



Cement Corporation of India Limited

(A Govt. of India Enterprise)
Core V, SCOPE Complex, 7 Lodhi Road,
NEW DELHI-110 003
CIN-U74899DL1965GOI004322

PHONE:
E-mail: cci_co@ccilttd.in
Website: www.ccilttd.in

NOTICE INVITING E-TENDER (NIT) (Only through e-procurement)

1.0 Online electronic bids through Electronic Tendering System (ETS) are invited from reputed agencies having adequate experience for hiring a brand new **Honda City V CVT car** in white colour, Model 2021 (brand new) on lease basis for 24 X 7, for a period of 05 years.

The complete set of tender documents is available on websites www.ccilttd.in, www.eprocure.gov.in and www.cci-etender.com of Antares Systems Ltd.

E-TENDER NO.	Tender No. - CCI/Admin/ Hiring of Honda City car/2021-22/.
MODE OF TENDER	e-Procurement System (Online Part A - Techno-Commercial Bid and Part B - Price Bid) through www.cci-etender.com of Antares Systems Ltd.
Date of NIT available to parties to download	From 15-11-2021 (15:00 hrs.) Till 25-11-2021 (15:00 hrs.)
Earnest Money Deposit	EMD of Rs. 50,000/- by online mode through gateway as given in Cl-1.0 of Part-II
Security Deposit	Exempted
Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and Price Bid at www.cci-etender.com	From 15-11-2021 (15:00 hrs.) Till 25-11-2021 (15:00 hrs.)
Date & time of opening of Part-A (i.e. Techno-Commercial Bid) Part-B Price Bid: Date of opening of Part-B i.e. price bid shall be informed separately	25-11-2021 at 15:30 hrs. To be communicated separately.
Validity of bids	60 days from the date of techno-commercial bid opening.

Vendors must visit CCI Website and go through the General Terms & Conditions (GTC) of contract, uploaded in Tender Section of our website. The Vendors are advised to understand GTC and successively submit the various Annexures as given in attached Checklist, as a token of their acceptance of the same.

Manager (Admin)

Note: The tenderers are advised to keep visiting our website till last/extended date of submission/due date of opening of tender for corrigendum /addendum, if any, to the tender.

Checklist

The following documents have to be submitted in online mode along with Techno-commercial and Price Bids of the tender. The Bidder's are requested to visit the website of CCI: www.ccilttd.in and click on "Tenders" tab to view the General Terms & Conditions (GTC) of the contract. Bidders are advised to go through the detailed GTC and successively submit the various Annexure as given in the table below:

S.No.	Item	Yes/No/NA
1	Scanned copy of covering letter (Annexure-1)	
2	Submission of EMD	
3	Scanned copy of duly filled & signed Integrity Pact (Annexure-2)	
4	Copy of GST Registration Certificate and PAN Card	
5	Partnership Deed / Memorandum & Article of Association	
6	Balance Sheet for last 3 financial years	
7	Udyog Aadhar Number (For MSME bidders)	
8	Annexure 3 (Declaration of relation to officer of CCI)	
9	Annexure 4 (unexecuted / present contracts / jobs in hand)	
10	Annexure 8 (Details of orders executed including CCI during the last three years)	
11	Annexure 9 (Declaration letter of having read and understood the GTC)	
12	Order Copies of Last 3 years	
13	Bankers Solvency Certificate (the Bank you deal with)	

Important Instructions for E-procurement

This is an e-procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is Antares Systems Ltd., No.24, 1st Floor, Sudha Complex, 3rd Stage, 4th Block, Basaveshwaranagar, Bangalore-560079.

You are requested to read the tender terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1	<p>Process of E-Tender: Registration: (To be done by our service provider M/s Antares System Ltd. at Free of cost) The process involves vendor's registration with Tender wizard e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. Antares Systems Ltd is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE TECHNO-COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.cci-etender.com</p> <p>Vendors are required to register themselves online with www.cci-etender.com → 'Register Me' link. Filling up details and creating own user id and password → Submit. Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact CCI/Antares Systems Ltd, (before the scheduled time of the e- tender). Contact person (Cement Corporation of India): 1.Manager (Admin), Email: cci_co@ccilttd.in 2. DGM (MM) mm_co@ccilttd.in</p> <p>Contact person (Antares Systems Ltd): 1. Mr. Pravesh Mani 2. Helpdesk Sr.Exe-CRM Ph: 0804935200 Mobile: 09044314492 Ph: 03346046611 Email:praveshmani.t@antaressystems.com</p> <p>B) System Requirement: Windows 8,10 Professional Operating System, Internet Browser-9,10 &11. Signing type Class 3 digital signature, Java JRE 6 and above</p>
2	<p>(A) Part-A Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid. (B) Part-B Price bid will be opened electronically of only those bidder(s) who's Part-A Techno- Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part-B Price bid, through valid email confirmed by them.</p> <p>Note: The tenderers are advised to offer their lowest possible rates taking into account the prevailing market conditions. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4	<p>In case of failure to access the payment towards non-refundable fees for any reason, the vendor, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and CCI will not be responsible for any such lapses on this account. Bidder(s)</p>

