



राजबन

**Cement Corporation of India Limited**

(A Govt. of India Enterprise), An ISO:9001:2015 Certified, **GSTIN No.** 02AAACC0949B1ZG  
Rajban Cement Factory, AT & PO-Rajban, **Phone:** - 01704-266223, 266221  
Tehsil:Paonta Sahib, Distt Sirmour(H.P)-173029 **E-mail :** rjopers@gmail.com  
CIN: U74899DL1965GOI00432**Website:** [www.ccilttd.in](http://www.ccilttd.in)

Ref. No: RCF/HR/TENDER/SCHOOL-BUS/2024

Date : 12.12.2024

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

Online electronic bids through Electronic Tendering System (ETS) are invited from reputed agencies having adequate experience for **Hiring of School Bus42 Seater Capacity+Driver & Conductor/Attendant +Fuel (Model 2018 or later), at Rajban for two years (2) which can be extendable by another (1) year (2+1), based on satisfactory performance.** The complete set of tender documents is available on websites [www.ccilttd.in](http://www.ccilttd.in), [etenders.gov.in/eprocure/app](http://etenders.gov.in/eprocure/app)

E-TENDER NO.	RCF/HR/TENDER/SCHOOL-BUS/2024
MODE OF TENDER	e-Procurement System (Online Part A - Techno-Commercial Bid and Part B - Price Bid) through <a href="http://etenders.gov.in/eprocure/app">etenders.gov.in/eprocure/app</a>
Date of NIT available to parties to download	From date 12.12.2024 (15:30hrs.) Till 26.12.2024 (14:30 hrs.)
i) Earnest Money Deposit	<b>Rs.60,000/-</b> to be paid through online mode only with Debit Card, Credit Card & NEFT/RTGS. Conditions (Annexure-IV). SSI units registered with NSIC, MSME and Public Sector Undertakings are exempted from furnishing EMD only.
ii) Tender Fees	Nil
iii) Transaction Fee	Nil
Last date of submission of EMD,valid SSI/NSIC/MSME certificate and other documents required as per tender terms & conditions under covering letter (Annexure-1)	26.12.2024 date (14:30 hrs.)
Date of Starting of e-Tender for submission of on-line Techno-Commercial Bid and Price Bid at <a href="http://www.ccilttd.in,etenders.gov.in/eprocure/app">www.ccilttd.in,etenders.gov.in/eprocure/app</a>	From date 12.12.2024.(15:30hrs.) Till 26.12.2024 date (14:30 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	27.12.2024 at 15:00 hrs.) To be communicated separately.
Validity of bids	90 days from the date of the techno-commercial bid opening.

**Offer is invited for the following as per details given below-**

<b>NIT No.</b>	<b>Name of the Item</b>	<b>Monthly idle Charge</b>
<b>RCF/HR/TENDER/SCHOOL-BUS/2024</b>	<b>Hiring of School Bus, 42 Seater Capacity +Driver &amp; Conductor/Attendant + Fuel (Model 2018 or later), at Rajbanfor Two years (2) which can be extendable by another One (1) year (2+1), based on satisfactory performance.</b>	<b>The contractor will be paid a monthly payment of Rs.60,000/- by Company.</b>

1. Only those tenders will be considered who fulfill the terms & conditions mentioned in the tender documents.
2. Only those tenders will be considered who deposit the earnest money before due date.
3. The price-bid should be only as per CCI's price bid format otherwise the tender is liable for rejection.
4. The vendors/ bidders are requested to visit CCI website for Part I & II and Annexure -9
5. The bidders must sign and uploaded online Annexure- 9 along with the techno-commercial bid of the tender.

**HOD (HR)**

## LIST OF ANNEXURES

**The tender documents comprise of following: -**

Part-I & Part-II are available on our website <a href="http://www.ccilttd.in">www.ccilttd.in</a> in Tender	General terms & conditions (GTC), Part -1 Instruction to tenderers, Part-II General terms & conditions, Integrity Pact which is available in CCI website must be submitted by tenderer duly filled in along with annexures 1 to 9.
Annexure-1	Covering letter which must be submitted by tenderer duly filled in.
Annexure-9	Declaration letter of having read and understand the GTC to be uploaded duly filled, signed and stamped.
Annexure: I	Important Instructions to Bidders for E-Procurement.
Annexure: V	Part-III, Special terms & conditions
Annexure: VI	Part -IV, Technical Terms & Conditions and Scope of Work
Annexure: VII	Price Bid Performa (Price schedule) to be submitted duly filled in online as Part-B.

