need.

Remarks: 1) In case of any urgency, as per work requirement of CMPDI RI-3, station of a vehicle can be changed with written order from HOD (Exploration). In such case no Night Halting charge will be applicable in the changed station of the vehicle.

2) At the time of deployment of the vehicle, its station will be declared by HOD (Exploration) in writing.

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TERMS AND CONDITIONS

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1. The bid comprising of two parts will be submitted by the bidder in following manner
Part – A of the bid to be submitted in first inner envelope comprising of:
 - Earnest Money deposit
 - Application Fee, if required.
 - Qualification information in the format as indicated in the tender document.**Part – B** of the bid to be submitted in 2nd inner sealed envelope shall comprise of Price Bid only in the format as indicated in the tender document.
2. Sealing, Marking and submission of bid: The bidder shall seal the bid in two inner envelopes in the following manner:
 - 1st inner envelope will be marked "**Part-A**"- **Technical Bid**.
 - 2nd inner envelope will be marked as "**Part-B**"- **Price bid**.
3. All the inner envelope will be placed in outer sealed envelope and will be marked as "**Bidding document for hiring of vehicles**".
4. Outer sealed envelope shall be addressed to the HOD (Exploration), RI-III, CMPDIL, Gondwana Place, Kanke Road, Ranchi-834008, Jharkhand and inner and outer envelopes will bear the following additional identification:
 - Bid For
 - Tender No.- CMPDI / RI-III / Expl /2016/ V.Hiring/64
 - Tenderer's address should be given on all envelopes.

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5. The **Price Bid i.e. Part 'B'** should be submitted in the enclosed format and it will be opened for only those bidders who qualify in the Part 'A' i.e. Technical bid.
 - a) The bidder may quote for one /two/three/four/five/six vehicle(s) also. However, if the offered rate be same the bidder who has quoted more nos. of vehicles will be preferred.
 - b) In case of L-1 bidder who has quoted for less than six nos. of vehicles to fulfil the requirement of RI-III CMPDI, other parties in order of lowest quoted rate may be offered to operate the other remaining no. of vehicle(s) at L-1 rate if they agree.
6. In case the vehicle offered are not in the name of agency/firm and/or vehicle being offered by authorized person, copy of the power of attorney must be submitted. In such as a case authorized person/agency/firm should submit all the required documents/EMD/security deposit etc.
7. Validity of offer: 120 days from the last date of submission i.e. 11/02/2016
8. **SUBMISSION AND OPENING OF TENDER:**
 - a) The due date of submission of tender is up to 3.00 PM on or before 11/02/2016 and will be opened (Part-A only) at 4.00 PM on 11/02/2016 in the Office of HOD (Exploration), RI-III, CMPDI, Gondwana Place, Kanke Road, Ranchi.

(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working day.)

The Tenderers or their representatives may be present at the time of opening of tender at the above mentioned time and date at their own cost.

 - (b) The successful bidder will have to submit all the relevant papers in original for verification within **7(seven) days after receipt of Letter of Intent**, failing which Letter of Intent will be served to the next qualified bidder.
 - (c) The rates quoted should be firm for the entire contract period as mentioned above.
9. The vehicle should be in a very good running condition with proper valid supporting documents like registration paper preferably registration in Jharkhand State, insurance paper, tax token & valid driving license of the driver, **service tax registration no. etc.**
10. The vehicle should be suitable for commercial use with valid permit.

11) a) The HSD will be provided by the respective camp when the vehicles are stationed at camp. In case of any urgency or non-availability of the HSD due to its shortage at camp store, the cost of HSD at the specified rate of consumption will be reimbursed by the company at the rates applicable as per prevailing rates of Public sector Fuel Filling Station like IOC, IBP, BPCL, and HPCL etc. In case of mobil oil, cost will be paid at Market rate of 15 W-40 grade of Mobil of Indian Oil Corporation Ltd fuel filling station at Ranchi, by the company at the specified rate of consumption.

b) When the vehicles are stationed at Ranchi, the HSD will be reimbursed by the company at the specified rate of consumption at the rates applicable as per prevailing rates of Public sector Fuel Filling Station at Ranchi like IOC, IBP, BPCL, and HPCL etc. In case of Mobil oil, cost will be paid at Market rate of 15W-40 grade of Mobil of Indian Oil Corporation Ltd fuel filling station at Ranchi, by the company at the specified rate of consumption.

