

## Tender Document for Hiring of Taxi vehicle on Monthly Basis at PFCCL Project office at Sundargarh

**TENDER DOCUMENT SUBMISSION DUE DATE: 30/01/2015, 11.30 HOURS**

**TENDER OPENING DATE: 30/01/2015, 12.00 HOURS**

This Tender Document contains 6 sheets as below

(j)	Covering letter:	1 sheet
(ii)	Section 1 — General terms:	2 sheets
(iii)	Section 2- Scope, Terms & conditions:	2 sheets
(iv)	Section 3 — Bid format for Bolero (AC):	1 sheet

After filling in the relevant data and with signature / signing on all sheets, the entire bid document should be enclosed in a sealed envelope and super scribed with “Offer for providing vehicle on monthly basis”.

The sealed envelope should be addressed to:

**OIPL, Ultra Mega Power Project  
Behind Bijaya Talkies  
Dhengibadi,  
Srikrishna Vihar,  
Sundargarh — 770001.**

## **SECTION 1: GENERAL TERMS**

The offer shall be submitted as a single part in a SEALED ENVELOPE and prominently super scribed with “Offer for providing vehicle on monthly basis” and due date as mentioned in the covering letter.

The bidder is requested to carefully and thoroughly read the instructions. The bidder may visit site to familiarize themselves with the site conditions before submitting the offer.

**Type of vehicle:** Mahindra Bolero A/C (SLE and above model). The model should not be older than January 2014. Also indicate whether having Taxi permit (Yes or No), if yes, please indicate type of permit.

**Payment terms:** Payment will be made from Head quarters (New Delhi) within 30 days from the date of receipt of bill along with log book entries as certified by PFCCL Site Executive.

Payment can be released by EFT (Electronic Fund Transfer). The Contractor shall confirm his acceptance for this arrangement of payment as per point no. 3 of ‘Notes under Section 3 “Bid Format”’.

Price quoted under Sl. No. 2 of “Section 3” shall be increased or decreased based on the diesel price variation from subsequent month.

### **TDS deductible:**

TDS will be deductible from my monthly bills at the rate of 2% from firms and 1% from individual. TDS certificate for the year will be issued in the next financial year.

For this purpose contractor shall furnish photo copy of PAN card issued by Income Tax Department, otherwise TDS@20% will be deducted. Service tax amount may be borne by PFCCL / PFC under Reverse Charge Mechanism.

**Sub Contract:** The contractor shall not sublet any portion of the contract without written permission of PFCCL’s representative.

**Arbitration :** Except if otherwise provided for in the contract all questions and disputes relating to the specification, instructions, orders of the execution or failure to execute the same whether arising during the tenure of contract or on completion shall be referred to the sole arbitration of EVP , Unit-4, PFC Consulting Limited, New Delhi.

**Validity :** The offer submitted by the contractor shall remain valid for acceptance for a period of 90 days from the date set for opening of tender.

**Scope of work and acceptance of Terms and conditions :** The contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by PFCCL, which are based on the lack of such dear information or its effect of the cost of the works to the contractor.

**Contractor**

**PFCCL**

Submission of offer by the contractor implies that he has read all the tender conditions and has made himself aware of

- the scope of work
- Specification of the work to be done
- Local conditions
- Other factors bearing on the execution of work.

**Firm price** : The rate quoted shall be firm throughout the tenure of the contract and shall be inclusive of all applicable taxes as may be applicable and PFCCL, New Delhi shall entertain no claim, whatsoever, on this account.

**Validity and termination of the contract**: The contract shall be valid initially for a period of TWELVE months from the date of award which can be extended further on same terms and conditions based on site requirement. The contract may be terminated by PFCCL by giving a notice of 07 (seven) days' notice and no compensation shall be paid for remaining period of the contract period.

**Maintenance of vehicle** : Two days per month shall be allowed for maintenance purpose. In such a case the contractor shall arrange an alternate vehicle.