	are advised to make remittance of non-refundable fees through separate DD well in advance and verify completion of transaction in respect of non-refundable fees. Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB. Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide
5	All notices/corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with Tender wizard (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	Bidding in e-tender: a.) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. b.) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof. c.) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender. d.) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
9	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10	No deviation to the technical and commercial terms & conditions are allowed.
11	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
12	CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.cci-etender.com of Antares Systems Ltd.
14	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical& commercial formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor guide in the page www.cci-etender.com to familiarize themselves with the system before bidding.

For and on behalf of CCI Ltd.

Manager (Admin)

Terms & Conditions :-

1. The contractor shall provide a brand new white colour **Honda City V CVT car** in, **Model 2021** (brand new) in showroom condition on 24 X 7 basis.
2. The Lease contract would be for a period of 05 years.
3. CCI reserve the right to take one additional car on need basis. In case additional vehicle is taken by the Corporation as per need basis, the monthly lease rent shall be the same as offered in Annexure-A.
4. The owner/firm must be able to provide services on All India Basis, if required.
5. The vehicle shall remain in possession of CCI 24X7 and will be parked in the premises as directed by CCI.
6. The vehicle shall be insured comprehensively and should have necessary valid permits from the Transport Department / Authority.
7. CCI's name shall be included as lessee in the registration certificate (RC) of the vehicle.
8. All statutory liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Firm / service provider.
9. 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.
10. Firm/service provider should be in a position to provide stand by Cars within 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 vehicle supplied.
11. A Penalty of Rs. 1,500/- per car per day shall be imposed if the transporter fails to provide car.
12. No advance payment, in any case, would be made to the firm.
13. The Car to be supplied should be a brand new car and needs to be well maintained during the contract period.
14. The vendor shall ensure to cover the car with Comprehensive Insurance and CCI will not be responsible for any loss damage, or accident to the vehicle or to any other vehicle or injury.
15. 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 repudiate the contract, CCI Ltd will have the right to forfeit the EMD.
16. 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.
17. 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.
18. Firm will be responsible for all statutory compliance.
19. The tender can also be awarded on stand-alone basis as per Price Bid.
20. Security Deposit is exempted

Manager (Admn.)

1. Responsibilities of the Contractor / Agency

- 1.1 For any kind of repairs/maintenance charges, oil, lubricant, fee towards licenses/ registration taxes such as road tax, permit fee/challan, insurance premium, etc. shall be the responsibility of the contractor and shall be borne by the contractor all along.
- 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. Tampering of meter reading shall be viewed seriously, leading to even cancellation/termination of contract and forfeiture of security deposit. In the event of any error /fault in the meter being noticed, the bill for journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action.
- 1.3 The leased car must have all relevant documents like registration book/insurance / Road tax receipt/ Pollution certificate, etc. The vehicle should conform to all Govt. rules and regulation being in force from time to time. The agency shall always keep CCI indemnified against any liability due to non-compliance of statutory obligation by the agency.

2. Payment Terms

- 2.1 The leased rent shall be paid on monthly basis. The agency shall submit bills, in duplicate, within the first week of each month to the Administration department, complete in all respects along with duly slips/logbook and monthly statement of journey.
- 2.2 Payment will be released within a month from the date of submission of the bill. TDS and other taxes as applicable shall be deducted from the bills of agency.
- 2.3 No advance payment shall be made under any circumstances.
- 2.4 The payment of toll tax, DND tax, parking charges and state passenger tax wherever incurred enroute journey shall be borne by CCI.

3. Dispute under this contract and Arbitration :

- 3.1 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 CMD of CCI Ltd. 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.
- 3.2 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.

- 3.3** 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 accounts of pendency of such Proceeding unless such payment related to the matters under Arbitration.
- 3.4** The venue of the Arbitration shall be New Delhi or such other place as the Arbitral Tribunal at his discretion made determined.
- 3.5** 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 Delhi.

Manager (Admn.)