12. The HSD and Engine Oil consumption should not be less than 10 kilo metre / litre and 500 km/ litre respectively.

13. The average run of the vehicle may be around 2500 kilo metre (km) (\pm 15%) per month under normal condition However, vehicle may run more or less as per requirement of the work.

14. The Tenderer has to quote:

I) Monthly hiring charge of the vehicle will be inclusive all expenses & all taxes, **excluding service tax** as mentioned in NIT.

II) Rate of consumption of diesel & engine oil (Mobil) on kilometre per litre basis.

15. Evaluation of tender:

L-1 will be decided on the lowest rate quoted by the tenderers on per vehicle per month rent plus cost of HSD Oil on the basis of consumption rate (km/ litre) quoted by the tenderer considering 2500 Km run per vehicle per month **at the rates applicable as per prevailing rates of Public sector Fuel Filling Station at Ranchi like IOC, IBP, BPCL, and HPCL etc. on date of opening of price bid.** In case of Mobil oil, cost will be paid at Market rate of 15W-40 grade of Mobil of Indian Oil Corporation Ltd fuel filling station at Ranchi, by the company at the specified rate of consumption.

16. A Log Book has to be maintained by the driver for each vehicle separately, on the basis of which **payment will be made on monthly basis. The bill should be submitted to the CMPDI respective office wherever the vehicles are in use / stationed, in the succeeding month only.** The payment will be made within 21 days from the date of the receipt of the bill subject to submission of all relevant papers.

17. The responsibility of the CMPDI, RI-III will be to pay the hiring charges along with POL as given below.

a) The HSD will be provided by the respective camp when the vehicles are stationed at camp. In case of any urgency or non-availability of the HSD due to its shortage at camp store, the cost of HSD at the specified rate of consumption will be reimbursed by the company at the rates applicable as per prevailing rates at Public sector Fuel Filling Station like IOC, IBP, BPCL, and HPCL etc. In case of Mobil oil, cost will be paid at Market rate of 15 W-40 grade of Mobil of Indian Oil Corporation Ltd fuel filling station at Ranchi, by the company at the specified rate of consumption. **If excess quantity of the HSD oil/Mobil oil drawn from camp store, the cost will be adjusted from the bill of the same month.**

b) When the vehicles are stationed at Ranchi, the HSD will be reimbursed by the company at the specified rate of consumption at the rates applicable as per prevailing rates of Public sector Fuel Filling Station at Ranchi like IOC, IBP, BPCL, and HPCL etc. In case of Mobil oil, cost will be paid at Market rate of 15W-40 grade of Mobil of Indian Oil Corporation Ltd fuel filling station at Ranchi, by the company at the specified rate of consumption.

18. The drivers of the Vehicle should have a valid driving license properly updated. **The drivers should be competent in driving and in conducting his duty to the satisfaction of concerned officer of the company. The driver has to be replaced within 15 days of receipt of the complain in writing, from the camp In-Charge(CIC)/ concerned officer against the driver of the concerned vehicle deployed by the successful bidder.**

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19. CMPDI, RI-III shall not be responsible for payment of any claim or compensation of any nature whatsoever to the party / agency / its driver or any third person, arising out of accident / any damage caused to the vehicle / or by the vehicle / or by the vehicle driver / owner / or by any unruly mob / or any other unlawful act of the driver / vehicle owner.

20. a) Off days and routine maintenance : SUNDAY will normally be OFF DAYS for working. However, depending on the exigencies of official work, the vehicle may be engaged on Sunday also. However no additional payment shall be made for such engagement on Sundays.

b) The vehicle(s) will be released for one day in a month as per convenience of the Company for its routine repairs and maintenance.