Please visit our website [www.ccilttd.in](http://www.ccilttd.in) for covering letter, Part-I-Instruction to tenderers, Part-II-General terms & conditions, Integrity Pact, all formats and submit the same along with annexure-9, duly filled in along with the tender

**HOD (HR)**

**Important Instructions to Bidders for E-procurement**

This is an e-procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is **(NIC-GEMP):(E-commerce)**: You are requested to read the tender terms & conditions -(Annexure, I, V, VI, VII & 9) 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>A) Registration: 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 System 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 <a href="http://www.cci-etender.com">www.cci-etender.com</a>, <a href="http://etenders.gov.in/e procure/app">etenders.gov.in/e procure/app</a></p> <p>1). Vendors are required to register themselves online with <a href="http://www.cci-etender.com">www.cci-etender.com</a> → Register Me' link. Filling up details and creating own user id and password → Submit.</p> <p>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-GEMP):(E-commerce) :(before the scheduled time of the e- tender).</p> <p>Contact person (Cement Corporation of India):  HOD(HR), HOD(MM)  Mob:9818009818 Mobile: 7827989577  9761265704</p> <p><b>(A) Help Desk (NIC-GEMP):(E-commerce):</b>  8077213001</p> <p><b>(B) SystemRequirement:</b>  Windows8,10ProfessionalOperatingSystem,InternetBrowser-9,10&amp;11SigningtypeClass 3 digital signatureJavaJRE 6andabove.</p> <p><b>THE VENDORS ARE ADVISED TO GO THROUGH THE <i>Help Manual</i> LINK AT <a href="http://etenders.gov.in/e procure/app">etenders.gov.in/e procure/app</a> FOR GENERAL GUIDANCE ABOUT TENDER PROCESS.</b></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.</p> <p>1. (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>The tenderers are advised to offer their lowest possible rates considering 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 &amp; Commercial Formats without any ambiguity.</p>
4.	<p>In case of Failure to access the payment towards non-refundable fees 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 non-refundable fees through separate DD well in advance and verify completion of transaction in respect of non-refundable fees.</p>

	<p>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.</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 guide</p>
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	<p>Bidding in e-tender:</p> <p>a.) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>b.) Buyer reserves the right to cancel or reject or accept or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>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 &amp; conditions for the tender.</p> <p>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.</p>
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 <a href="http://www.cci-etender.com">www.cci-etender.com</a> of <a href="http://etenders.gov.in/eprocure/app">etenders.gov.in/eprocure/app</a>
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	<b>Bidders are requested to read the vendor guide in the page <a href="http://www.cci-etender.com/eenders.gov.in/eprocure/app">www.cci-etender.com/eenders.gov.in/eprocure/app</a> to familiarize themselves with the system before bidding.</b>

For and on behalf of CCI Ltd, Rajban

HOD (HR)



# सीमेंट कारपोरेशन ऑफ़ इंडिया लिमिटेड

(A Govt. of India Enterprise)

राजबन सीमेंट फैक्ट्री

मानव संसाधन विभाग



RCF/HR/TENDER/SCHOOL-BUS/2024

Date: 11.12.2024

**Annexure: V**

## **PART-III SPECIAL TERMS & CONDITIONS**

1. The contractor shall provide HP registered School Bus, 42 Seater Capacity, model year 2018 or later which includes **one driver, Conductor & fuel**. The vehicle should be in excellent running conditions and having comfortable interior. The offer vehicle should be completed the latest standards of pollution control norms.
2. The contract would be for Two (02) years which can be extendable by another One year (1) (2+1), based on satisfactory performance, without any revision of rates.
3. **Payment Structure for School Bus Services**  
**Idle Charge for School Bus:**
  - a. **Fixed Charge:** Rs 60,000 per month, applicable under the following conditions:
    - a) If the bus is idle (not in use) throughout the month.
    - b) If the bus is used for up to 15 days in the month.
  - b. **Note:** The Rs 60,000 is the fixed payment for both idle and up to 15 days of usage; there is no other will be paid for these two situations.**Payment for Running the Bus (Up to 2100 KM):**
  - c. If the bus operates for more than 15 days in a month, the contractor will receive a **fixed monthly payment** as quoted by the contractor.**Payment for Extra Distance (Above 2100 KM):**
  - d. If the bus travels beyond 2100 KM in a month, the contractor will be paid an additional **Rs 50 per KM** for every kilometer that exceeds the 2100 KM limit.
  - e. This additional payment is calculated based on the extra kilometers traveled beyond the 2100 KM threshold.
4. The successful tenderer must have to furnish security deposit equivalent to 5% (Five percent) of the total value of the contract by way of RTGS/NEFT/ DD / Bank Guarantee (in CCI Format, to be provided by Rajban unit) or FDR from any nationalized bank towards satisfactory performance of the contract within 15 days from the date of issue the Letter of Intent / Work Order, enter on clause 2.1 of Sr.No.2 of Part-II of GTC. **In case tenderer fails to deposit the SD within specified period (as above), will be considered to be breach of contract which would give the Corporation the right to terminate the contract and forfeit the EMD amount.**
5. The School Bus must be with the following:
  - a) Windows of Bus must be fitted with horizontal grills with spacing of 10-12cm.
  - b) School bus should be painted in yellow color.
  - c) Name of Company & number must be written on the bus both sides & front side of bus.
  - d) Doors of the bus should be fitted with reliable locks
  - e) Every bus driver must have a minimum of 5 years of experience of driving heavy vehicle & driver should have white color dress and must not have any previous record of traffic offences.
  - f) The bus should be fitted with speed governor with maximum 40KM/H, CCTV Camera, fire extinguisher & First aid box etc.
  - g) There must be a conductor/attendant in the vehicle to ensure safe travel of the children and render adequate assistance for safe embarking and dis-embarking of the children.

