



CEMENT CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

BOKAJAN CEMENT FACTORY

Dist.-Karbi Anglong, Assam – 782490

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2018 Certified)

CIN-U74899DL1965GOI004322

Website: www.ccilttd.in, Email: bokajan.tender@gmail.com



Ref. No: BKO/HR/Vehicle(Bolero)/2025

Date: 28.01.2025

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

Online electronic bids through Electronic Tendering System (ETS) are invited for hiring of a Tata Sumo Gold/Mahindra Bolero (**Model 2022 or later**). 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/Vehicle(Bolero)/2025
➤ 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	28.01.2025
➤ Earnest Money Deposit	Rs.24,024/- to be paid through online (Debit Card/Credit Card/Net Banking & NEFT/RTGS Challan). SSI units registered with NSIC, MSME and Public Sector Undertakings are exempted from furnishing EMD only
➤ Date of starting of e-tender for submission of online Techno-Commercial Bid and Price Bid at www.cci-etender.com	From 28.01.2025 Till 07.02.2025 (03.00 PM)
➤ Date & Time of opening of Part-A (i.e. Techno-Commercial Bid)	08.02.2025 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/Vehicle(Bolero)/2025	Hiring of Tata Sumo Gold/Mahindra Bolero (Model 2022 or later)

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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Ref. No: BKO/HR/Vehicle(Bolero)/2025

Date: 23.01.2025

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: 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. NIC-CPPP is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). 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 Surendra Kumar – DGM (HR &Admin) Mobile No.7827989570 Macci Ilfat – HOD(MM) Mobile No.8897856954</p> <p>A) Help Desk (NIC-CPPP): (E-commerce) : 0120-4001002, 0120-4001005, 0120- 4493395</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</p>

	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 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> <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.</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 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 comprising of the followings:-

	Part I : Instruction to tenders	Available on CCI website: www.ccilttd.in
	Part II : General terms & conditions	
Annexure –I	Covering letter	
Annexure – III	Declaration that the officer of the Corporation are related to us/me	
Annexure – IV	Unexecuted/ Present Contracts/ Jobs in hand	
Annexure – V	Additional information	
Annexure – IX	Declaration letter	
Annexure – X	Tender Documents	
Annexure – XI	Part III – Special Terms & Condition	
Annexure – XII	Additional Conditions of the Contract	
Annexure – XIII	Financial/Price Bid	



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Date: 23.01.2025

Annexure - X

Tender Documents

1. Cement Corporation of India Ltd. (A Govt. of India Enterprise) invites sealed quotations for **“Hiring of Tata Sumo Gold/Mahindra Bolero (Model 2022 or later), colour preferably off white**, from reputed agencies. The terms & conditions and other conditions are given in Annexure-X, XI, XII & XIII respectively.
2. **EMD** amount Rs.24,024/- is to be paid through online (Debit Card/Credit Card/Net Banking & NEFT/RTGS Challah) in favour of M/s. Cement Corporation of India Ltd., Bokajan payable at S.B.I., Bokajan (Account No. 33067285257, IFS Code SBIN0002028). SSI units registered with NSIC, MSME and Public Sector Undertakings are exempted from furnishing EMD only.
3. **Security deposit equivalent to 5% (Five percent) of the total contract/work order value (including GST), will be deposited within 15 days from the date of issue of Letter of Intent/Work Order by CCI.** Failure to security deposit in accordance of offer/issue of Work Order, shall be considered to the breach of contract. In this situation, Corporation has the right to terminate the contract and forfeit the EMD/SD amount without any further correspondence.
4. **The Security Amount will be forfeited if the tenderer withdraw his tender during the validity period of the tender.**
5. The quoted rates shall remain unchanged during the currency or extended period of the contract, and no increase what so ever shall be allowed or entertained.
6. Incomplete bids shall be liable to be rejected out rightly.
7. Corporation reserves the right to accept or reject any bid at any time and at any stage prior to placement of the order, without incurring any liability to the Corporation.
8. **Dispute Under this contract and Arbitration: -**
 - I In the event of any question /dispute, breach 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 as per the provisions laid down under Section 8 and section 11 of Arbitration and Conciliation Act. 1996.
 - II In the event of claims and disputes with value exceeding Rs.50,000/-, the case shall be referred to the arbitrator and he shall award such cases with reason. The award of the arbitrator shall be final and binding on the parties to this contract.
 - III Subject to aforesaid the Arbitration & Conciliation Act, 1996 and the rules made there under and any statutory modifications thereof for the time being in force shall apply to the arbitration proceedings under this clause.
 - IV The work under the contract shall be continued uninterrupted during the pendency of the Arbitration Proceedings under this clause.
 - V The venue of the Arbitration shall be New Delhi or such other place as the arbitral tribunal at his discretion made determine.