21. The cost of repairing & maintenance, upkeep, Driver's wages and uniform, Brake Oil, Coolants, Distilled water, Lubricants (excluding Engine Oil), Insurance and Taxes and any other expenditure or any charges payable to Authorities required for operating the vehicle shall be borne by the Agency / Vehicle owner/ tenderer. **The Service Tax will be paid /reimbursed by the Company as per service tax Act.**

22. The party shall meet all the statutory financial liabilities towards wages, allowances and other benefits of their employees/ drivers and other statutory payment like PF etc. as provided under Law i.e. Acts and rules made there under from time to time. The Certificate of Payment of wages, PF etc. to the driver should be furnished to the CMPDI as & when asked for.

23. All taxes, whether Local, Municipal, Provincial or Central etc. and cess, royalties etc. are payable or may become payable during the entire periods of contract shall be to the Party / Agency / Vehicle owners account and shall be deemed to have been included in the tender for the work to be executed by him.

24. It is clearly understood that CMPDI, RI-III shall have no responsibility regarding the appointment of staff / employees by the Tenderer for execution of the jobs and CMPDI, RI -III shall not have any control over the Tenderer staff / employees subsistence, skill and continued employment and CMPDI, RI-III shall have no obligations or liability in case of any disputes between the Tenderer and their drivers/workers/ employers.

25. CMPDI, RI-III shall have no responsibility whatsoever in respect of the employment of the Driver or any allied matters and payments due to them, if any.

26. The Agency / Vehicle owner should comply with the Government R.T.O. rules and regulation / Govt. notification, before deployment of the vehicle including all R.T. formalities for operating the vehicles normally in Jharkhand State. **Occasionally vehicle may have to go outside Jharkhand and for this if additional permit is required, the successful Tenderer will have to bear that additional cost in getting the permit from Transport authority, which shall be reimbursed after producing documentary evidence.** Toll Tax if paid during journey shall be reimbursed after producing documentary evidence.

27. The vehicle should be adequately protected through **valid Comprehensive Insurance Policy** concluded with Insurance Companies. The liability for all such claim shall be on the part of the Agency / Vehicle owner/ Tenderer.

28. Arrangements of other stationeries as well as its maintenance, recording will be responsibility of the agency Milometer of the vehicle will be reckoned either from RI-III or Barkakana / Orla / Hazaribagh Camp office or its establishment before deployment of vehicle. The vehicle log book should be signed daily by the authorized representative of Camp In-Charge or RI-III officers.

29. PERFORMANCE GUARANTEE:

a) Within 30 days of receipt of the letter of acceptance, the successful Bidder shall deliver in favour of the CMPDI, RI-III a Contract Performance Guarantee/ Security Deposit limited to a sum of equal to 10% of the contract price (Hiring Rent only), in the way as given below after adjusting the earnest money already deposited.

Bank Guarantee should be given in the prescribed format from any Nationalised Indian Bank for full amount of 10% of the contract price (Hiring Rent only). The bank guarantee shall be irrevocable.

OR

Bank draft of any nationalized Bank to be submitted to the extent of 10% of the contract price (Hiring Rent only) for Contract Performance Security/.Security Deposit, in favour of CMPDI Ltd., Regional Institute, Ranchi payable at Ranchi.

b) CMPDI, RI-III shall be at a liberty to deduct / appropriate amount from the Contract Performance Guarantee/Security Deposit such sums as are due and payable by the Party. The Contract Performance Guarantee will be returned to the Agency / Vehicle owner without any interest at the end of the Contract Period.

c) Company reserves the right to terminate the work order prematurely at any stage of the contract due to unsatisfactory performance of vehicle/ the driver, non-availability of vehicle, condition of vehicle etc. or in case of any adverse situation / circumstances. In such cases CMPDI, RI-III will serve 15 days advance notice of decision without **mentioning any reason** thereof.

