

**THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED
(SUBSIDIARY OF RASHTRIYA ISPAT NIGAM LIMITED)
(A Govt. of India Enterprise)**

REGD OFFICE: AG-104, SOURAV ABASAN, 2ND FLOOR, SECTOR - II, SALT LAKE CITY,
KOLKATA-700091.

TENDER DOCUMENT FOR

**Hiring of Four (04) Nos. Diesel driven cars: Indigo (eCS) / Desire (Tour) and One (01)
No. Diesel driven car: Etios for OMDC Head Office at Kolkata on monthly basis.**

Tender No : OMDC/HO/PERS/CAR/07-2016/(2) dated 29/07/2016

Name & Address of the Bidder : _____

Money Receipt No.....

Dated/...../ 2016

Cost of Tender Paper: Rs.50/- (Rupees Fifty only)

SIGNATURE OF ISSUING OFFICER

SIGNATURE OF THE TENDERER

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TENDER NOTICE

Sealed Tenders in prescribed format are invited from the experienced agencies for supply of Four (04) Nos. Diesel driven cars: Indigo (eCS) / Desire (Tour) and One (01) No. Diesel driven car: Etios on monthly basis.

1. **Scope of Work :**

- a) Supply of Four (04) Nos. Diesel driven cars: Indigo (eCS) / Desire (Tour) and One (01) No. Diesel driven car: Etios on monthly basis.(exclusive of one day weekly off and National Holiday)
- b) The vehicle will be used for local duties at Kolkata / West Bengal as well as for other duties outside Kolkata / West Bengal.
- c) Vehicles shall be made available during the calendar month 12 Hours per day.

2. **Period of Contract:** Four years w.e.f. 01.09.2016 or from the date of issue of LOI, whichever is later.

3. Non-transferable tender documents can be obtained from the office of the **General Manager (Personnel), O.M.D.C. Limited, AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091** during 11 A.M. to 3.00 P.M. (Monday to Friday) on payment of Rs.50/- (Rupees Fifty only) per unit. The tender documents can also be developed from Company's Website www.birdgroup.gov.in and should be accompanied with a draft of Rs. 50/- (Rupees Fifty only) drawn on any nationalized Bank in Kolkata on submission of the tender.

4. THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED shall not be liable for any delay in submission of the tender documents due to postal delay or for any other reasons and no extension to the date of tender submission of the tender shall be given for such reasons.

5. The Orissa Minerals Development Company Limited reserves the right to accept or reject any part or in full of the tender without assigning any reasons whatsoever. The O.M.D. CO. LTD. also reserves the right on to accept the lowest offer.

6. The particulars of scheduled date are as given below :

- a) Date of sale of Tender paper : From 03.08.2016 during office Hours.
- b) Last date and time of receipt of tender paper : on 17.08.2016 upto 12.00 Noon.
- c) Date and time of opening of Bid : on 17.08.2016 at 12.30 P.M.

Sd/-

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GENERAL TERMS & CONDITION

Chapter - II

Sealed Tenders in prescribed format are invited from the experienced agencies for supply of Four (04) Nos. Diesel driven cars: Indigo (eCS) / Desire (Tour) and One (01) No. Diesel driven car: Etios on monthly basis to The Orissa Minerals Development Company Limited (OMDC).

1. Scope of Work :

- a) Supply of Four (04) Nos. Diesel driven cars: Indigo (eCS) / Desire (Tour) and One (01) No. Diesel driven car: Etios on monthly basis.(exclusive of one day weekly off and National Holiday)
- b) The vehicle will be used for local duties at Kolkata / West Bengal as well as for other duties outside Kolkata / West Bengal.
- c) Vehicles shall be made available during the calendar month 12 Hours per day.

2. Period of Contract: Four years w.e.f. 01.09.2016 or from the date of issue of LOI, whichever is later.

The contract will be initially for a period of 4 (four) years. The contract period may be extended for a period of further 1(one) year subject to the satisfactory performance at the sole discretion of the management of OMDC.