6. If bus conductor/attendant is not deployed on the bus, the payment will be deducted @ Rs.500/- per day.
7. The contractor will not change the driver frequently. In case of any change, all documents i.e Driving License & other ID proofs will be deposited with CCI, well in advance to CCI Management.
8. Two emergency exits are mandatory in school bus & children should be trained to use of emergence exits.
9. In case of fresh procurement of School Bus, it shall be provided by the bidder within 15 days from the date of issue of the work order, failing which the Contract will be terminated and EMD of party will be forfeited besides other action as deemed fit.
10. A) The route of the bus will be via CCI Rajban Colony, Boys School, Taruwala, Guru Nanak Mission School, Main Branch, Govt Girl School Paonta Sahib & etc. The bus will make rounds at the above schools once or twice a day depending on school timings and exams.  
  
B) Bus will be deployed at least once a week for marketing trip CCI Rajban Colony to Paonta Sahib Gurudwara.
11. The bus can be deputed to any place as will be required by CCI from time to time and the contractor will have no objection thereto.
12. The Tenderers are advised to visit of site of work and check the route details before quoting the rates.
13. 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.
14. No mileage will be allowed to drivers for lunch/breakfast etc.
15. The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department/Authority.
16. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Firm/owner of the vehicle.
17. The owner/representative of the firm should be available on direct telephone (office as well as residence) so as to respond to the call for vehicle in emergency cases. The Mobile number should also be given.
18. Drivers & conductor deputed with the vehicle should bear good moral character and antecedents, well behaved and neatly dressed in distinctive uniforms with their names and should be hold of a valid Driving License. Driver should have a good knowledge of all roads/routes. Misbehavior of the driver & conductor will be viewed very seriously and Corporation reserves the right to impose a penalty of Rs.500/- for such incidence and the driver should be replaced immediately.
19. The antecedents of drivers & conductor 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 & conductor, prior intimation will be required to be given to this Authority and the user.
20. Drivers & conductor of vehicle must be provided and maintain Mobile phones with GPRS/Maps, no extra charges would be paid by Corporation for the same.

21. Portable fire extinguisher in functional condition should be available all the time in vehicle and a fully equipped First Aid Kit should also be available in the vehicle.
22. Firms should be position to provide stand by vehicle within half an hour of reporting to the contractor telephonically during break down&providing additional vehicle for school. All expenses are to be borne by the firm, in case of breakdown of a vehicle supplied.
23. Bus can be checked any time and if bus will not found as per norms penalty of Rs.2000/- per day will be imposed by the CCI
24. In case the vehicle is not provided, alternate arrangement shall be made by the contractor. Alternatively in extreme situation the vehicle can be hired at risk and cost apart from this Rs.2000/- penalty shall be imposed
25. The driver is required to maintain a log-book i.e. details of rounds performed during the day since morning to till last duty.
26. No advance payment, in any case, would be made to the firm/driver.
27. The Vehicle to be supplied should be in very good working conditions and well maintained during the contract period having with seat covers. The vehicle to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc. should be decent looking.
28. Corporation will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
29. 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, Corporation will have the right to forfeit the security deposit.
30. In case of any compelling circumstance, Corporation 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. If contractor wish to withdraw the engaged bus, he will have to give at least Two month prior notice to the Company/CCI Mangement.
31. The Firm should have at least two years' experience in business to supply the Diesel/Petrol vehicles to any Pvt. Offices/Semi- Govt. Offices/Govt. Offices/PSUs etc.
32. Any other directions/guidelines issued by Hon'able Courts of India regarding the schools Bus and as amended by time to time, should be followed. Bus should be maintained as per Road Transport Authority.
33. In case disinvestment takes place during the contract period, the contract shall stands terminated from that date. No claim of compensation will be entertained on this ground from Contractor.
34. 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.