VI In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No.4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018.

9. For more details or any corrigendum please visit our website: **www.ccilttd.in**

10. Any clarification may be obtained from HOD (HR), CCI, Bokajan (Assam).

HOD [HR]
For & on behalf of
Cement Corporation of India Ltd.
At Bokajan (Assam)



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Date: 23.01.2025

ANNEXURE- XI

PART-III: SPECIAL TERMS & CONDITIONS

The contractor shall provide a Tata Sumo Gold/Mahindra Bolero (**Model 2022 or later**), including two drivers. The vehicle must comply with the latest pollution control norms. Old vehicles should not have damaged paint or body works etc.

Eligibility Criteria:-

1. **(i)** The firm/contractor must have at least two years of experience in supplying Diesel vehicles to private offices, semi-government offices, government offices, PSUs, etc. The minimum value of such work order should not be less than Rs.4,80,000/- per annum.
(ii) The contractor should not have been debarred by any authority of private offices, semi-government offices, government offices, PSUs, etc.
(iii) The vehicle must have no any pending penalties/ liabilities for traffic violations or any dispute with Authorities.
2. If a new vehicle is procured, it must be provided by the bidder within shortest period but not more than two weeks time from the date of issue of the LOI/ work order. A penalty of Rs. 1000/- per day will be imposed if the contractor fails to provide the vehicle within the above stipulated time.
3. The vehicle will be used for transporting personnel etc.. as required by the Corporation.
4. The contract period will be for two years, extendable for another year (2+1), based on satisfactory performance, without revision of any present rates.
5. The vehicle will be required 24 hours a day, in proper condition. The driver's availability may be from 24 hours (including Sundays and holidays) or as per the requirement of the Corporation.
6. The vehicle must be available at any time, as required by the officer it is assigned to. It should report to the required location as per the authority's directions.
7. There will be no dead mileage. Kilometerage and hours of duty will be considered from the point of reporting for duty to the point of release. Claims for travel from the garage/etc. to the reporting point and from the release point to the garage etc. will not be entertained. No mileage will be allowed for the driver's lunch/breakfast.
8. **The vehicle must be insured comprehensively and have all necessary valid permits from the Transport Department/Authority.**
9. All liabilities arising from legal disputes, accidents, or breakdowns shall be borne by the firm/vehicle owner.
10. The owner or representative of the firm must be available 24/7 on a direct telephone line (office/residence) to respond to vehicle requests in emergencies.
11. **The driver should have a good character, be well-behaved, neatly dressed, and hold a valid driving license. The driver must be familiar with the all routes and able to use Google Maps. Misbehaviour or consumption of alcohol during duty hours, will result in a penalty of Rs. 500 per incident. Repeated offenses will require immediate replacement of the driver.**
12. **The antecedents of drivers must be verified with the police, and their details (name, address, phone numbers) must be submitted to this office within 15 days of duty. Any driver change must be communicated to the authority and user in advance.**
13. Drivers must be provided with functional mobile phones equipped with GPRS/Maps. No additional charges will be paid by the Corporation for this.
14. **A portable fire extinguisher and a first aid kit must be available in the vehicle at all times.**