1. Eligibility Condition for technical bid :

In order to qualify in the tender, the tenderer must produce the following :

- (a) Proof of ownership of Four (04) Nos. Diesel driven cars: Indigo (eCS) / Desire (Tour) and One (01) No. Diesel driven car: Etios or undertaking to produce the same within 15 days of award of contract, upon which only LOI will be issued.
- (b) The vehicles be supplied should be in good running condition and not be older than 2011 and must fit to ply on road as per all statutes including Pollution check.
- (c) The party shall give a written undertaking that the vehicles shall be made available all days in road worthy condition failing which any expenditure incurred by the Company due to break-down of the vehicle or for any other reason shall be recovered from the Party by deducting from his bills.
- (d) EMD to be provided @ Rs.10,000/- by Bank Draft for each vehicle from a Nationalised Bank in favour of "The Orissa Minerals Development Company Limited", at Kolkata. The same Bank Guarantee will be released within 3 months from the date of issue of LOI .

2. Other Terms and Conditions :

- (a) Offer shall be quoted on monthly basis (exclusive one day weekly off and National holiday) inclusive of Service Tax.
- (b) Offer shall be quoted for fixed hire charges in respect of one calendar month for a fixed Kms of distance upto 2000 Kms or 6000 Kms in a quarter . In case the vehicle is used for more than 6000 Kms in a quarter (3 months) (quarter shall be counted from the date of issuance of work order), the party shall be paid for the extra Kms running in excess for the respective quarter as per agreed rates.
- (c) Fuel & Lubricants for the cars shall be provided by the party and at the cost of the Party.
- (d) Drivers of the cars shall be provided by the party and at the cost of the party.
- (e) Repair and Maintenance shall be carried out by the party at his cost.
- (f) Night halt charges shall be paid by the Company @ Rs.100/- per day on outside duty.
- (g) Over Time will be provided by the Company on hourly basis beyond 12 hours per day.
- (h) The vehicles should have valid Registration Certificate, up-to-date Road Tax payment Insurance Certificate etc. The driver should have valid driving license. The offer will be considered normally on lowest rate basis. However, Company reserves the right not to accept the lowest offer. The Company also reserves the right to cancel the part or whole of the Tender without assigning any reasons thereof.
- (i) The Company reserves the right to terminate the contract by giving 30 days notice without assigning any reason whatsoever.
- (j) In case of breakdown of vehicles or non availability of vehicles or refusal by drivers to run vehicles even after 12 hours duty, alternate arrangement will be made by OMDC and the cost of hire at market rate will be recovered from your bills.
- (k) Compliance of all statutory obligations shall be ensured by the agency. The agency shall indemnify OMDC Ltd. against any liability failing on OMDC Ltd. due to non-compliance statutory obligations by the agency or any of its agent / servants / drivers or any reason whatsoever.

3. Submission of Tender :

- i) The Tender shall be submitted in two parts i.e. Part-I, Techno-commercial bid and Part - II Price Bid (as per enclosed format) in two separate covers subscribing Part -I & Part - II for which the tender is submitted along with name and address of the party. Both the above covers shall be put in another cover superscribing the job for which the tender is submitted along with address of the party.

- ii) The tender shall be submitted to the Manager (Pers) , The Orissa Minerals Development Company Limited , AG-104, Sourav Abasan,, Sector - II, Salt Lake City, Kolkata-700091 on or before 17.08. 2016 by 12.00 Noon..

4. Opening of Tender :

The Techno-commercial bid Part-I shall be opened on 17-08-2016 at 12.30 P.M. in the office of the Manager (Pers), The Orissa Minerals Development Company Limited AG-104, Sourav Abasan,, Sector - II, Salt Lake City, Kolkata-700091 in presence of the tenderers or their accredited representatives. The price bid of Tenderers whose techno-commercial bids are found acceptable shall be opened later which will be intimated to the tenderer by OMDC .

5. Evaluation of the Bids :

- i) The Part-I Techno-commercial bid : Parties , who will fulfill all the requisite conditions of the eligibility criteria of the tender document , will be construed as technically qualified and may be considered for Part-II Price Bid.
- ii) The Price Bid of technically qualified party will be treated as L-1 , if the rate quoted by such bidder for Part-II (Price Bid), is the lowest among all the technically qualified bidders.

6. Award of Contract :

- i) Notwithstanding above. the Company reserves the right to accept or reject the tender without assigning any reason thereof.
- ii) Award of Contract shall be made at the absolute discretion of OMDC. The Company reserves the right to reject/cancel any part or whole of the tender without assigning any reason whatsoever. For such cancellation the bidder shall not be entitled to claim any cost,.....expenses incidental to or incurred by him/her without assigning any reason whatsoever.
- iii) OMDC reserves the right to reject any or all offers without assigning any reason to the tenderers.
- iv) OMDC shall not be liable for any delay in receipt of the tender document by the Tenderers..... to postal delay and no extension of time to the date of tender opening shall be given for this reason.

7. Payment & Settlement of bills :

- i) The Agency will submit the bill of hiring for every month along with Log book certified by Manager (Pers).
- ii) Service Tax shall be paid extra as applicable provided the bills are serially numbered and contain the following.
 - (a) Name and address of the contractor, Service Tax Registration no. & Jurisdictional range.

(b) The name and address of the person receiving the services of the Company.

iii) Payment shall be made within 30(thirty) days from the date of receipt of the bills.

8. Deployment of Vehicles :

The successful bidder is required to deploy the vehicle from 1st September, 2016 or from the date of issue of LOI, whichever is later. .

9. Escalation :

The rate quoted by the agency is firm however, in case of increase/decrease in the price of diesel (HSD), the price is variable to the extent of actual distance traveled during the month as per the formula mentioned hereunder.

Category	Increase/Decrease in per Km cost
For non-AC Cars	$= X / 14 = P$
For AC Cars	$= X / 12 = P$

X= Price of Diesel (HSD) on the first day of the month to which the bills pertains - (minus) base price.

P= increase / decrease in higher charges per Km.

Cost of Diesel (HSD) at any PSU Oil Company retail outlet in Kolkata as on the date of the tender shall be the base price.

10. The management reserves the right to make addition and alteration in the terms and conditions at the sole discretion of OMDC.

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PART - I TECHNO COMMERCIAL BID

- 1) Name of the Tenderer :
- 2) Address:
- 3) a) Contact Telephone No.
b) Mobile No.
- 4) Details of cost of tender document:
 - a) Draft No. /Cash Receipt no.
 - b) Date
 - c) Amount (Rs)
 - d) Drawn on
- 5) Details of information to be furnished:
 - a) Name of the owner
 - b) Registration number of the Vehicle to be deployed
 - c) Year of manufacturing
 - d) Road Tax validity upto
 - e) Insurance validity upto
 - f) Commercial Use Certificate
- 6) Any other information the Bidder likely to mention:

Signature of the Bidder

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PART - II
PRICE BID

Table - A

Sl No.	JOB DESCRIPTION	MONTHLY CHARGES (in figure) (Rs.)	MONTHLY CHARGES (in words) (Rs.)
1	Deployment of Four (04) No. Diesel driven cars: Indigo (eCS) / Desire(Tour) for OMDC Head Office at Kolkata on monthly basis.		
2	Deployment of One (01) No. Diesel driven car: Etios for OMDC Head Office at Kolkata on monthly basis.		
Total			

Table - B

Sl No.	JOB DESCRIPTION	CHARGES (In figure) (Rs.)	CHARGES (In words) (Rs.)
1	Extra Kilometer beyond 7200 Km per Quarter.	Rs. per Km.	Rs. per Km.

SIGNATURE OF THE BIDDER
WITH SEAL & DATE

N.B:

- 1) The L-1 offer will be evaluated on the basis of the above quoted total amount as per Table - A for monthly basis only. In case of discrepancy between the amount in figure & word the amount mentioned in word will prevail.
- 2) The rates quoted shall be inclusive of all charges, e.g. fuel & lubricant , wage of the engaged personnel, repair & maintenance, taxes & duties, insurance, etc.
- 3) Service Tax shall be reimbursed on submission of proof of payment of Tax to authority.
- 4) Conditional offer shall be liable for rejection.