**Contractor**

**PFCCL**

## **SECTION 2: Scope and Terms & conditions**

1. The vehicle will ply in the vicinity of Sundargarh including Sambalpuur, Jharsuguda and Rourkela and no outstation charges will be paid for these places. However the vehicle may be taken to anywhere in and outside Odisha.
2. The vehicle will normally be deployed for 12 hrs a day from 8-10 AM in the morning to 8-10 PM in the evening as per the requirement.
3. The vehicle will be use for transporting men and material both.
4. The vehicle deployed should have standard tools, first aid kit and stepny in healthy condition. The vehicle will be maintained clean both inside & outside on a daily basis.
5. Kilometer reading meter of the vehicle shall be in healthy condition. Defective meter shall be set right within 24 hours failing which a deduction of Rs.100.00 per day shall be effected.
6. Toll / Border Tax / Parking charges will be reimbursed by PFCCL upon production of documentary evidence.
7. In case of non-availability of vehicle for minor/major breakdown an alternative vehicle shall be arranged for maximum of seven days for minor breakdown and about fifteen days for major breakdown. If the alternative arrangement is continued beyond fifteen days, PFCCL reserves the right to terminate the contract and impose penalty of one month rental charges from the contractor. The alternate vehicle provided in these conditions shall be of model not earlier than to existing one.
8. The contractor has to pay minimum wages to the driver/s as per the Government notification considering driver as a skilled labour.
9. The contractor shall submit the insurance of the car after the receipt of work order.
7. All expenses towards salary of driver/s. repair & maintenance, engine oil. damages due to accident, comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner of vehicle.
8. The driver/s so deployed must have the valid driving license. Driver/s so employed should not be under the influence of liquor or intoxicated during the duty hours.
9. Refusal to perform duty by the driver/s will be treated as non-deployment of the vehicle for that particular day and deduction at the rate of three times per day rental charges will be recovered. The decision of PFCCL's representative will be final for effecting such penalty after evaluating the merit of such incidence.
10. In case of misbehaviour by the driver/s. the contractor has to take immediate action and the decision of PFCCL's representative in this regard will be final and binding.
11. Should the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the contractor, driver/s cleaner of the vehicle shall be entertained by the company.
12. Should the vehicle deployed by the contractor meet with an accident due to reasons attributable to the contractor or his employees and cause damage to the persons/property of the company, the contractor shall he liable to make good such losses in the manner as prescribed by the company.

**Contractor**

**PFCCL**

14. The company shall further be entitled to recover the amount so paid by way of compensation under the aforesaid act or under any other law by deducting the sum from bill or from any other sum due to him.
15. The bill along with log book/trip sheet and any other document/s as required by PFCCL's representative will be submitted to PFCCL on completion of a month.
16. The bid is to be submitted with covering letter in the contractor's letterhead.

**Contractor**

**PFCCL**

### SECTION 3

#### BID FORMAT (BOLERO A/C)

Name of the Contractor :  
Contact No. :  
Address :  
Type of Taxi Permit : National / State  
Details of vehicle offered :  
Service Tax registration :  
PAN No. of the operator :  
PAN card copy attached : YES / NO  
Service Tax Reg. No :

Sl.	Description	Unit	Quoted Rate in Rupees	Other T&C
1	Hiring charge for supply of one Bolero A/C vehicle with seating capacity of 1+5, basis for 12 hours running per day, total run limited to 3000 Kms/month.	Per Month		
2	Reimbursement of diesel	Km / litre		
3	Reimbursement of Mobil	Km / litre		
4	Overtime charge beyond 12hrs of duty	Per hour		
5	Night halt charge	Per night		

**Note:**

- 1) The finalization of the L1 bidder will be decided on basis of the total amount for 3000 kms vehicle run in a month.
- 2) Service tax amount may be borne by PFCCL / PFC under Reverse Charge Mechanism. Further, TDS will be deductible from my monthly bills at the rate of 2% from firms and 1% from individual.
- 3) I agree to receive payment through EFT to the above mentioned bank a/c number.
- 4) I hereby affirm that I have read and understood all the terms and conditions of the tender and agree to abide by the same.
- 5) The above offer is valid for a period of 60 days from the tender opening date.

Place:

Date:

**(Signature of the contractor)**