15. **The firm must provide a standby vehicle within 30 minutes in case of a breakdown. All expenses related to breakdowns will be borne by the firm.**
16. The driver must maintain a logbook of daily journeys, signed by the using authority.
17. **No advance payment will be made to the firm/driver.**
18. The contractor must provide a certificate from a competent authority to verify the proper functioning of the vehicle's kilometer meter or may be verified with the existing company vehicles.
19. The vehicle provided must be in excellent working condition, mechanically and physically sound, with a clean and presentable exterior and interior.
20. **The Corporation will not be responsible for any fines, damages, or accidents involving the vehicle.**
21. If the contractor fails to adhere to the terms of the contract after acceptance, the Corporation reserves the right to forfeit the security deposit.
22. In case of unavoidable circumstances, the Corporation reserves the right to terminate the contract with one calendar month's notice.
23. If the vehicle does not report on time, or is in poor condition or lacking proper documents, it may be rejected and sent back, with no payment for the rejected service.
24. **In case of a vehicle breakdown, the contractor must provide an alternative vehicle of the same category. If the contractor fails to do so, the Corporation may hire a vehicle, and the cost will be deducted from the contractor's bill.**
25. Preference will be given to vehicles registered in the contractor's name.
26. **Diesel (fuel) will be provided by the Corporation at a rate of 14 km per liter, with no charges for average running.**
27. The Vehicle owner/contractor shall allow CCI to put on stickers/decals in the body of the hired vehicle, if required.
28. Documents to be uploaded in addition to the documents in Part II
 - a. RC Book of old vehicle (if quoted)
 - b. PUC certificate
 - c. Insurance
 - d. Driver's license
 - e. Any other documents that may necessary for the contract



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ANNEXURE-XII

ADDITIONAL CONDITIONS OF THE 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, Wages/overtime of the driver, 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 Book/Driving License/Insurance/Road tax receipt/Permit for Goods /passenger tax/Pollution certificate etc. The vehicle should be licensed and shall have valid all India permits. The vehicle should confirm 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 passenger and goods.
- 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 Booking made by authorized Corporation official(s) shall only be considered for purpose of payment.
- 1.2 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:

- 1.1 The agency shall submit bills, in duplicate within the first week of each month to HOD (HR)/T.O. completely in all respects along with log book and monthly statement of journey.
- 1.2 Corporation will reimburse toll tax, DND tax, parking charges and state passenger tax wherever incurred enrooted journey, on submission of original receipt duly certified by the official(s) travelled on submission of documentary proof (in original).
- 1.3 Night stay charges for outstation journey shall be paid only if the vehicle is kept beyond 12.00 midnight @ Rs. 400/- per night.
- 1.4 The vehicle will be required for 24 hours in proper condition and drivers will be available in 24 hours. One day off in a month will be allowed for maintenance of the vehicle, if required.
- 1.5 Applicable taxes shall be deducted from the bills of the contractor.
- 1.6 The bidder will receive the payment through NEFT/RTGS after 15 days, from submission & verification of the correct monthly bill, from the Finance Department.

(Signature of Tenderer)



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ANNEXURE-XIII

FINANCIAL/ PRICE BID- FOR HIRING OF TATA SUMO GOLD/MAHINDRA BOLERO (MODEL 2022 OR LATER):

1. NAME OF THE PARTY WITH FULL ADDRESS: _____
2. TELEPHONE/ MOBILE NUMBER: _____
3. PAST EXPERIENCE (IF ANY): _____
4. COMPANY/ MODEL/ MAKE OF VEHICLE: _____
5. MONTHLY RENT OFFERED BY TENDERERS:

S. No	Description	Monthly Rates Rs. (In figures) Without GST	Monthly Rates Rs. (In Words) Without GST
1.	Hiring of Tata Sumo Gold/Mahindra Bolero (Model 2022 or later), 24 hrs. (Up to the running KM of 3500/ per month)		

Note:

1. GST as applicable will be charged extra.
2. L-1 party will be decided on the given overall lowest rates.
3. I have gone through the detailed terms and conditions as per enclosure and accepted the same.

DATE: _____

SIGNATURE & SEAL OF THE OWNER
WITH FULL ADDRESS