

ISO 9001-14001
OHSAS 18001

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(A Govt. of India Enterprise)

www.neepco.com

HUMAN RESOURCE DEPARTMENT
ASSAM GAS BASED POWER PLANT

BOKULONI, DIST. DIBRUGARH, ASSAM, PIN-786191
0374-2825216, EPABX 2825307 / 2825423 / 2825308 FAX 0374-2825349 / 2825217
E mail- agbpaee @ sancharnet.in hopagbp @ sancharnet.in

SHORT TENDER NOTICE NO.02/2017-18

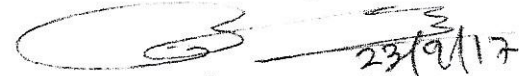
Dated 23th September '2017.

Sealed Tenders with 120(one twenty days) validity are invited from the resourcefull and capable Transport Contractors, who fulfill the requisit. qualifying creteria as detailed below for "Providing of one no 42 Seater School Bus manufactured by reputed automobile Company on Monthly Hire Basis to AGBP, Bokuloni Chariali, Dist. Dibrugarh, Assam" The dully filled in Tenders will be received by the undersigned upto 15.00 hours on 12th October, 2017 and opened at 15.30 Hours on the same date in front of intending bidders or their authorized representatives, if they so desire.

The detail Tender document can be downloaded by the interested and capable parties NEEPCO Web site. However the submission of downloaded Rid document will entertained subject to payment of bid fee and fulfillment of qualifying criteria.

The plant authority reserves the right to accept/reject any or all quotations and postponed the same without assigning any reason thereof.

In the event of the date of receipt and opening of the bid happened to be holiday, the due date for submission & opening of the bid will be next working day at the appointed time.


(Ranjit Borthakur)
DGM (HR)
AGBP, NEEPCO, Bokuloni

DETAIL TENDER/QUOTATION NOTICE NO 02/2017-18

Sealed Tender with 120 days validity are hereby invited from the reputed and bonafide Transport Contractor or local resourceful parties who will fulfill the qualifying criteria as mentioned below for providing of one no 42 Seater Tata make School Bus on monthly Hire basis for use in AGBP/NEEPCO Ltd, Bokuloni Chariali, dist. Dibrugarh, Assam PIN 786191. The Bids in two separate Envelops will be received up 15.00 Hours on 10th November'2017 and opened at 15-30 hours on the same date in front of intending bidders or their authorised representatives, if they so desire.

A. QUALIFYING REQUIRMENT :-

- i. The bidder should be capable of replacing similar Bus immediately whenever necessary in the event of break down of the supplied Bus.
- ii. The bidder should be capable to provide the Bus and for subsequent maintenance there of including providing of Tyre Tube , spares etc. during the Contract period and a latest Banker's Certificate in support of solvency is required along with the bid document.
- iii. The Bidder should also submit the following self attested copies of the documents as apart of the Qualifying requirements :-
 - a. Self attested Copy of PAN Card and copy of ITR form V or latest Tax Clearance Certificate.
 - b. Self attested copy of Valid Registration no of Firm/Agency. In case of ownership firm or individual a self declaration on above.
 - c. An undertaking to the effect that the individual/Agency has not been black listed by any Department/PSU of State/Central Govt.
 - d. Details of Vehicles plying by the bidder under various Department/Organisation.
 - e. Copy of GST Registration No.
 - f. Self attested Certificate of SC/ST/OBC issued by appropriate authority.
 - g. Details of Mailing Address of the firm/Agency/Individual along with details of Contracts under execution including providing of Vehicle on hire to other department/NEEPCO.
 - h. Any other document, the bidder feels necessary.

The interested bidder must ensure fulfillment of the qualifying criteria as specified above prior to participation in the bidding process. The bid submitted without fulfilling the qualifying requirements shall be rejected out right.

- B. **Earnest Money** :-Earnest Money for Rs. 50,000/ in the shape of Net payment/Banker's cheques/Demand draft from any Nationalised/Scheduled Bank drawn in favour of "NEEPCO Ltd" Payable at State Bank of India, Bokuloni Chariali Branch (Branch Code no 9143) should be submitted along with the Bid. However, ST & SC bidder should submit Rs. 25000.00 as Earnest Money. The EMD submitted in any other form will be summarily rejected. The EMD of successful bidder will retain by the Corporation as security Deposit during the contract period. And the EMD of unsuccessful bidder will be released immediately after finalization of the same. Bid submitted without EMD will summarily be rejected.
- C. **BID FEE** :- The bidder should submit a non-refundable bid fee for Rs. 2360/-inclusive of GST in the form of Net payment/Banker's Cheque/Demand draft from any Nationalised/Scheduled Bank drawn in favour of "NEEPCO Ltd" Payable at State Bank of India, Bokuloni Chariali Branch (Branch Code no 9143) should be submitted along with the Bid. Bid submitted without requisite bid fee will summarily be rejected.

 P/No.2

DETAIL BIDDING PROCEEDURES :-

The bidder shall submit bid documents under the single stage two Envelop bidding system as follows :-

- a. The Envelop 1 shall contain all the documents in support of qualifying requirements as indicated above and the Requisite EMD and bid fees and the envelop should be super scribed as **Envelop no 1 along with NIT no 01/2016-17 for Providing Tata School Bus on Hire.**
- b. The Envelop no 2 shall contain the price bid in the prescribed format. However the price bids of only those bidders will be opened who qualify the criteria laid down here in above and submit the requisite EMD and bid fee. The Envelop should be super scribed as **Envelop no 2 along with NIT no 01/2016-17 for Providing Tata School Bus on Hire**

The complete filled up Bid documents shall be submitted personally or by registered Post to the DGM (HR), AGBP/NEEPCO Ltd, P.O. Bokuloni Chariali, Dist Dibrugarh, Assam PIN 786191 within the stipulated time and date mentioned here in above.

Interested bidders must ensure fulfillment of the qualifying criteria as specified above prior to participation in the bidding process. The bid submitted without fulfilling the qualifying requirements shall be out rightly rejected by the Plant Authority and the price bid will not be opened for such rejected bidders.

E. The interested bidders may collect the Non-Transferable Bid documents from Office of the DGM (HR), AGBP, Bokuloni during Office hour on payment of requisite Bid fee (Refer Point no C above) on submission of written application alongwith the documents required for issue of Tender documents as per clause A of the Notice. The detail bid document will be issued to only those interested bidders, who fulfill the qualifying requirement as mentioned above, Hence the prospective bidders are to ensure submission of all the required documents along with their application to substantiate the fulfillment of qualifying criteria. The issue of bid documents shall not necessarily qualify the purchaser to qualify for consideration for the Tender. The Tender document can also be obtained through POST on submission of application along with requisite bid fee and all the documentary evidences of the qualifying criteria as per clause A above. The bidder shall also to submit additional fee for Rs. 200.00 in the form of net payment/Demand draft from any Nationalised Bank drawn in favour of NEEPCO Ltd on SBI, Bokuloni Chariali towards the additional Postal and handling Charges. NEEPCO will dispatch the bid documents, as desired by Registered/Speed Post to such bidders. However, NEEPCO shall not take any responsibility for any delay or loss of the documents in transit. NEEPCO will also not consider any delay in receipt of the completed Bid documents due to Postal delay or otherwise.

F. The interested bidders may also down load the detail bid documents from the NEEPCO Web Site " www.neepco.co.in/ www.neepco.gov.in for the details of qualifying criteria and details of work and terms and conditions etc. The submission of the down loaded bid documents will be entertained subject to submission of the bid fee as prescribed above and other documents required for fulfilling the qualifying criteria as per procedure above.

G. NEEPCO reserves the right to reject any or all bids or cancel/postpone/withdraw the invitation for the bid/NIT without assigning any reason thereof and in such case no claim , whatsoever of the bidders/intending bidders will be entertained.

H. The tenderer/Bidders are advised to study the tender documents carefully before submitting the tender form. It will be presumed that the bidders have considered and accepted all the terms and conditions of this tender. And no further enquiry, whatsoever verbal or written shall be entertained in respect of acceptance/rejection of the tender. However the prospective bidders, requiring any clarification of the bid documents may contact the DGM (HR), AGBP in writing before submission of the filled up bid documents.

I. In the event of the date specified for receipt and opening of the bid happened to be holiday, the due date for submission of the bid and opening will be the following working day at the appointed time.



DGM (HR)

THE DETAILS TERMS AND CONDITIONS

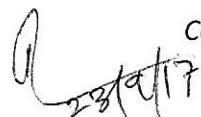
The details terms and conditions for hiring of the Bus are furnished below :-

1. *Specification of Vehicle : The supplier shall provide 1(one) brand new Tata Motor make TATA Skool Bus 42 Seater on hire basis. Manufacturing date of the vehicle should be latest (During the year 2017)*
2. *Scope of work : The vehicle shall be stationed at AGBP, NEEPCO Ltd, P.O. Bokuloni Chariali Dist Dibrugarh, Assam, PIN 786191 & normally be utilized for conveyance of School going Children of the employees of the Plant within the District of Dibrugarh & Tinsukia on 24 hours per day basis. However, the Plant Management may deploy the Bus for other duty also within or outside Dibrugarh & Tinsukia District but within the north east region as per requirement from time to time.*
3. *Duration of contract : The vehicle shall be hired initially for a period of 3(three) years from the date of placement, which however at the discretion of Plant management may extend further subject to the performance of the vehicle, owner and requirement of the Plant authority for a further period not exceeding 5 years in total.*
4. *Rate : The bidder should quote rate of monthly Hire Charge both in figure and word legibly, Any correction/ over writing etc of the rate should be duly authenticated with dated initial of the bidder. However while quoting the rate the bidder should consider the fair wages of the Driver and Helper presently applicable for the Driver of other hired vehicles and when ever, the wages/VDA of the workers/Drivers will be increased/decreased by the appropriate Govt. from time to time during the tenancy of this contract, the Corporation will revise the hire charge rate of the vehicle proportionately with effect from the respective date of increased/decreased, which in turn the owner will pay to the concerned Driver from the date of effect of increased/decreased wages.*
5. *Availability : The vehicle shall have to be available for duty round the clock seven days a week. No additional charges will be paid for holidays or Sundays.*
6. *Registration and Insurance : The supplier shall duly register the vehicle under commercial category with the appropriate authority exclusively in his name and also obtain road permit for all NE States. The registration & road permit shall be valid for performing duty with the Corporation and in all the states of North Eastern India. The supplier shall provide the vehicle with a comprehensive insurance cover. All relevant papers, certificates, permits of vehicle is to be submitted at the time of placement of the vehicles. The supplier shall arrange the above stated requirements at his own cost and renew the same throughout the period of engagement of the vehicle. The supplier shall accept full responsibility for compliance of statutory regulations/ Rules & and Enforcement/ Acts whatsoever nature of the Central Govt./State Govt./ Local bodies, District and Municipal Authority for taxes, toll tax, Road permit, pollution control, service tax, insurance party etc. After engagement of the vehicle, the supplier has to submit the statutory license/ Certificate/ Road permit every year to the concerned authority for verification, otherwise payment will not be released.*
7. *Maintenance : All expenditures for maintenance of the vehicle, including cost of fuel for the journey for carrying out the servicing shall be borne by the supplier. The Corporation shall allow the supplier 1(one) day once in 3(three) months for routine maintenance, which will be decided at the convenience of the Plant authority. Accumulation of maintenance day as mentioned above shall not be allowed in any circumstances.*
8. *Penalty for absence : In case of break down, repair and sudden withdraw from duty or any other reason, the supplier has to provide replacement by other similar suitable vehicle immediately or within 24 hours. In case of non-provision of a suitable replacement a penalty of Rs. 1500.00 (Rupees one thousand five hundred) only may be imposed in addition to deduction of hire Charge on pro – rata basis for the period of lapse beyond 24 hours. If breakdown exceeds three times a month, the Corporation shall have the right to cancel the vehicle supply contract.*


Contd.P/2


23/9/17

9. *Accidents/damages claim and liabilities : In the event of any accident or damage caused to the vehicle while the vehicle is on duty of the Corporation, the Corporation shall not take any responsibility for this loss or damage and the insurance claim thereof. The supplier shall be exclusively responsible for any consequence under the laws, arising out of any accident caused by the vehicle(s) to the third party/parties/Passengers of the vehicle and compensation thereof. In case of theft or robbery of the vehicle during the hiring period 100% risk will be with the owner and the user/Corporation will not be responsible any way.*
10. *POL : The POL shall be provided free of cost by the Corporation. The average minimum mileage shall be as per manufacturer manual. Any consumption beyond the limit shall be recovered as per rule from the Contractor. The Driver shall maintain a log book for recording the movement and POL consumption of the vehicles on daily basis which shall be duly verified by the officer under whom engaged. In case the mileage per liter is less than as specified, the additional fuel consumed shall be recovered from the supplier's bill at the prevailing market rate. Other oil, lubricants, coolants etc. as per the manufacturer specification shall be provided by the owner at his cost.*
11. *Out station duty : While the vehicle is deployed for outstation duty an amount of Rs. 275.00 (Rupees two hundred seventy five) only per night shall be allowed in addition to monthly hire charges to cover the expenses of the driver. The supplier shall arrange to pay the required amount as advance to the driver before proceeding on outstation duty.*
12. *Termination of Contract: The tenure of the contract is 3(three) years w.e.f. the date of placement of the specified vehicle subject to fulfillment of the terms and condition as mentioned above. It is made to understood here that the contract will be terminated automatically at 12.00 Hrs (Mid-Night) on the date of completion of 3(three) years without advance notice from the Corporation or from the order placing authority. However, if the performance of the vehicle and the driver is not satisfactorily, i.e. the vehicle is not maintained properly and found uneconomical, the Corporation reserve the right to terminate the contract by serving a notice of 2 (two) months to the supplier. The supplier may also terminate the contract by serving a notice of 2 (two) months to the Corporation. The decision of the Corporation in this regard shall be final and binding. In case of financier taking away the vehicle, the contract will stand rescinded automatically.*
13. *Performance of Driver: The supplier should provide driver having valid Driving License for driving of School Bus, and will bear all expenditure related to the driver like salary, accommodation etc. The driver engaged by the supplier shall possess all valid licenses as required by the govt. authority. He shall be properly attired and behave in a proper and courteous manner at all times. The Driver engaged by the Contractor must not be found under the influence of alcohol or drugs or any other intoxicants during duty hours and must maintain decorum in the Plant and Colony Area during duty hours at all times. He must behave respectfully and carry out all legitimate instruction of the officer-in-charge He shall be respectful and obey instructions of the officer or officials to whom the vehicle is engaged. In case of any unsatisfactory behavior, the supplier shall be informed of the same and within 7(seven) days a substitute driver shall be provided by the contractor. In case the driver is found absent from duty, the Corporation shall make deduction from the Contractor's monthly hire charge bill per day wages or on pro rata hourly basis for part thereof. The Corporation not be liable to provide any facility, accommodation benefit such as Medical, Accident Insurance coverage etc. to the driver and same has to be arranged by the Contractor.*



14.) **Wages & Other Rules:** - The contractor is to pay the fair wages to the workers (Driver) as fixed by the Plant authority from time to time during the tenancy of this contract. However, in case of revision of wages or VDA by the concern authority i.e. Chief Labour Commissioner Central, Guwahati, the Owner of the hired vehicle is to revise the wages payable to workers (Driver) accordingly. The Corporation will however revise the monthly hire Charge rate of the vehicle proportionately. The Contractor is also to abide by all the rules for engagement of worker (Driver) in force and as may be amended by the concern authority from time to time. The Contractor should possess Valid Labour License if necessary, for engagement of worker (Driver) the copy of which shall be submitted for record and reference please.
- 15) **Meter:** All the meters, viz. km, fuel, ampere, temperature etc. should function properly.
- 16) **Litigation:** The Owner is responsible for all sorts of litigation arising/occurring during the period of contract. The Corporation will not take any responsibility whatsoever including damages/theft etc. of the Vehicle due to the accident or otherwise.
- 17) **GST:** Contractor to be registered under GST and to submit GSTN certificate for our record.
- 18) **Payment :** On completion of a calendar month, the hire charges Bill for the period used by the corporation is to be submitted to concern Controlling Officer/user of the vehicle along with the copy of the Logbook, EPF Statement of Drivers & Proof of payment of wages to driver (Counterfoil of the Bank deposit Slip) for previous month, to the designated officer to whom the vehicle is engaged. The copy of the GST paid challan for the previous month, if applicable, should be produced along with the bill. 100% Payment shall be released to your account through E payment mode However, the following documents/information may be submitted along with the Bill.
1. Pre-Receipt for the Bill amount.
 2. Copy of PAN Card
 3. Bank details: duly authenticated by the concern Bank
 - a. Name of Bank
 - b. Address of the Bank
 - c. Account Number
 - d. IFSC/RTGS Code.
- 19) In case the vehicle is ceased by the Police or any other Public authority, The Corporation will neither pay any Hire Charges for such period nor peruse with the authority for early release of the same. The contractor is to provide alternative vehicle to Corporation for till the vehicle not released by the concern authority
- 20) Others: In case of emergencies, the designated officer shall have the right to allow any employee of the Corporation, who possess a valid driving license, to drive the vehicle for official work in case the driver is not immediately available.
- 21) Settlement of disputes: In case of any dispute about the interpretation of any word/clause of this supply order, the decision of the Head of Project, AGBP, shall be final and binding.
- 22) Any Dispute is within the jurisdiction of Dibrugarh only.


DGM (HR)
23/11/18