(Signature of Tenderer)





# सीमेंट कारपोरेशन ऑफ़ इंडिया लिमिटेड

(A Govt. of India Enterprise)

राजबन सीमेंट फैक्ट्री

मानव संसाधन विभाग



RCF/HR/TENDER/SCHOOL-BUS/2024

Date: 11.12.2024

## Annexure: VI

### Part -IV, Technical Terms & Conditions

#### **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& conductor, insurance premium etc. shall be the sole responsibility of the contractor and shall be borne by the contractor. The petty cash/card for the above purposes may be provided to the driver by the contractor.
- 1.2 The contractor should ensure proper sealing of milometer. Corporation 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 other penal action what so ever.
- 1.3 The vehicle sent to Corporation, must have all relevant documents like Registration Certificate/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 regulations so as to ensure safety of the Children/Passenger.
- 1.5 The Agency or any of its agents/servants/drivers will be held responsible for any failure to comply with any statutory obligation for any reason whatsoever and Agency will also be responsible for the conduct of their employees.

#### **2. VEHICLE REQUISITIONING & LOG BOOK:**

- 1.1 The driver shall maintain the log book as per prescribed format for every trip. The log book should be checked by the HR & Admin. deptt/Security, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey. 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:**

- 1.1 The agency shall submit bills, in duplicate within the first week of each month to HOD (HR)/T.O. complete in all respects along with log book and monthly statement of journey.
- 1.2 Corporation will reimburse toll tax and parking charges on submission of original receipt duly certified by the official(s) travelled on submission of documentary proof (in original). But this will not be applicable on regular school bus trips to Paonta Sahib.

1.3 Night stay charges for outstation journey shall be paid only if the vehicle is kept beyond 12.00 midnight @ Rs. 600/- per night per person.

1.4 Applicable taxes shall be deducted from the bills of agency.

1.5 The bidder will receive the payment through NEFT/RTGS.

#### **4. Escalation**

You shall be given an increase/decrease in rates only when there is a minimum 5%(Five Percent) increase/decrease in the current prices of diesel (At Himachal). Minimum average of vehicle will be taken as 4KM per liter. The rates shall be increased/decreased as per the following formula:

$$\text{Increase/decrease} = \frac{\text{KMS(Per Month)}}{\text{Average of Vehicle (4KM)}} \times \text{Actual increase/decrease in diesel price per liter}$$

(Signature of Tenderer)

**Details of Vehicle offered for hiring:**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Vehicle Registration No.	
2.	Date of Registration of the Vehicle	
3.	Type of Vehicle	
4.	Name of Owner of Vehicle	
5.	Office Address	
6.	Residential Address (Copy required)	
7.	Road Permit Validity (Copy required)	
8.	Pollution Certificate (Copy required)	
9.	Aadhar Card (Copy required)	
10.	E-mail Id	
11.	Mobile No	
12.	Remarks if any	

**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 SD amount.

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

**ANNEXURE-VII****FINANCIAL/ PRICE BID- FOR HIRING SCHOOL BUS**

1. NAME OF THE PARTY WITH FULL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

2. TELEPHONE/ MOBILE NUMBER: \_\_\_\_\_

3. PAST EXPERIENCE (IF ANY): \_\_\_\_\_

4. COMPANY/ MODEL/ MAKE OF VEHICLE: \_\_\_\_\_

S. No	Hiring of School Bus (Model 2018 or later)	Rs. (In figures) Without GST	Rs. (In Words) Without GST
1.	Approx. 2100 KM Lump-Sum Monthly Charges of School Bus (42-Seater Capacity) + Driver & Conductor/Attendant + Fuel etc.	Rs.	Rs.

Note:

1. GST as applicable will be charged extra.
2. L-1 party will be decided on the given lowest rates.
3. The term and conditions with tender form are acceptable to us.
4. I have gone through the detailed terms and conditions as per enclosure and accepted the same.

DATE: \_\_\_\_\_

SIGNATURE OF THE OWNER  
WITH FULL ADDRESS