1. Scope of work :

- a) The scope of work involves providing a brand new Honda City V CVT car registered in Delhi in WHITE colour (in showroom condition) excluding fuel charges and excluding driver, for a period of 60 months on lease basis.
- b) The tenderer will quote for the monthly lease rental charges taking into account the price of car, prevailing road tax, registration charges applicable for Delhi NCR excluding Driver and cost of fuel.
- c) The entire expenses towards leasing formalities shall be borne by the tenderer. Normal running of car by CCIL shall be about 2500 k.m. per month. The car shall be used mostly in Delhi NCR by the officials of Cement Corporation of India Limited (CCIL) and on requirement, shall be used for outstation tours as well. After conclusion of the contract, the car shall be handed over to the service provider. The cost towards any type of major / minor maintenance, repairs, insurance, traffic fines, RTO charges, Penalty of any kind related to the Car or any other cost related to the Car shall be borne by the tenderer.
- d) The cost on fuel and driver shall be borne by CCIL.
- e) The car shall be in Possession of CCIL on 24x7 basis.

2. Eligibility Requirements: The tenderer should have valid PAN, EPF and GST number pertaining to this particular service. The tenderer should have carried out at least one work of leasing/Hiring of Car in Govt./ PSU or Private Organizations during the last eight years i.e. from the period 01.04.2013 onwards or a work order of hiring taxis with PSUs with a value of ₹4 lakh. The tenderer shall submit proof of execution of such work along with tender document.

3. Final Evaluation of the Tender:

- i) The evaluation shall be on the basis of net cost to CCIL excluding fuel cost and driver. The rate shall be inclusive of the Car Leasing cost and the tenderer is required to quote for lease rent charges of the car.
- ii) The tenderer is advised to quote Lease rent Charges along with applicable GST. In the absence of tenderer quoting applicable taxes the rates shall be presumed to be inclusive of all applicable taxes. The payment shall be made to the tenderer after making recoveries towards applicable taxes. (TDS at applicable rates).
- iii) The quote which costs the minimum to CCIL will be declared as successful L-1 bidder.

4. Period of Contract :

The Contract period shall be 60 months and would start from the date of start of Leasing service, which will be mentioned in the Work Order. At the end of term and after the conclusion of the Contract, the car shall be handed over to the successful tenderer, on as is where is basis. No counter claim on CCIL shall be entertained for any impairment of the car whatsoever.

5. Termination of Contract:

If at any stage during the contract, the successful tenderer :

- a) withdraws the leased car as per agreed terms or
 - b) car do not conform to the quality / specifications indicated in the lease agreement / manufacturer's schedule or
 - c) the quality / utility of the cars supplied are found to deteriorate abnormally, or
 - d) If the tenderer is adjudicated insolvent by a Competent Court or files for insolvency or if the tenderer being a company is ordered to be wound up by a Court of competent Jurisdiction.or
 - e) Tenderer commits any breach of the terms of this lease agreement / tender document or
 - f) If any charge sheet is filed by a competent authority of the Government against the tenderer, or the tenderer is convicted by a criminal court on grounds of moral turpitude, or
 - g) In the event of unsatisfactory service or failure on the part of the tenderer at any time, to carry out the terms and conditions of the lease agreement to the satisfaction of CCIL,
- CCIL reserves right to terminate the contract without any further obligations.

6. If there is a change in the name / composition of the successful tenderer's firm / company's etc arising out of merging / collaboration with some other company or for any other reason, whatsoever, or, if any change takes place in the proprietorship or partnership of the successful tenderer's firm, the agreement shall be binding on the new entity. CCIL should be intimated within 30 (Thirty) days of such changes, failing which all payments may be withheld.

7. Jurisdiction :

This contract shall be deemed to have been entered into at Delhi NCR and all cause of action in relation to the contract will thereof be deemed to have arisen within the jurisdiction of the Delhi Govt.

8. CCIL reserves the right to reject the notice of invitation to this tender without assigning any reasons.

9. The tender is liable to be disqualified, if :

- (a) tender is not submitted in accordance with terms and conditions stipulated in tender document.
- (b) Tenderer changes his quoted prices during the period of validity of the quotation or its extended period, if any.
- (c) the tender submitted is a conditional tender.
- (d) tender is incomplete and / or received after the due date and time.
- (e) information submitted found to be incorrect / false at any stage during the processing / evaluation.
- (f) it comes to the knowledge of CCIL that some tenderers have formed a cartel and resulting in delay / holding up the processing of tender. In such case, all the tenderers forming cartel as per the knowledge of CCIL, shall be further liable to be disqualified for a further period of two years for any tender floated by CCIL
- (g) the tenderer has been disqualified by any PSU / Govt. / CCIL at any time in the past for supply of services referred to in the tender.
- (h) If any employee of your firm / organization had any relations with CCIL.

