



सीमेंट कारपोरेशन ऑफ़ इंडिया लिमिटेड  
Cement Corporation of India Ltd  
(A Govt. of India Enterprise)  
(An ISO 9001:2015 & ISO 50001:2018 Certified)  
Rajban,  
तहसील पांवटा साहिब, जिला-सिरमौर (हि.प्र.) 173029

Ref: : RJO/HR/Tender/Vehicle (GM-staff-car)/22

Date: 11.10.2022

**CORRIGENDUM-VII**

**For Annual Rate Contract for 2021-22**

Hiring for A/C vehicle (Model 2017 or later) with driver 01 Nos. on monthly basis round the clock along with trained driver on daily basis from timing daily 08.00 am to 08:00.PM.

Unit.....Rajban

Tender-ID..... Ref.No: RJO/HR/Tender/Vehicle (GM-staff-car)/21-22  
Date 16.10.2021

Subject..... Limited Tender for hiring of AC Vehicle - Sedan having more than 1100 cc engine & boot space (Diesel Vehicle Tata Zest/Maruti Swift Desire/Honda Amaze/Toyota) with a minimum seating capacity of 4+1, Modal 2017 or later which includes one driver (8:00 AM to 8:00 PM daily) on monthly basis for two (02) years which can be extendable by another one year, based on satisfactory performance.

Opening date for sale of Tender.....11.10.2022, the complete tender documents are available on our website: www.ccilttd.in

Closing date for sale of Tender.....11.10.2022 (1:00 PM)

Last date of Submission Tender documents.....15.10.2022 (up to 2:00 PM)

Opening date of Tender.....15.10.2022 (at 03:30 PM) at Admin Building

Tender.....View (Limited Tender)

HOD (M&Cs)

HOD (HR)

Date 16.10.2021

Ref.No: RJO/HR/Tender/Vehicle (GM-staff-car)/21-22

To,  
M/s \_\_\_\_\_

**Tender Documents**

1. Cement Corporation of India Ltd. (A Govt. of India Enterprise) invite sealed tenders for hiring of vehicle from reputed agencies. The terms & conditions and other condition are given in Annexure-I & II respectively.
2. The formats for price BID are at annexure III for full time and need basis respectively.
3. The tenders are to be sent in two separate sealed envelopes, one containing only price bid Super scribed as "**PRICE BID**" and the other containing terms and conditions duly signed and EMD and other documents super scribed as "**Techno- Commercial Bid**". Both these envelopes are to sealed in a separate envelop super scribing "**Tender for Hiring of Vehicle**".
4. The tender shall be signed by a person duly authorized person of the agency and shall be sent to:

HOD (HR)  
Cement Corporation of India Ltd.  
Rajban Cement Factory  
At & PO- Rajban, Tehsil -Paonta Sahib, Distt-Sirmour (HP)-173029

**5. Qualifying Criteria/Eligibility**

**Description**

1. The firm should have at least **Two Years of experience in business in providing Diesel Vehicle (Tata Zest/Maruti Swift Desire/Honda Amaze/Toyota) with a Minimum seating capacity of 1+4, which includes one driver on daily basis to any Govt. Offices/PSUs/Pvt. Companies.**
2. **Vehicle must be registered in HP State.**
3. **Vehicle must be registered in the name of contractor.**

**6. The Important dates are as follow:-**

- a. Last date for receipt of sealed bids-15.10.2022 till 2:00 PM
- b. Opening of Technical Commercial Bid - Same day at 3:30 PM
- c. Representative of the bidders, who wishes to be present may be present.
- d. PRICE Bid of the firms who qualify in the Technical Bid will be opened on date **to be intimated later**, in the presence of bidders/their representative who like to be present.

**7. EMD of Rs.8,000/- (Rupees Eight Thousand Only)** in the form of NEFT/RTGS in favor of Cement Corporation of India Limited, at SBI Rajban (HP) (Branch Code through only 3399) will be required to be deposited along with tender. Later on this amount will be considered as Security deposit for the successful tenderers. However, the balance amount required as per rules on account of **Security deposit equivalent to 5% (Five present) value of the total contract/work order** will also be adjusted from the monthly bills.

8. Any tender not accompanied by requisite EMD amount shall deemed to be invalid and will be rejected by CCI.



9. The Security Amount shall be forfeited if the tenderer withdraw his tender during the validity period of the tender.

10. The bid shall remain valid for a period of three months from the date of opening of the tender.

11. The rates quoted shall remain unchanged during the currency or extended period of the contract and no increase what so ever shall be allowed.

12. CCI reserves the right to accept /reject any bid to cancel the bidding process at any time and reject all bids, at any stage prior to placement of order, without thereby incurring any liability.

13. Vehicle is hiring for official use for CCI Rajban.

**14. Dispute Under this contract and Arbitration: -**

14.1 In the event of any question/dispute breach of or difference arising in respect of the meaning and scope of terms & conditions herein or in connection with any matter under this agreement (except for those matters which are to be decided as per provisions made in these terms & conditions) the same shall be referred to GM of CCI Ltd. Rajban For appointment of a sole Arbitrator. There will be no objection if the Arbitrator so appointed is or was an Employee of the corporation and whether he had at any time in discharge of his duties as an Employee had expressed views on all or any of the matter in dispute or difference or dealt With matter in substance. The Arbitrator shall give award with reasons in respect of each claim, dispute or difference referred to him in the event the value of the dispute(s) exceeds Rs.50,000/-. The award of the Arbitrator shall be final and binding on the parties to this Contract.

14.2 Subject to aforesaid the Arbitration and Conciliation Act, 1996 the rule made there under any statutory modifications thereof for the time being in force shall apply to the arbitration proceedings under this clause.

14.3 The work under this contract shall be continued uninterrupted during the pendency of the Arbitration Proceedings and no payment due from one to the other parties therein shall be withheld on account of pendency of such Proceeding unless such payment related to the matters under Arbitration.

14.4 The venue of the Arbitration shall be Rajban or such other place as the Arbitral Tribunal at his discretion made determined.

14.5 All matter connected with this shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the jurisdiction of Indian Courts at Paonta Sahib (HP)

15 Any clarification may be obtained from HOD (HR)-CCIL, Rajban (H.P)

HOD (HR)  
Cement Corporation of India Ltd.  
At Rajban (HP)



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# सीमेंट कारपोरेशन ऑफ़ इंडिया लिमिटेड

(भारत सरकार का उपक्रम)

(ISO 9001:2015 & ISO 50001:2018 प्रमाणित)

राजबन

तहसील पांवटा साहिब, जिला-सिरमौर (हि.प्र.) 173029

Ref.No: RJO/HR/Tender/Vehicle (GM-staff-car)/21-22

Date 16.10.2021

## ANNEXURE-II

### PART-III SPECIAL TERMS & CONDITIONS

1. The contractor shall provide HP registered sedan vehicles **Tata Zest/Maruti Swift Desire/Honda Amaze/Toyota** etc. of Model 2017 or later. The vehicle should be complete to latest stands of pollution control norms.
2. The contract would be for two year at a time, which is extendable by another one year, based on satisfactory performance, without any revision of rates.
3. The vehicle must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
4. The vehicle should report to the place of the requirement as per direction of the Authority.
5. There will be no dead mileage, i.e. the kilometer age for the purpose of 'Vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released i.e. no claim will be considered from garage to place of reporting & place of release of vehicle to garage.
6. No mileage will be allowed to drives for lunch/breakfast etc.
7. If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, vehicle may be rejected and sent back. No payment shall be made on account of care so rejected.
8. The vehicle should be insured comprehensively and should has necessary valid permits from the Transport Department/Authority.
9. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Firm/owner of the vehicle.
10. The owner/representative of the firm should be available round the clock (24x7 Hrs) on direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent cases. The Mobile number should also be given.
11. Vehicle will be required for 24 hours in proper condition. However, availability of driver will be from 8:00AM to 8:00 PM. One day weekly off will be given to driver (Sunday/Or any other day fixed by the management).



12. Drivers deputed with the vehicle should bear good character and antecedents, well behaved and neatly dressed in uniforms and should be hold of a valid Driving License. Driver should have a good knowledge of all roads/routes Himachal Pradesh, Uttrakhand , Chandigarh, Punjab, Delhi/NCR, Haryana & Uttar Pradesh etc. Misbehavior of the driver will be viewed very seriously and CCI reserves the right to impose a penalty of Rs.500/- for such incidence and the driver should be replaced immediately.
13. The antecedents of drivers to be deployed should be properly verified by the Police Station and their details (name, address, telephone nos. etc.) will have to be provided to this office with 15 days of attending the duty. In case of change of driver, prior intimation will be required to be given to this Authority and the user.
14. Drivers of vehicle must be provided and maintain Mobile phones with GPRS/Maps, no extra charges would be paid by CCI for the same.
15. Portable fire extinguisher in vehicle in functional condition to be available in all time.
16. A first aid kit in the vehicle.
17. Firms should be position to provide stand by Cars within half an hour of reporting to the contractor telephonically during break down/providing additional car to our visitors. All expenses are to be borne by the firm, in case of breakdown of a vehicle supplied.
18. A penalty of Rs. 1000/- per car per day shall be imposed if the transporter fails to provide car on any particular day.
19. For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning to till last duty.
20. No advance payment, in any case, would be made to the firm/driver.
21. The Owner/Firm must be able to provide services on all India basis, if required by the Authority.
22. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the 'kilometer Meter'.
23. The Taxi/car to be supplied should be in very good working conditions and well maintained during the contract period having with white sheet cover, towel, perfume etc. The vehicle to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc. should be decent looking.
24. CCI will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.





25. If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, CCI Ltd. Will have the right to forfeit the security deposit.

26. In case of any compelling circumstance, CCI reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.

27. If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, vehicle may be rejected and sent back. No payment shall be made on account of care so rejected.

28. In case of breakdown of the vehicle the contractor shall provide alternate vehicle of same category failing which the touring executive(s) will be allowed to hire any vehicle and complete the journey and the amount thus incurred shall be recovered from the bill of the contractor.

29. The contractor shall maintain Log Book for every trip/requisition. The Log Book should be got signed by the user which would indicate the vehicle number, start and closing meter reading with time and date at the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the Log Book. In no case Log Book without signature will be accepted for payment unless special intimated in advance.

30. The detailed conditions of contract are enclosed.

31. Bids incomplete in any respect shall be liable to be rejected.

32. Diesel/ Fuel will be given by CCI free of cost on the basis of average running km. per liter.

(Signature of Tenderer)



**CONDITIONS OF CONTRACT**

**1. RESPONSIBILITIES OF THE CONTRACTOR/AGENCY**

1.1 For any kinds of repairs/maintenance charges, cost of lubricant, fee towards license/registration, taxes such as road tax, permit fee/challan, salary/overtime of the driver, insurance premium etc. shall be the sole responsibility of the contractor and shall be borne by the same contractor. The driver to be provided petty cash/card for the above purposes.

1.2 The contractor should ensure proper sealing of milometer. CCI reserves the right to get the meter calibrated or checked at any time at its sole discretion. Tempering of meter reading and misbehavior of driver shall be viewed seriously, leading to even cancellation/termination of contract and forfeiture of security deposit. If the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action what so ever.

1.3 The car sent to CCI, must have all relevant documents like registration book/ driving license/insurance/Road tax receipt/ Permit for passenger tax/Pollution certificate etc. The vehicle should be licensed and shall have valid all India permits. The vehicle should conform to all Govt. Rules and regulation being in force from time to time.

1.4 The driver should abide by the rules laid down by transport authority or any authority relevant to the subject and should always strictly follow the Traffic rules and regulation so as to ensure safety of the passenger.

1.5 The driver should be well conversant with the routes and important places of Himachal Pradesh, Uttrakhand , Chandigarh, Punjab, Delhi/NCR, Haryana & Uttar Pradesh etc.

1.6 The agency shall always keep CCI indemnified agency any liability due to non-compliance Of statutory obligation by the agency or any of its agents/servants/driver or for any reason whatsoever. They shall also be responsibility for the conduct of their staff.

**2. VEHICLE REQUISITIONING & LOG BOOK**

2.1 Booking made by authorized CCI official(s) shall only be considered for purpose of payment.

2.2 The driver shall maintain the log book as per prescribed format for every trip/requisition. The log book must be got signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should ensure that there is no overwriting in the log book. Tempering with the contents of the log book would be viewed very seriously. In no case log book without signature will be accepted for payment unless specifically intimated in advance.

**3. TERMS OF PAYMENT & REIMURSEMENT**

3.1 The agency shall submit bills, in duplicate within the first week of each month to the HOD (HR)/TO complete in all respects along with log book and monthly statement of journey.



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3.2 CCI will reimburse toll tax, DND tax, parking chares and state passenger tax wherever Incurred enroute journey, on submission of original receipt duly certified by the officer travelled on submission of documentary proof (in original).

3.3 Night stay charges for outstation journey shall be paid only if the vehicle is kept beyond 12.00 midnight.

3.4 TDS and other taxes as applicable shall be deducted from the bills of agency.

(Signature of Tenderer)



ANNEXURE-IV

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**Bidders Particulars - Techno Commercial Bid**

1. Name of the Bidder	:	
2. Full Address of the Bidders	:	
3. Name of Authorized Signatory	:	
4. Name and address of the Officers to whom all reference shall be made regarding this tender	:	
A) Telephone no.	:	
B) Fax no.	:	
C) E-mail	:	
D) Mobile no.	:	
5. Contact person	:	
A) Telephone no.	:	
B) Mobile no.	:	
C) E-mail	:	
6. Type of Vehicle	:	
7. Type of Vehicle Permit	:	National/State
8. Details of vehicle (Make/Model) offered	:	
9. Copy of the RC no. (enclosed photo copy)	:	
10. PAN No. of the operator (Please enclose PAN copy)	:	
11. Aadhar Card no. (enclosed photo copy)	:	
12. GST Registration no. (enclosed photo copy)	:	

**Declaration**

I hereby certify that the information furnished above is true and correct to the best of my, our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the department in future including the forfeiture of my EMD amount.

(Signature of Authorized Signatory with date and seal of the Company)



**FINANCIAL/ PRICE BID DOCUMENTS**

**For Vehicle required with driver (Registered- 2017 or later) on monthly basis for 01 (One) Vehicle:-**

1. Name of the Bidder:-
2. Full Address:-
3. (A) Telephone no.                      (B) Mob. No.                      (C) E-mail/Fax no.
4. Detail of vehicle (Make/Modal) offered:-

Sl. No.	Description	Car Name	Monthly Rate (in figure)	Rate (in words)	GST %
1.	For Full day: Hiring of A/C vehicle having more than 1100 CC engine & boot space <b>(Diesel Vehicle Tata Zest/Maruti Swift Desire /Honda Amaze/Toyota)</b> with a minimum seating capacity of 1+4, which includes at least one driver on daily basis for 8:00 am to 8:00 PM				
2.	In case of running more than 3500 km. you will be paid per km for additional running charges ?				
3.	Minimum mileage maintained Km/Liter				
4.	Driver night charges (per night)				
<b>TOTAL AMOUNT (Rs.) excluding taxes</b>					
<b>Applicable GST in percentage</b>					

**Note:**

- 1) Value indicates by the bidder on Total Amount in Annexure-III will only the base for finalizing the L-1 bidder.
- 2) There will be no dead mileage i.e. the Kilometerage for the purpose of 'Vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released i.e. no claim will be considered from garage to place of reporting & place of release of vehicle to garage.
- 3) In case input tax Credit is not available to CCI for the GST charged by the contractor, the same shall be considered with basis cost and accordingly L 1 will be decided.





- 4) CCI will reimburse toll tax, parking charge as state passenger tax wherever applicable on Submission of original receipt duly certified by the officer travelled on submission of documentary proof (in original).
- 5) TDS as applicable will be deductible from the bills.
- 6) I agree to receive payment through NEFT/RTGS.
- 7) I hereby affirm that I have read and understood all the terms and conditions of the tender and Agree to abide by the same.
- 8) The above offer is valid for a period of 90 days from the tender opening date.

**Declaration**

I hereby certify that the information furnished above is true and correct to the best of my knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Further I declare that, I will ensure the disbursement of payment of wages/statutory dues per statutory requirements and timeline.

(Signature of Authorized Signatory with date and seal of the Government)

