



Cement Corporation of India Limited

(A Govt. of India Enterprise)

Bokajan Cement Factory

Distt. : Karbi Anglong, Assam-782 490

(An ISO 9001:2015 Certified Company)

CIN : U74899DL1965GOI004322

Fax No. : 03675-246107

E-mail ID: bokajan.tender@gmail.com

Notice Inviting E-Tender (NIT) **(Only through E-Procurement)**

Online electronic bids through Electronic Tendering System (ETS) are invited for Annual Rate Contract for Hiring of Corporation vehicle (Mahindra Bolero/Equivalent Vehicle) at Dillai Parbat Limestone Mines. The complete set of tender documents is available on website www.ccilttd.in, etenders.gov.in/ eprocure/app (CPP Portal)

E-Tender No.	BKO/HR/HV/Bolero/2023
➤ Mode of tender	E-procurement System (Online Part-I Techno –Commercial Bid and Part-II Price Bid through etenders.gov.in/ eprocure/app. (CPP Portal)
➤ Date of NIT available to parties to download	
➤ Earnest Money Deposit	Nil
➤ Date of starting of e-tender for submission of online Techno-Commercial Bid and Price Bid at www.cci-etender.com	From 11.07.2023 Till 25.07.2023 (03.00 PM)
➤ Date & Time of opening of Part-A (i.e. Techno-Commercial Bid)	26.07.2023 at 03:05 PM
➤ Date & Time of opening of Part-B (i.e. Price Bid)	Shall be informed Separately
➤ Validity of Bid	120 Days from the date of the techno-commercial bid opening

Offer is invited for the following particular

Tender Enquiry No.	Particulars
BKO/HR/HV/Bolero/2023	Annual Rate Contract for Hiring of Corporation vehicle (Mahindra Bolero /Equivalent Vehicle) at Dillai Parbat Limestone Mines.

1. Only those tenders will be considered who fulfill the Pre Qualification Conditions mentioned in the tender documents.
2. The price-bid should be submitted only as per CCI's Price-Bid Format otherwise the tender is liable for rejection

HOD (HR)



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Important Instructions for E-procurement

This is an e-procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is NIC-Central Public Procurement Portal, New Delhi – 110003.

You are requested to read the 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:</p> <p>Registration: The process involves vendor's registration with CPP 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. NIC-CPPP is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT etenders.gov.in/eprocure/app</p> <p>1. Vendors are required to register themselves online with etenders.gov.in/eprocure/app Register as vendor filling up details and creating own user id and password→ Submit. 2. 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/NIC-CPPP portal</p> <p>Contact person (Cement Corporation of India): Shri Vipin Kumar – Sr. Manager (HR) Mobile No.7002850910</p> <p>A) Help Desk (NIC-CPPP): (E-commerce) : 8077213001</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> <p>THE VENDORS ARE ADVISED TO GO THROUGH THE <u>Help Manual</u> LINK AT etenders.gov.in/eprocure/app FOR GENERAL GUIDANCE ABOUT TENDER PROCESS</p>
2	<p>(A) Part-I 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-II Price bid will be opened electronically of only those bidder(s) who's Part-I Techno- Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part-II Price bid, through valid email confirmed by them.</p> <p>Note: The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing</p>

	market condition, the order may be awarded to the lowest bidder and if the rate is still consider high, action as per prevailing instruction/guideline shall be taken.
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p>In case of failure to access the payment towards cost of tender documents and EMD for any reason, the vender, 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) are advised to make remittance of tender fees and EMD through online well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to Upload Documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>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 help manual.</p>
5	All notices 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 responsibilities of the parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	<p>Bidding in e-tender & Reverse auction :</p> <p>a) Bidder(s) need to submit necessary EMD and Tender fees(If any) to be eligible to bid online in the e-tender. Tender fees are not refundable. No interest will be paid on EMD.EMD of the unsuccessful bidder(s) will be refunded by CCI.</p> <p>b) The process involves Electronic Bidding for submission of Techno Commercial bid as well as price bid is explained in Help Manual.</p> <p>1. In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>2. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to every body else.</p> <p>c) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>d) All electronics bids submitted during the e-tender process shall be legally binding on the bidders. Any bid will be considered as the valid bid offer by that bidder and acceptance of the same by the buyer bill form a binding contract between buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter supplier.</p> <p>e) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. 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.</p> <p>f) 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.</p>

	g) 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 etenders.gov.in/eprocure/app of NIC-CPPP.
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, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor Help Manual in the home page etenders.gov.in/eprocure/app to familiarize themselves with the system before bidding.

For and on behalf of CCI Ltd.