10. Assignment and Subletting

The tenderer shall not assign, sublet or transfer the contract or any part thereof or any benefit or interest therein or there under without the written consent of company.

SPECIAL CONDITIONS OF LEASING / HIRING OF CAR

1. The Tenderer shall provide a brand new Honda City V CVT car in showroom condition excluding driver of make / brand / type registered in Delhi with all the documents as specified. The tenderer shall quote rate as per prescribed format in the price bid given at the end. The interior of the car shall be as provided by the Manufacturer company.
2. All expenses involved in minor / major repairs, servicing, maintenance and normal wear and tear including expenses towards damage due to accidents scheduled and unscheduled repairs and maintenance will be borne by successful tenderer. The cost of fuel, toll parking and driver shall be borne by CCIL.
3. CCI's name shall be included as lessee in the registration certificate (RC) of the vehicle. All expenses towards registration, leasing and getting the name of CCIL as lessee shall be borne by the tenderer.
4. The Car will be exclusively kept at the disposal of the Officers-in-charge of CCIL and will be used according to his direction during the period of contract. The travel may cover to his work place / inspection sites outside Delhi NCR also. The vehicle will be parked at the CCIL specified places and the keys of the car shall be handed over to CCIL Officers-in-charge after parking of the car. The tenderer shall have a right to inspect the car on monthly basis with prior intimation to CCIL. Any loss towards thefts of car or any part of the car shall be claimed by the tenderer directly from the insurance firm and CCIL shall not be responsible for any loss towards any such theft.
5. The successful tenderer shall undertake the complete repair and maintenance jobs viz., door / window jamming, non-functioning of Air-conditioning / Stereo and breakdown services of the car as well as providing alternate replacement by same model of car during the period of such repairs and maintenance.
6. During the period of breakdown / repair, the successful tenderer shall also provide with a substitute car of same segment at the location specified by CCIL Officer. If the tenderer fails to provide the relief car CCIL shall be within its rights to make alternative arrangements by hiring another car of equivalent brand from any other source and the amount so spent, together with any other reasonable incidental charges etc. will be fully recovered from successful tenderer's regular bills.
7. The successful tenderer will take due care for servicing the car as specified by manufacturer and shall keep the car always in perfect condition. In case the successful tenderer fails to do the

essential repairs / routine maintenance as specified, CCIL will get it done at the risk and cost of the successful tenderer.

- 8.** In case of accident it will be the successful tenderer's responsibility to get the job attended including tin work and painting and no extra charges will be paid by CCIL to the successful tenderer.
- 9.** The car shall be fitted with all accessories as provided by the manufacturing Company including Music system and the same shall be maintained in working conditions by the successful tenderer during the Contract period. In case of any of such accessory becoming faulty / stolen the same shall be repaired/replaced by the successful tenderer at his own cost. In case of default the same shall be done by CCIL at risk and cost of tenderer.
- 10.** The car may have to travel to outside Delhi also on certain occasions. For such movements the payment shall be as per the existing terms only.
- 11.** Signed copy of the tender document is to be enclosed to the tender.

Signature of Tenderer - Name and Designation (Rubber Stamp)

Address:

Date:

PRICE BID FORMAT (A/C)

Name of the Contractor :
 Contact No. :
 Address :
 Type of Taxi Permit : National / State/Mandal
 Details of vehicle offered :
 GST Registration . No :
 PAN No. of the operator :
 PAN card copy attached : YES / NO
 Copy of GST Reg. No :

Vehicle required should be brand new on Monthly basis :-

	Description	Qty. (A)	Rate in (₹) per Vehicle per month (B)
1.	Hiring of Honda City V CVT car in white colour, Model 2021 (brand new) on lease basis for 24 X 7 and shall be parked at CCI's premises.	Monthly lease Rent for 1 Car	
	Add GST		
	Total Monthly lease Rent		

NB: CCI may require to take one additional car on lease basis with Mutual Consent of the Contractor. In case additional vehicle is taken by the, the monthly lease rent shall be the same as offered in Annexure-A.

Note:

- 1) Value indicated by the bidder on Total Amount will be the basis for finalizing the L1 bidder.
- 2) GST as applicable shall be imposed as per Govt. guidelines in addition to the above rates. In case ITC is not available, GST paid shall be recovered. 1% TDS will be deductible from my monthly bills.

Certificate by Contractor

- 1) I agree to receive payment through NEFT to the bank a/c number.
- 2) I hereby affirm that I have read and understood all the terms and conditions of the tender and agree to abide by the same.
- 3) The above offer is valid for a period of 60 days from the tender opening date.
- 4) L1 shall be derived on overall cost.

Place:

Date:

(Signature of the contractor)