30. LIQUIDATED DAMAGES

a) In case of any breakdown of the vehicle in use, another vehicle has to be provided immediately till the previous vehicle is repaired. If replacement vehicle is not made available within six hours of reported breakdown as mentioned in Log Book by officer concerned, proportionate rent for one day will be deducted from the bill of that particular month. It will be the responsibility of the concerned Driver to inform the Agency/owner of the vehicle related to breakdown and for providing vehicle.

b) The replacement vehicle must be in good condition (New Vehicle Registration not older than year-2011) of similar type with permission of Camp In-Charge / HOD (Exploration) and have all valid papers, license for operation to cater to the requirement for which the diesel vehicles have been hired.

c) In the event of the failure to comply with day to day running of vehicles, CMPDI, RI-III will be free to hire vehicles from local travel agencies. In such circumstances the difference of cost borne by CMPDI, RI-III will be recovered from the bills of the agency / vehicle owner and they shall be liable to pay as Compensation at the rate of 0.5% of contract value of hiring charges only shall be deducted from contractor's bills for delay in arranging the vehicle for every week and part thereof subject to the ceiling of 10% of the contract value (Hiring Rent only). The amount of compensation may be adjusted or set off against any sum payable to the agency / vehicle owner under this or any other contract with the company.

d) In case of part engagement / deployment of the vehicle caused by vehicle owner / driver / breakdown of vehicle, payment will be made on the basis of proportionate rate per day.

e) The CMPDI, RI-III, may at its sole discretion, waive the payment of liquidated damage on request received from the agency / vehicle owner giving a valid reason for its waiver.

31. CMPDI reserves the right to cancel the tender in part or whole without assigning any reason at any stage of the contract.

32. Requirement of additional vehicles, as and when required basis: The department reserve the right to requisition for similar vehicle, as and when required at the same terms and conditions which are applicable in this case. All payment will be made on pro-rata basis of actual days of deployment of additional vehicle.

33. If required the contract will be extended up to 01 (one) year under the same terms and condition of the NIT. First extension of 06 months on the basis of satisfactory performance given by concerned Officer and further extension of 06 months if satisfactory performance continue. The successful bidder will have no objection for such extension.

34. Night Halting charges: in case of staying out of station in the night for company's official work, it shall be paid by the company limited to Rs.150.00 per night. Subject to certification by the concerned Camp In-Charge or HOD (Exploration) as the case may be.

35. AGREEMENT – The agency / vehicle owner have to enter into an agreement with CMPDI on a non-judicial stamp paper of Rs.100.00 (Rupees One Hundred Only) within 30 days from the date of issue of Work Order.

36. Successful Tenderer will provide / deploy hired vehicle within one week after receipt of work order.

37. CMPDI is not responsible for non-receipt/ delayed receipt of tender documents.

38. In case of any dispute, the decision of RD, RI-III, will be final.

39. All disputes are subject to Jurisdiction of Ranchi Court only.

Signature of Issuing Authority

Copy to:-

1. RD, RI-III, CMPDI, Ranchi, for kind information please.
2. HOD (Exploration), RI-III, CMPDI.
3. HOD (Finance), RI-III, CMPDI.
4. Notice Board, CMPDI, RI-3, Ranchi.
5. Notice Board, CMPDI Camps: Barkakana / Orla / Hazaribagh.
6. Notice Board, CMPDI (H.Q.), Ranchi.
7. Notice Board, CCL (H.Q.).
8. CMPDI, Web site.

TECHNICAL BID

Tender No.: CMPDI / RI-III / Expl /2016/ V.Hiring/64

Dated: 18/01/2016

TENDER FORMAT FOR TECHNICAL BID (PART – A)(Hiring of 06 (Six) nos. of vehicles for one year from the date of deployment ‘on monthly basis system’)
BIDDER’S / AGENCY NAME:

ADDRESS: -

TELEPHONE NO.-

In the Technical Bid i.e. in Part ‘A’ the following information’s along with the documentary proof are to be submitted. :