HOD (HR)

LIST OF ANNEXURE

The tender documents comprise of following:-

Part I	General terms & conditions can be downloaded from CCI website www.ccilttd.in
Part II	
Annexure I to IX	Download from General Terms & Condition from CCI Website www.ccilttd.in in tender section.
Annexure: X	Part-III- Special terms & conditions
Annexure: XI	Part-IV : Technical Specification
Annexure : XII	Price Bid

CEMENT CORPORATION OF INDIA LIMITED
BOKAJAN CEMENT FACTORY – 782490
DIST.- KARBI ANGLONG :: ASSAM
Part-III

**Terms & Conditions of the tender for hiring diesel vehicles for
Dillai Parbat Limestone Mines.**

SCOPE OF WORK AND RELATED CONDITION:-

- 1.1** CCI Bokajan intends to hire the following vehicles registered with RTO as Commercial vehicles:

Sl. No.	Type of Diesel vehicle	Model Year	Period
1.	Mahindra Bolero (Equivalent Vehicle)	2022 of above	2 years

- 1.2** Details of Diesel vehicles required for normal usage is considered for running is as follows:

Sl No	Type of Diesel Vehicle	Duration of Contract	Kilometer/ Monthly (approx)	Hours (Approx)
1.	Mahindra Bolero / Equivalent Vehicle	2 Years*	3500	16 Hrs Daily

- 1.3** Normal usage of the vehicle for 16 hours per day cumulative.
- 1.4** * **The contract will be for a period of 02 years from the date of commencement of the contract i.e. date of deployment of the vehicle. However, the term of engagement may be extended by one more year on the same rate terms & conditions etc. on mutual consent basis provided the services are found to be satisfactory.**
- 1.5** In case of accident, if contractor fails to give compensation to his driver, the Corporation reserves the right to make this payment and recover the same from any of the bills or from security deposit. Moreover, the contractor has to give medical coverage in case of accident/otherwise. The contractor shall make arrangements for provision for workers compensation policy, insurance policy for the workers engaged by him for covering compensation for fatal accident or accident involving permanent disabilities.
- 1.6** After entering into the contract, the vehicles identified for CCI Bokajan Cement Factory contract shall be at sole disposal of CCI Bokajan only and shall not be let or sublet to others. If any vehicle is required to be replaced in special circumstances, it shall be replaced with the similar vehicle with same model.
- 1.7** The service of vehicles is to be provided on all week days from Monday to Sunday from 06:00 AM to 10:00 PM. Vehicle will be used for transporting men & material as well.

CONTRACTOR TO BE FULLY RESPONSIBLE IN CASE OF ACCIDENTS:-

- 1.8 Accidents during the course of the work shall be reported by the contractor /driver immediately to the Officer-in-Charge. Contractor shall submit detailed report of any such accident or incident. The contractor will operate their vehicles entirely at their own risk and CCI Bokajan Cement Factory shall not be held responsible for any damage / losses incurred both for the vehicle or persons traveling in the vehicle any time.
- 1.9 The contractor at his own expense will reinstate and make good to the satisfaction of Cement Corporation of India and pay compensation for any injury to any person, loss / damage occurred to any property or rights whatever including property and rights of Cement Corporation of India and its bonafide users of the vehicle, for the injury, loss /damage arising out of or in connection with or during the execution of the contract and further contractor shall indemnify the Bokajan Cement Factory against all claims for CCI against Bokajan Cement Factory or its bonafide users of the vehicle.

2.0 INSPECTION & CHECKING :-

CCI Bokajan Cement Factory reserves the right to check the speedometer /odometer of the deployed vehicle at any point of time and if it is found inaccurate / tampered, suitable action deemed fit will be taken. Repeated offence may lead to termination of contract and forfeiting of security deposit.

3.0 CLAIMS FOR COMPENSATION:-

Under no circumstances, whatsoever, shall the contractor be entitled to any compensation from the Corporation on any account nor will the Corporation entertain any claim for compensation, except for the work done under this contract.

4.0 PENALTY:-

For supply of vehicle other than stipulated vehicle during the month including off-days, penalty per day at a rate of 1.5 times the normal rate (quoted monthly rate / no. of days of the month) shall be imposed. For late reporting of the vehicle @ Rs.100/- per hour for each instance for the first three instances in a month, and Rs. 200/- per hour per instance thereafter.

- 5.0 The actual taxi parking charges/toll charges/night staying in hotel /Lunch & Dinner etc. /incurred at check posts or any other places will be reimbursed on production of actual receipt without any corrections or overwriting.

- 6.0 Proof of having paid all taxes insurance etc. shall be furnished by the contractor as and when called for.

7.0 SUBMISSION & PAYMENT OF BILLS:-

The contractor shall submit the bill on monthly basis to HOD (HR), Personnel Deptt. will check the bill with MB record and forward to Finance Deptt. with note which shall be paid within 15 days on receipt of bill by Finance Deptt. Payment will be made by online transfer only & the paying authority is **HOD (Finance)**, CCI Bokajan. The settlement of bills shall be subject to deductions as may be applicable under the rules and laws in vogue.

RATE:-

- 8.0 The rate quoted shall remain firm for the entire period from the date of award of contract.

- 8.1** The quoted rate shall be inclusive of all expenses like payment to driver / staff, maintenance charges for vehicle, taxes, /PUC Certificate/ Insurance/fitness/ etc. except GST.
- 8.2** The contractor may not add GST liability in their quoted rates. GST applicable will be reimbursed by the Corporation on the basis of GSTR-2A report.
- 8.3** Diesel will be provided by the Corporation @ 14 kilometer per litre for Tata Sumo Gold/Mahindra Bolero & 12 kilometer per litre for Mahindra Bolero Camper 4 WD for Mines.
- 9.0** **ACCOMMODATION:** - One accommodation if required will be provided to the driver by the corporation so that availability of drivers is available 24 hours. Deduction of house rent at par with employees of Bokajan Cement Factory & electric bill as per actual meter reading from the running bill of the contractor.
- 10.0** **FOOD:** Canteen facilities if required will be provided to the drivers at subsidized rate at par with employees of the factory for breakfast Lunch & Dinner to be borne by the corporation. Deduction of canteen bill at par with employees of the Bokajan Cement Factory from the running bill of the contractor.
- 11.0** **TERMINATION OF THE CONTRACT:-**
The Corporation may terminate the contract at any time within their discretion, without assigning any reason thereof by giving 15 (Fifteen) days notice and without any liability to pay any compensation. Regular genuine complaints of misconduct, misbehavior and non execution of terms & conditions of the contract may lead to termination of the contract.
- 12.0** **NOTICE:-**
- a) All notices, communications, references and complaint of the contractor will be addressed to the General Manager Bokajan Cement Factory and complaint shall be in writing only.
- b) Any notice hereunder may be served on the contractor by Registered Post/Mail at his last known address. Proof of issue of any such notice should be conclusive to the contractor having been duly informed.
- 13.0** **Documents required for submission of tender in addition to Part-I clause**
- 13.1** **Registration certificates of the Vehicle or undertaking to submit RC and other vehicle related documents within 30 days.**
- 13.2** **Bank Name, branch address Account Number, IFSC Code & 1 no cancelled cheque.**

I have accepted the above terms and conditions.

SIGNATURE OF TENDERER



CEMENT CORPORATION OF INDIA LIMITED
BOKAJAN CEMENT FACTORY – 782490
DIST.- KARBI ANGLONG :: ASSAM

**Part-IV : Technical Specification for hiring diesel vehicles for Dillai Parbat
Limestone Mines**

SCOPE OF WORK AND RELATED CONDITION:-

- 1 In the event of the breakdown/maintenance of the vehicle, alternative arrangement of similar vehicle shall be made within 24 hrs by the contractor. In the event of contractor failing to provide the vehicle as above, CCI Bokajan shall be at liberty to make alternative arrangements, the expenditure for such arrangements and for the loss / damage incurred by CCI Bokajan Cement Factory as a result of such non compliance will be deducted from the monthly running bill or security deposit of the contractor. CCI Bokajan Cement Factory reserves the right to determine the cost of deduction at its sole discretion.
- 2 Dedicated vehicles and drivers must be provided since security passes / labels for CCI are to be arranged by this office. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with prior information / approval.
- 3 The vehicles will normally be utilized for commutation to & from Bokajan Cement Factory/Dillai Mines /Angle Station /Diphu/Jorhat/Golaghat/Dimapur/Guwahati and in other NE area as per the timing indicated in the para 1.2 of the Instructions to bidder, as & when required.
- 4 The reporting / release point shall normally be Bokajan Cement Factory/Dillai Parbat Lime Stone Mines, However, CCI reserves the right to change the reporting / release point by giving a notice in advance. The vehicle shall not be provided /paid for any dead mileage (distance before the reporting point and after the releasing point).
- 5 The vehicles deployed for the contract should not be owned by any employee of CCI Bokajan Cement Factory or their dependents. The ownership details of the vehicle to be submitted by the successful bidder before deployment and if there is any contravention of this clause, the contract will be terminated immediately and the Security Deposit shall be forfeited.
- 6 Contractor shall have valid permit(s), fitness certificate, pollution under control certificates, and any other certificates required in respect of the motor vehicle with comprehensive insurance.
- 7 Proof of having paid all taxes insurance etc. shall be furnished by the contractor as and when called for.
8. The vehicle deployed for the contract shall not be older than 2018 model and only such vehicles are to be provided.
- 10 The vehicle deployed shall always be well maintained, in good running condition and road worthy to ensure smooth and trouble free service during the entire contract period.
11. The deployment of vehicle shall be punctual always. Late reporting and absence will attract penalty as per clause 8.0 of Instructions to Bidders.
- 12 Any unauthorized journey undertaken by the driver / contractor during the contract period shall not be allowed.
- 13 While deploying the vehicle, the contractor shall always ensure the following

aspects:

- a. Valid and relevant documents for the vehicle and driver viz., Registration Certificate, Tax paid Challan/ endorsement, insurance, PUC Certificate, fitness certificate, driving license, emission test certificate etc. or Undertaking to provide required vehicle within a month after getting work order.
- b. Vehicle shall be in full preparedness for the full day service including the fuel in the tank, preparedness of the driver and reasonable money with the driver for meeting contingency requirements.
- c. Portable fire extinguisher in vehicle.
- d. Mobile phone with the driver in working and charged condition.
- e. A first aid kit in the vehicle.
- f. Good upholstery for the seats and with cotton cloth covering on the top. The cotton cloth shall be regularly washed and maintained in hygienic condition.
- g. Vehicle washed daily and maintained cleanly both exteriors and interiors.
- h. Essential minimum spares viz., fan belt, Stepney (spare tyre) properly inflated, spare bulb & fuses, jack, standard tools and tackles to attend the emergencies.

14 DUTIES & RESPONSIBILITIES OF THE DRIVER:

1. Driver shall have valid driving license for the type of vehicle and keep it updated as when required.
2. Driver need to be punctual & well dressed always.
3. Driver should be well behaved, well mannered, polite & soft spoken.
4. Consumption of alcohol by driver while on duty is strictly prohibited.

15 LOG BOOK, DIESEL RECORD & INSURANCE :-

A logbook shall be maintained by the contractor for the vehicle for entry of mileage travelled, in the manner decided by the Officer-In-Charge. In case of defective odometer during a small specific period, the distance covered by vehicle for official purpose, shall be assessed by the Officer-In Charge whose decision shall be final and binding. The defective odometer should be reported to the OIC and should be replaced within seven days. Logbook shall have to be produced before the Officer- In-Charge regularly for observation and checking etc. Non submission of logbook on regular basis shall be strictly viewed as violation of contract.

- 16 All vehicles shall have to run during Sundays/holidays as per the requirement of CCI. Monthly fixed charge of vehicles covers all these expenditures. There is no provision for overtime or night stay for vehicles under this tender.
- 17 The contractor shall not assign and/or sublet the work or any part of it to any other person or party. The bidder shall not sublet vehicles deployed to Bokajan Cement Factory any time during the entire contract period. Instances found, if any, shall be viewed seriously and the contract is liable for termination and black listing of the contractor. No correspondence shall be entertained in this regard and the decision taken by CCI Bokajan is final and shall be binding on the contractor.
- 18 Only authorized staff attached to the contractor and driver nominated shall be

allowed entry inside the premises of Bokajan Cement Factory or any other premises during the course of contract. The successful bidder shall provide the details of the drivers and authorized representatives for this purpose before commencing the work.

- 19 The contractor shall ensure that all their vehicles under the contract are covered by a comprehensive insurance by a leading / reputed insurance provider. The insurance policy shall cover compensation for the loss / damage to the vehicle, driver and co passengers as well. Under no circumstance shall CCI Bokajan be liable to compensate any loss / damage that may be caused to / by the vehicle while engaged in discharge of the contractor's obligations under this contract.
- 20 As and when required clearance from RTO or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by contractor at his own cost. CCI Bokajan Cement Factory will not take any responsibility and will not bear any additional expenses in this regard.
- 21 Contractor will not be allowed to sell the vehicle deployed under this contract without prior written permission of the corporation.
- 22 Two shift (16 hrs) off shall be provided once in a month for repair and maintenance work etc. after proper intimation to Officer in Charge.



**CEMENT CORPORATION OF INDIA LTD
BOKAJAN CEMENT FACTORY
KARBI ANGLONG, ASSAM – 782490**

(TO BE FILLED & SIGNED BY THE TENDERER)

PRICE BID

Ref No: BKO/HR/HV/Bolero/2023

Price Bid Schedule		
Category 'A'		
SCHEDULE FOR Mahindra Bolero (Equivalent vehicle) 1 No FOR MINES		
1	Monthly fixed charges per vehicle for Mahindra Bolero (Equivalent Vehicle) for minimum of 3500 kilometre (Approx) & 500 Hours (approx) of uses per month excluding GST	
2	GST AS ACTUAL	
Total		

SIGNATURE OF TENDERER

PLACE :

DATE :

ADDRESS & SEAL