Sl. No.	Detail Information.	Data Submitted by the Bidder					
		Veh. 1	Veh. 2	Veh. 3	Veh. 4	Veh. 5	Veh. 6
	Details of the all 06 (Six) Vehicles						
1.	Type of Vehicle Offered with registration number.						
2.	New Vehicle (Registration not older than year-2011) a) Whether the vehicles are commercially registered b) In case of private vehicle , it will be converted to commercial within 45 days from date of issue of L.O.I	Yes/ No Yes/ No	Yes/ No Yes/ No	Yes/ No Yes/ No	Yes/ No Yes/ No	Yes/ No Yes/ No	Yes/ No Yes/ No
3.	Whether the vehicles are covered by Comprehensive Insurance	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
4.	Road Tax payment has been updated with date of validity.						
5.	Whether the vehicle is self-driven or driven by employed driver.	Self-driven / Driver	Self-driven / Driver	Self-driven / Driver	Self-driven / Driver	Self-driven / Driver	Self-driven / Driver
6.	If the driver is an employee PF Registration Number may be provided. If not, copy of the affidavit giving reasons thereof may be submitted.						
7.	Whether the driving licenses of the drivers are valid.	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
8.	Service Tax Registration Number.						
9.	Permanent Income Tax Account Number (PAN)						
10.	Documentary evidence in respect of Registration of Firm if any.	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
11.	In case of Individual Applicant, whether Vehicle Registration in his own name.	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No

The photo copies of the following documents must be enclosed with this Technical Bid. :

1. Copy of Vehicle Owner Book.
2. Copy of Comprehensive Insurance.
3. Copy of PAN Card.
4. Copy of Updated Tax Token.
5. PF Registration Number. If PF Registration Number not provided, copy of the affidavit giving reasons thereof.
6. Copy of the Service Tax Registration Certificate/ Affidavit if service tax is not applicable.
7. Copy of the driving license of the driver(s).
8. If the bidder is of Firm/ Agency Copy of the registration certificate.
9. In case the vehicle offered are not in the name of agency/firm and/or vehicle being offered by authorized person, copy of the power of attorney must be submitted. In such as a case authorized person/agency/firm should submit all the required documents/EMD/security deposit etc.
10. In case of private vehicle, it will be converted to commercial within 45 days from date of issue of L.O.I. The tenderer has to give undertaking as per Annexure-I.

Note-1: The Tender Documents in original signed on all pages and also additional documents signed in all pages should be submitted along with the offer.**Note-2: All the documents as mentioned above must be submitted with the Technical Bid Part-A.**

PART - B (PRICE BID)

Tender No.: CMPDI / RI-III / Expl /2016/ V.Hiring/64

Dated: 18/01/2016

Bill of Quantities for "Hiring of 06 (six) nos. of vehicles for one year from the date of deployment on monthly basis.

BIDDER'S NAME ---
 ADDRESS -----
 TELEPHONE NO. -----

Sl. No.	Type of vehicles offered. (Bolero, Marshal, Sumo or equivalent) /Registration No.	Model/ year of manufacture of the new vehicle (Registration not older than year-2011)	Monthly rent (Rs.) (inclusive all expenses & all taxes, excluding service tax)	Diesel Consumption (km/ litre)	Engine Oil (Mobil) Consumption (km/litre)	Agreed with terms & conditions of the NIT, (YES/NO)
I.	Vehicle 1					
II.	Vehicle 2					
III.	Vehicle 3					
IV.	Vehicle 4					
V.	Vehicle 5					
VI.	Vehicle 6					

Signature with seal of the Party

Note: a) The HSD Oil consumption should not be less than 10 km/ litre.
 b) The Engine Oil (Mobil) consumption should not be less than 500 km / lt.

TO BE SUBMITTED IN PART – A

Tender No.: CMPDI / RI-III / Expl /2016/ V.Hiring/64

Dated: 18/01/2016

Annexure – I

UNDERTAKING

I do undertake that on receipt of your L.O.I. for deployment of my offered vehicle/vehicles, I shall convert the registration and necessary insurance of the vehicle/vehicles from private to commercial within 45 days from the date of issue of your L.O.I.

Signature of the tenderer

Name:

Address: