



**THE SINGARENI COLLIERIES COMPANY LIMITED**

(A Government Company)  
AREA PURCHASE CELL – RG III Area

**Schedule No. :** \_\_\_\_\_

Ref No. Enq No. **R3125O0208, Date: 09.12.2025**

Closing date: **06.01.2026**  
Opening date: **07.01.2026**

**Notice Inviting Tender**

Sub: Hiring of **Car (AC)** on hire basis for the use at RG3area under unit rate system– Reg.

- Ref : 1. Circular no. CRP/MP/sec-19/Unit rates/2020/4557, Date: 14.09.2020.  
2. Circular no. CRP/MP/Sec-19/Unit Rates/2021/1688, Dt. 19.04.2021  
3. Our Enquiry No. R1325O0208, Date: 09.12.2025.

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1. Applications are invited from the interested vehicle owners for **1 no. of Car (AC)** on hire basis under Unit rate system.

**2. Quantity Required:**

Sl. No	Type of Vehicle	Qty in Nos	Monthly Run	Availability per day	Contract Period	For use at
1	70HP or above capacity diesel car with AC facilities on 12hrs availability and 1000km	01	1000 KM	12Hrs/ 30 days	4+1 Years	AGM(E&M) RG3

**Note:** The above mentioned quantities are tentative and may increase or decrease.

**3. Specifications, Terms & Conditions:**

1	Model of the vehicle	First time registered after opening of the tender, meeting BS-6 Norms
2	Power	70HP or above
3	Fuel	Diesel
4	Seating capacity	(4+1) or above
5	Other specifications	Dual front air bags, built in AC, white color, ABS with EBD

**4. TERMS AND CONDITIONS:**

1. The contract period for hired car at AGM(E&M) RG3 shall be for a period of (4+1) years.

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2. The contract period for car on hire basis for a period of 4 years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL under Unit Rate System.
  3. The tenderer should quote for latest model, first time registered vehicle as on the date of opening of the enquiry. Vehicles with permanent registration & valid fitness issued by Transport Authorities are only permitted for deployment and vehicles with temporary registration will not be accepted. The Vehicle documents must be available with the driver at all times.
  4. The brand new vehicle shall be deployed within **45 days** along with driver(s) from the date of receipt of LOI or order.
  5. The tenderer should follow all the labour legislations as amended from time to time including the minimum wages Act, minimum bonus act etc.
  6. The tenderer should produce their bank account number with proof. Payment to the drivers shall not be less than minimum wages as per act and the tenderer shall pay wages to the driver(s) through bank only.
  - a) The detail of present CMPF contributions to be followed are furnished hereunder for compliance as per the circular No CRP/PER/IR/C/086/583, Date: 09.05.2020 and CRP/PER/IR/C/086/705, Dt: 17.06.2020.

Contribution towards	Percentage of employee's contribution (Contractor's employee)	Percentage of Employer's contribution (contractors contribution)
Pension	7% of the salary of the employee's calculated on payable basic and variable dearness allowance (VDA) i.e., minimum wage including VDA	7% of the salary of the employee's calculated on payable basic and variable dearness allowance(VDA) i.e., minimum wage including VDA
CMPF	12% of wages i.e., minimum wages including VDA	12% of wages i.e., minimum wages including VDA
Administrative Charges	--	0.72%

7. The duration of the **availability is for 24/16/12 hours a day as per NIT.**
8. The Vehicle is required to be provided on all working days of the Mine/Depts including weekly play days and holidays for 30 days per month availability category ~~and excluding play days for 25 days per month availability category.~~ For Vehicle hired on 24 hours basis, eight hours / week will be spared on weekly holiday for maintenance works and for Vehicle hired on 12/16 hours basis, four hours / 6 hours per week will be spared on

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weekly holiday for maintenance works. Three drivers are to be deployed for 24 Hours/day vehicles and two drivers are to be deployed 16hrs/day vehicles.

9. During the outstation journey, payment of required **Toll fee(s)** shall be borne by the vehicle driver/owner and the same shall be included in the current monthly bill along with documentary proof (printout of the each transaction received in their Mobile phone) duly certified by the user department.
10. If the Vehicle is required to be taken Outstation for emergency use, outstation allowance will be paid to the Driver, mere intimation to driver is enough in respect of out station visits.
  - a. The Driver is eligible for full DA, if the distance is more than 32 KMs and his stay exceeds 12 hours. The Driver is eligible for half D.A, if the distance is more than 32 KMs and if the stay is more than 8 hours and less than 12 hours.
  - b. Irrespective of the distance and time for the journey/stay within the \*Area, no DA will be paid to the Driver.

\*For the purpose of payment of DA, the jurisdiction of the Area will be the same as the Area defined for Area Chief GM/GM of SCCL.
  - c. However, RGM Region, except BHPL Area will be considered as one Area. Corporate and KGM Area are considered as one Area. KGM Area includes Sathupalli also. BPA Area includes Khairagura and Goleti.
  - d. In case of continuation of stay after 24 hours, half DA will be paid if the extended stay exceeds 8 hours only.
  - e. Addl. Charges per Hour beyond the scheduled Hours for out station trips will not be applicable.
11. The cost of diesel, Lubricants, repairs, Taxes, Insurance and any other incidental expenses in running the Vehicles shall be borne by the Tenderer.
12. The Vehicle is required to be operated in mines / projects/ departments and other places also.
13. The Speedometer shall always be in working order for the Vehicle with provision to read fraction of KM. Starting and closing time counts and Speedometer reading will be given by the concerned official to whom the Vehicle is attached for daily run. The trip sheet/Log Book should be maintained and should be available with driver for obtaining the official's signature for the trip made.
14. The SCCL will have right to shift the Vehicle in any place of the company premises and the contractor should shift the hired vehicle to any place of the company within 7 days time after receipt of the intimation. However they will be adjusted against sanctioned vacancies within area / region to the possible extent. Further in case of Project affected persons / dependents of ex-employees of SCCL or ex-employees of SCCL choice will be given to shift or withdraw without penalty.

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15. **Penalties:**

- a. The successful Tenderer should positively deploy the vehicle within the stipulated period as per the order terms and conditions. If he fails to deploy the vehicle within stipulated period, a penalty of Rs.450/- per day will be recovered from the contractor's future bills. The Area GM / Head of Department will take a decision either to penalize the contractor or cancel the order depending on the need & situation (From the date of completion of the lead period and till the deployment of vehicle).
- b. Agency has to provide alternative Vehicle on any day if the regular Vehicle is not available for any reason except for the maintenance period as per clause No.7 at N-4. If vehicle is stopped due to trouble or if any stoppage occurs in the middle of the journey, an immediate substitute is to be provided to the place specified on request. If agency fails to provide the vehicle a penalty of amount which is equivalent to proportionate amount payable per day or the amount paid to the other agency for hiring alternate vehicle, whichever is more shall be deducted from the contractor's monthly bill towards penalty per day for non deployment of vehicle.
- c. If the Vehicle is taken out of station for any major overhauling/repairs etc., the tenderer shall provide alternative Vehicle for the period during which the original vehicle was under repairs. If the successful tenderer fails to provide alternative vehicle CGM/GM of the Area will engage another hired Vehicle and the actual cost incurred by SCCL will be recovered from the successful tenderer payment.

The alternative vehicle so engaged shall be of similar type and in fit conditions can be deployed up-to a maximum period of 2 months other-wise penalty @ Rs. 450/- per day is applicable.

16. The SCCL will not be held responsible for any Taxes, dues, loans or debts on the Vehicle provided by the Agency and should ensure no involvement of SCCL on such accounts.
17. The Vehicle shall be insured for comprehensive risk and under no circumstances; the SCCL shall be made liable for any damages. The Driver and passengers should also be covered by suitable insurance policy **obtained from Nationalized Insurance Companies as per the laws prevailing in the State. Policy should cover No of passengers as per the approved capacity of the vehicle.** A copy of the comprehensive insurance policy certificate should be submitted to Area Transport Officer during the operation of contract.
18. Vehicle registered for the first time from the date of opening of the enquiry is only to be deployed for the above purpose. Good and worthy condition Vehicle with perfect front and rear suspension and comfortable seats are to be made available. The vehicle should be maintained in FIT condition as per the Rules & Regulations of R.T.A.

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19. **The Driver deployed on the vehicle should have minimum 5 years of experience from the date of obtaining driving license.** The Driver must be well dressed and exhibit the obedience and courtesy to the Officers travelling in the Vehicle. The driver provided to the Vehicle should possess valid Driving License and be **minimum 21 years of age and not above 60 years.** Before engaging the Vehicle on contract work, the Vehicle will be inspected by the concerned Auto Workshop Engineer and after certifying its suitability only, the Vehicle will be taken for Contract work. After awarding the Contract, the Speedometer of the

Vehicle will be checked by the concerned Area Committee for every 3 months for calibration and also surprise check of the speedometer will be done by the concerned Auto Garage Engineer at any time. Hence, speedometer should always be in working condition. The seat covers should always be maintained in trim condition and should be given for washing for every two weeks.

20. **Payment terms:**

100% payment will be arranged for value of the work done on receipt of the bill in complete shape. However, the payment will be subject to TDS recoverable as per statute. A Certificate will be given for the TDS recovered by the Company, within one week after remitting the same to Government.

The taxes ruling from time to time are applicable. Contractor has to pay professional tax as per the provisions of the Act and submit copy of the Tax payment vouchers to DY.GM (F&A)/Area.

The contractor (Owner cum driver) should produce previous month payment receipt to the drivers made as per minimum wages Act / Rules along with bills.

“Payment to the Firm/Contractor should be released against the bill by the Finance Department after verifying the proof of having remitted the previous month’s wages and bonus by the Contractor into the respective bank accounts of workmen engaged by Firm/Contractor. Bank statement of the contractor or the workmen, issued/certified by the respective bank authorities in this regard. The bank statement shall be certified by the recipient (stating that he/she has received the minimum wage amount mentioning the wage period), the concerned contractor and principle employer.”

If the contractor fails to provide the vehicle during the contract period, monthly bill shall be allowed after deducting the proportionate amount for the days, the vehicle is not deployed. This deduction is apart from penalties.

21. **The List of unit rates for different category vehicles:** The Monthly rate, rate per extra KMs run beyond scheduled KMS run per month, additional charges per hour for utilization of vehicle beyond scheduled hours on any day and daily allowance for driver out station trips will be paid as under:

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N-6  
Enquiry No R312500208, Date: 09.12.2025

S No	Type of Vehicle	Monthly run up to	Availability of Hours / days / Rates	Extra KM Rate	Extra Hr rate	Base HSD price	Minimum wages for driver	Value for M i PVC	DA for Driver for Outstation Trips (in Rs)	For use at
1.	70HP or above capacity diesel car with AC facilities	1000 KM	12Hrs/ 30 days Rs.51,752.06	4.94	80.99	68.54	492.00	0.05	233.00	AGM(E &M) RG3

**Note:** The above rates are calculated as per Circular no.CRP/MP/Sec-19/Unit Rates/2020/4557, Dt: 12/14.09.2020 & Circular no.CRP/MP/Sec-19/Unit Rates/2021/1688, Dt. 19.04.2021 with CMPF 12%, Pension 7% & administrative charges 0.72%. .

- 1) Bonus is not factored in the unit rate and also in the PVC formula.
- 2) Bonus @8.33% shall be payable under payment of Bonus act, 1965 and as per circular no: CRP/PER/IR/C/85/587, dt: 08.05.2018.
- 3) Diesel price considered:68.54Rs /Ltr as on 10.06.2020.
- 4) Basic wage for Driver (Semi-Skilled) 492.00Rs per Day.

## 22. PRICE VARIATION CLAUSE:

Vide Ir. ref. no. CRP/MP/Sec-19/Unit Rates/2021/1688, Dt. 19.04.2021 GM(MP) informed in connection with Circular no. CRP/PER/IR/C/086/139, Dtd. 08.02.2021 issued by GM(Personnel) IR, PM & RC factor for revised unit rates and extra hour rate for driver, revised PVC formula for Diesel and minimum wages and extra hour rate for drivers are modified and shall be affected from dt.01.02.2021 as per above circular. (Copy enclosed)

Formulae for updating initially awarded rate per month and extra hour rate in the purchase order as per circular No. CRP/PER/IR/C/086/139 dated 08.02.2021 for revision of statutory deductions from 15% (CMPF 12% + Pension 3%) to 19.72% (CMPF 12% + Pension 7% + administrative charges 0.72 %)

### a. New Order Rate per month(with statutory deduction 19.72%)

= Old order Rate per month + (Initial rate of Minimum wages Mentioned in the purchase order X 30x MF x 0.0519) = XXX

**MF = 1.0 for 8 hours, 1.5 for 12 hours, 2 for 16 hours and 3.0 for 24 hours availability.**

### b. New Extra hour rate with statutory deduction 19.72%

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= (Old extra hour rate. for driver) -  $[0.0519 \times \text{Initial rate of Minimum wages mentioned in the order}] / 8 = \text{YYY}$

**New rate per month -as per circular No. CRP/PER/IR/C/086/139, dtd. 08.02.2021 for revision of statutory deductions to 19.72% CMPF 12% + Pension 7% + administrative charges 0.72% :**

=  $[(\text{Order Rate/month (with statutory deduction 19.72\%) i. e., XXX}) + \{M \times (\text{Variation in HSD Rate}) \times \text{scheduled Kmsrun}\} + (30 \times MF \times 1.1972 \times (\text{Variation in minimum wages per day}))]$

**Where,**

**M =1/Kmpl Or as per order, MF = 1.0 for 8 hours, 1.5 for 12 hours, 2.0 for 16 hours and 3.0 for 24 hours availability.**

**Extra hour rate for driver as per new formula as per circular No. CRP/PER/IR/C/086/139 dated 08.2.2021 for revision of statutory deductions to 19.72% (CMPF12% + Pension 7% + administrative charges 0.72%)**

=  $[\text{New Extra hour rate (with statutory deduction 19.72\%) i.e, YYY.}] + \{1.1972 \times \text{Variation in Min Wages per day} / 8\}$

While inviting the tender the unit rates are mentioned in NIT as follows.(Ltr ref. no. CRP/MP/SEC-19/UNIT RATE/2020/4557, Dtd.12/14.09.2020).

Sl. N.	Kilometers run per month	Availability of hours per day	Estimate rate per month with 10% profit Margin in Rs.	Extra KM Rate in Rs.	Extra hour Rate in Rs.	Battha for outstation trips in Rs.
1	750 km	8	40,034.00	4.94	77.80	233.00
		12	49,369.00	4.94	77.80	233.00
		16	58,705.00	4.94	77.80	233.00
		24	77,377.00	4.94	77.80	233.00
2	1000 km	8	41,268.00	4.94	77.80	233.00
		12	<b>50,603.00</b>	<b>4.94</b>	<b>77.80</b>	<b>233.00</b>
		16	59,939.00	4.94	77.80	233.00
		24	78,610.00	4.94	77.80	233.00
3	1500 km	8	43,736.00	4.94	77.80	233.00
		12	53,071.00	4.94	77.80	233.00
		16	62,407.00	4.94	77.80	233.00
		24	81,078.00	4.94	77.80	233.00
4	2000 km	8	46,203.00	4.94	77.80	233.00
		12	55,539.00	4.94	77.80	233.00
		16	64,875.00	4.94	77.80	233.00
		24	83,546.00	4.94	77.80	233.00

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**Base Diesel Price in Rs. per 1 Ltr. : Rs. 68.54 as on dt. 10.06.2020**

**Base Semi skilled Wages in Per Day: Rs. 492.00 per day for Driver (semi skilled) per day (w.e.f. 01.10.2019)**

- As per the formula given vide ltr no. CRP/MP/Sec-19/Unit Rates/2021/1688, Dt. 19.04.2021, new order rate per month and extra hour rates are calculated as follows.

**a. New Order Rate per month(with statutory deduction 19.72%)**

= Old order Rate per month + (Initial rate of Minimum wages Mentioned in the purchase order X 30x MF x 0.0519) = XXX

**MF = 1.0 for 8 hours, 1.5 for 12 hours, 2 for 16 hours and 3.0 for 24 hours availability**

- **Accordingly, factor to be added to 8 hrs, 12 hrs, 16 hrs and 24 hrs availability.**

**For 8 hrs availability is Rs.766.04**

**For 12 hrs availability is Rs.1149.06**

**For 16 hrs availability is Rs.1532.08**

**For 24 hrs availability is Rs.2298.13**

- **For example calculation for 1000cc or above capacity Diesel Car with AC facility on 8 Hrs availability basis and 750Km monthly slab.**

**= 40,034.00+ (492 x 30 x 1 x 0.0519)=XXX**

**= 40,034.00+766.04**

**= 40,800.04**

**According to above, formula, all the existing unit rates are revised and furnished hereunder with revised new extra hour rate arrived as per formula.**

**b. New Extra hour rate with statutory deduction 19.72%**

**= (Old extra hour rate. for driver) + [{0.0519 X Initialrate of Minimum wages mentioned in the order} /8] =YYY**

**= 77.80+ [{0.0519 X 492} /8]**

**= 77.80+ [{25.53} /8]**

**= 77.80+ 3.19**

**= 80.99**



**Revised Unit Rates:**

Sl. N.	Kilometers run per month	Availability of hours per day	Estimate rate per month with 10% profit Margin in Rs. (XXX)	Extra KM Rate in Rs.	Extra hour Rate in Rs. (YYY)	Battha for outstation trips in Rs.
1	750 km	8	40800.04	4.94	80.99	233.00
		12	50518.06	4.94	80.99	233.00
		16	60237.08	4.94	80.99	233.00
		24	79675.13	4.94	80.99	233.00
2	1000 km	8	42034.04	4.94	80.99	233.00
		12	<b>51752.06</b>	<b>4.94</b>	80.99	<b>233.00</b>
		16	61471.08	4.94	80.99	233.00
		24	80908.13	4.94	80.99	233.00
3	1500 km	8	44502.04	4.94	80.99	233.00
		12	54220.06	4.94	80.99	233.00
		16	63939.08	4.94	80.99	233.00
		24	83376.13	4.94	80.99	233.00
4	2000 km	8	46969.04	4.94	80.99	233.00
		12	56688.06	4.94	80.99	233.00
		16	66407.08	4.94	80.99	233.00
		24	85844.13	4.94	80.99	233.00

**ALSO REVISED PVC FORMULAS IS AS FOLLOWS.**

- a. New rate per month -as per circular No. CRP/PER/IR/C/086/139, dtd. 08.02.2021 for revision of statutory deductions to 19.72% CMPF 12% + Pension 7% + administrative charges 0.72% :

= [ (Order Rate/month (with statutory deduction 19.72%) i. e.,XXX)] + {M x (Variation in HSD Rate) x scheduled Kmsrun}+ (30 x MF x 1.1972x (Variation in minimum wages per day))]

Where, M =1/Kmpl Or as per order, MF = 1.0 for 8 hours, 1.5 for 12 hours,2.0 for 16 hours and 3.0 for 24 hours availability.

- b. Extra hour rate for driver as per new formula as per circular No. CRP/PER/IR/C/086/139 dated 08.2.2021 for revision of statutory deductions to 19.72% (CMPF12% + Pension 7% + administrative charges 0.72%)

= [New Extra hour rate (with statutory deduction 19.72%) i.e, YYY.;] + [{1. 1972 X Variation in Min Wages per day} / 8 ]

- c. Extra KM rate = Old rate per extra km +[ M x Variance in HSD rate ]

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**d. DA for Outstation Trips:**

New DA = Old DA \* (Latest AICPI / Old AICPI)

AICPI considered for this quarter, i.e., Jan-Mar 2020=328 points

Actual applicable rates from time to time shall be calculated as per the price Variation formula provided. The claims, if any, as per the above price variation can be made once in three months. However, applicable price will be paid in the subsequent period.

The claims, if any, for the above price variation can be made once in three months. However, applicable prices will be paid in the subsequent period.

23. SCCL reserves the right to cancel the allotted tender work during the contract period of 5 years or extended period at any time without assigning any reason with one month notice. If the tenderer wants to withdraw, he should give 90 days' notice and security deposit shall be forfeited.
24. The Agency has to comply with RTA Rules and shall be in possession of necessary permission, license etc., to ply the vehicle on hire. Copy of the Registration Certificate of the vehicle is to be submitted while commissioning the contract.
25. The Driver with the Vehicle has to report to the designated Officer at the specified time every Day. The driver shall be provided with a mobile phone by the firm / contractor at his own cost. The driver shall keep the mobile phone always in his possession.
26. **Agreement** is to be entered within 30 days from the date of commencement of order on Rs.200/- non-judicial stamp paper. Bills shall be payable only after receipt of agreement bonds by the concerned paying authority of the area.
27. In all cases of disputes, the decision of the company shall be final. The courts of Manthani (District Peddapalli) in the State of Telangana only shall have jurisdiction to deal with and decide any legal matter or dispute whatsoever arising out of this contract.
28. The tenderer shall keep their offer validity up to the stipulated period of 180 days. Withdrawal of their offer during validity /extended validity will lead to forfeiture of their EMD amount so paid and they will not be considered in future enquiries.
29. **Processing fee is Rs. 590.00** (Rupees five hundred ninety only) per Schedule shall be paid in the form of Cash only at Cash Office, Srirampur Area and the voucher shall be submitted along with application i.e., Rs.500/- + Rs.90/- (18% GST).
30. **EMD for car.**  
**Rs. 7,500/-** (Rupees Seven thousand five hundred only) shall be submitted along with Tender and the successful tenderer shall deposit a sum of **Rs. 5,000/-** (Rupees Five thousand only) towards **Security Deposit** (either by cash or by DD) within two weeks from the date of commencement of work.

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**Note:PDF/Project affected persons and Ex-employees of SCCL or their dependents are exempted to pay EMD.**

31. EMD of unsuccessful tenderers will be refunded only after tenders are finalized.
32. The Contract is liable for termination in cases:
  - a. There is continued default by the Contractor for three days and if the concerned officer certifies that the performance of contract is not satisfactory.
  - b. The performance of Contractor is unsatisfactory at any stage.
33. Pollution under Control Certificate is to be obtained from the concerned Statutory Authorities from time to time and the Certificate is to be kept in the Vehicle.
34. The contractor should provide minimum 3 pairs of Khaki uniform to the Drivers as per RTA Rules and also provide identity card to the driver at his or her own cost. The Vehicle driver must wear the uniform and identity card on duty hours always. If he does not wear the uniform and identity card, he will not be allowed for duty and vehicle is deemed as not deployed for that day / days.
35. The contractor should deploy a permanent driver having valid driving license and he should be familiar with the antecedents of the Driver and he will be held responsible for any untoward incident happens by the Driver. If required SCCL has got right to verify the antecedents of the driver from police Department. SCCL has got right to ask contractor to replace the driver if the antecedents are not satisfactory.
36. As far as possible the contractor should not change the driver with out the permission of concerned Officer. If the performance of the Driver is not satisfactory, the Driver should be changed as per the advice of the user.
37. The successful tenderer shall deposit a sum of Rs.5,000/- (Rupees Five thousand only) per each vehicle as further Security Deposit (either by cash or by DD) within two weeks from the date of commencement of the work. EMD of Rs.7, 500.00 and Security deposit of Rs. 5,000/- will bear no interest and will be refunded after 3 months from the date of expiry of the contract period and on satisfactory completion of the work.
38. Any contravention by tenderer or any person employed by him or acting on his behalf or any of the terms of contract or any of the provisions or any Act, Rules. Regulations or company's standing orders or any rules regarding conduct and discipline as formulated by the Company would be communicated in writing to tenderer or to the person acting on his behalf by Area General Manager. After having been informed of such contravention, if he fails to take appropriate action, Area General Manager has the right to refuse the person responsible for such contravention to enter into the premises of the company's establishments till the cause of such contravention is removed or informed in writing of the corrective action taken by tenderer with an assurance about non-recurrences of such contravention.
39. Area General Manager is the authority to determine whether there is failure on the part of the contractor regarding providing of Vehicle services. An appeal against the area General Manager decision should lie with the Director (Operations) / Director (E&M) / Director (P&P), KGM and his decision would be final and binding.

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40. The SCCL is not liable to pay any compensation in case of any accident caused by/to the hired vehicle in respect of such vehicle or driver or cleaner or the third party. The owner and the insurance company are only liable to pay any compensation in case of such accident by/to the hired vehicles.
41. The SCCL is not responsible to any way for the safety of the hired vehicle during the period when the vehicle is at its disposal, but the owner of the hired vehicle is responsible for the safety of such vehicle.
42. The owner of the hired vehicle agrees to pay any compensation that may be awarded by any forum/tribunal in respect of any motor accident caused by/to such hired vehicle.
43. The owner of the hired vehicle agrees to **indemnify** the SCCL for any loss or damage suffered or compensation paid by it due to any motor accident caused by/to such hired vehicle.
44. The owner of the hired vehicle shall inform in writing to the concerned insurance company with which the subject vehicle is insured about the hiring of his vehicle with the SCCL and the conditions thereof, under intimation to the SCCL.
45. The tenderer should furnish a letter once in three months from the financier that installments are paid up-to date otherwise succeeding month bill will not be passed.
46. The tenderer has to provide minimum amount with driver as imprest cash which is equivalent to cost of one tank full of diesel plus Rs.1000/- to attend any break down / maintenance / to arrange a vehicle in case the vehicle is stopped.
47. The tenderer should not sell the contractual rights to any other person / agency during the tenure of contract. Power of authority for execution of the contract also cannot be assigned to any other person / agency during the contract period and breach on this account is liable for termination of order. Payment of monthly bills will be released in the name of the contractor only and no authorizations will be entertained. Further, the Contractor should nominate their authorized representative, if required.
48. At the time of deployment of vehicle by the contractor, he has to give names of two eligible Drivers to be kept, one as permanent and one stand-bye as and when required, with the entire requirement as per NIT. In case of absence of permanent driver, the stand-bye driver only has to be engaged. Further, the Drivers have to hold Identity Cards with full address, Photograph etc., and those identity cards are to be signed by Auto Workshop Engineer at areas, after furnishing the information by the Contractor about the antecedents.
49. The Drivers deployed shall undergo training at VTC, Medical Examination as per SCCL rules in vogue.
50. Taxes etc.:
  - a. Notwithstanding anything contained in the NIT document, Taxes and other statutory levies including service tax if any applicable during the execution period of the contract, will be to contractor / agency account. The successful tenderer, other than Project affected persons / dependents of ex-employees of

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SCCL or ex-employees of SCCL should furnish the proof of turnover of previous year.

- b. Introduction of new taxes / duties or with-drawl of taxes / duties if any shall be to the account / credit of SCCL as the case may be.
- c. The vehicle engaged on hire basis come under the category of "Rent-a- Cab scheme operator's Service" under the Service Tax provisions. The contractors are liable to pay service tax as applicable, in case the gross turnover of the contractor in the proceeding financial year exceeds Rs10.00 Lakhs.

51. *Successful Tenderer shall be decided through draw of lottery among the applicants who wish to carry out the work as per the priorities given below.*

52. **Eligibility:**

I. Preference for awarding the contract will be given in the following order.

- a) Project affected persons / Project displaced persons come under 1st category.
- b) Dependents of Ex-employees of SCCL who were not provided job or Ex-employees of SCCL come are one and the same come under 2nd category.
- c) Others come under 3<sup>rd</sup> category.
- d) Priority will be given to 1<sup>st</sup> category persons, if not available, 2<sup>nd</sup> category persons and likewise.
- e) Persons fall under category 1 & 2 are permitted to deploy only one vehicle at any given point of time at any place in SCCL.
- f) If the requirement of vehicles is not met with the above 1 & 2 categories then others will be given opportunity.
- g) In case of Project affected persons/Ex-employees or Dependents of ex-employees of SCCL the vehicle should be in the name of tenderer only.
  - 1. The 3<sup>rd</sup> Category tenderers should give acceptance for number of vehicles they can deploy. The EMD should be paid for the vehicles quoted.

2. If the tenderer is Project affected person / Project displaced person, his tender should accompany the following:

1) A letter duly signed by the tenderer with the following details:

- a. Extent of land acquired,
- b. Survey no.
- c. Village,
- d. Mandal
- e. Award no. & date
- f. Purpose for which it was acquired.

2) Certificate from the concerned Government authorities about his identity.

3) If already vehicle deployed on the name of awardees or their legal heirs of Ex-employees / dependents of Ex-employees / land looser / project affected person (PAF) project displaced person (PDF) under unit rate system at any area of SCCL, may not

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be considered again during the same period against land/ house under total awards even though land or houses acquired in different awards.

- 4) Eligibility of the tenderer under the above category is subject to verification of the genuineness of the details submitted by the tenderer.
1. If the tenderer is Ex- employee of SCCL or dependant of ex-employees, proof to that effect shall be enclosed duly signed by HOD/Personal department of concerned area.
  2. If technically acceptable offers are received for more than the required number of vehicles, then successful Tenderers will be selected through suitable lottery system.

53. If the documents submitted by the tenderer are found to be incorrect at any stage of the tender, the offer will be rejected.

**54. If more than one tender document received for the same person, only the tender submitted first will be considered and other tenders received later will be summarily rejected.**

55. As per the Circular vide Ref.No.CRP/EST/P/37/Corp/61,Dt.18.01.2020,

- i. PDF/PAF himself/herself and his/her sons are eligible for filling tenders for contract of hired vehicle subject to the condition that contract for second vehicle shall not be awarded to the PDF/PAF and his/her sons collectively, during one period.
- ii. The allotment of Vehicle to PDF/PAF, including his/her sons should be restricted to one vehicle at a time.
- iii. PDFs/ PAFs are eligible to file tenders for vehicles only in the area where their house/land is acquired.

**56. Evaluation criteria: Vide Approved Note. No. CRP/MP/Sec19/449, Dtd.01.07.2021, the evaluation process for Unit rate vehicles for selection of successful bidder will be selected by lottery system as below.**

1. Lottery shall be conducted in Unit rate vehicles enquiries among all the received bids by intimating the convenient date of draw to the firms who have submitted the bids for the enquiry. The date of draw shall be intimated by displaying on Notice Boards in all areas and corporate.
2. Draw will be conducted for number of firms equal to the number of vehicles and the firms will be selected. Additionally a number of firms equal to **twice the number** of vehicles will also be selected in the lottery and will be kept as standby.
3. All the above firms which are selected in the lottery **One (1)** bids in this enquiry along with standby firms selected in lottery **Two (2)** will be given lottery serial number and sent for technical evaluation.
4. On confirming the technically and commercially acceptability the firms which are standing in lottery serial will be considered for the award of contract. Firms in the standby list will be considered for award of contract as per serial number in the

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*lottery list on confirming their technically and commercially acceptability if any dropouts before their serial number. The standby list will be maintained for a period of 2(Two) years from the date of opening of enquiry for future requirements of vehicles, if any.*

The allotment of vehicles for hiring will be from **high cost to low cost**, irrespective of type, place of work & availability hours per day.

If any bids out of above **one (1)** bids selected through lottery are technically & commercially not acceptable, the selection of balance bids for award of contract and stand by will be continued from remaining bids as per above procedure. Date for conducting lottery for remaining bids if required, will be informed subsequently.

For example draw sl No 1 is technically not acceptable, and all others are acceptable, then vehicles will be issue as per draw SL No 1,2,4,5,6,7 & 8 etcand allotment will be given from **high cost to low cost**, as shown in below table

SCCL reserves the right to reject any or all the tenders without assigning any reason.

**As per circular no CRP/MP/19/4131 dt 28.08.2025, CRP/MP/Sec-19/unit rate enquiries/3170 dt 24.07.2021 & CRP/MP/Sec-19/449 &dt 01.07.2021, The standby list will be maintained for a period of 2 (Two) years from the date of opening of enquiry for future requirements, if any, for the similar vehicles i.e. with same specifications, availability of hours & days, monthly slab of KMs etcas mentioned at para no 20. In such case, contracts will be awarded against this enquiry with same rates and other terms and conditions”**

**Note:** Further, it is to mention that First Preference will be given to RG3 and Adriyala Area persons only, if no response is received within the Area, then offers of other Area will be considered in the same order of eligibility criteria.

57. Project affected persons means project displaced persons and land ouster/ ex-Employees/dependants of ex-employees who have been allotted/already selected for deployment of vehicles at any area of SCCL under unit rate system are not eligible for this enquiry and the same is to be confirmed by the applicants.

58. After completion of the tender process and placement of order, if it is found that the person is already allotted / selected for deployment of vehicle at any other area of SCCL the vehicle will be withdrawn immediately.

59. The SCCL reserves the right to reject any or all the tenders without assigning any reason.

- i. The tenderers are advised in their own interest to get themselves registered with the concerned statutory authorities for executing the contract with SCCL if awarded including Service Tax Registration. Any consequences arising out of non-compliance of the above, will not absolve the firm / agency from its obligations / responsibilities under the contract.
- ii. The tenderer should furnish copy of PAN No. Card and registration of the organization in their offer and clearly furnish its status whether individual / Partnership firm / Company.

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60. The application for participating in tender is to be duly signed, and submitted to General Manager, RG3 Area, The S.C.Co., Ltd., RG3 and APA before closing date.

61. In sealed cover, the following documents to be submitted.

1. Filled in FORMAT– X (APPLICATION FOR PARTICIPATING IN TENDER)
2. Original Cash voucher issued by finance department. RG3.
3. Copy of Award of Land looser, PAF/PDF. In case, tenderer is legal heir, in addition to above, submit copy of death and legal heir certificate issued by competent authority.
4. Copy of Adhar card of tenderer.
5. Copy of PAN Card or acknowledgement of application for PAN Card of tenderer.

Note: The tenderers shall accept all the terms and conditions and sign wherever required and submit the same along with their bid. Offers without requisite details and unsigned applications shall be summarily rejected and no correspondence shall be entertained afterwards.

**62. Tender forms can be obtained from SE (Purchase), Purchase Dept., RG3 Area.**

Tenderer shall submit Draft application at Area Purchase cell on or before 12:00 pm on 02.01.2026. After signing the above application by HOD of purchase department, remit the processing fee at Finance department on or before 4:00 PM on 03.01.2026.

Date for issue of Tender Document : From 15.12.2025 to 05.01.2026  
(up to 4.00PM on 05.01.2026)

Last Date for receipt of Tender Document : 12.00 Noon on 06.01.2026  
(In the office of PA to GM RG3)

Date of opening of Tender Document : After 10.00 AM on 07.01.2026

Date of draw : Will be intimated later.

General Manager,  
RG III Area.

Signature of the Tenderer



**DECLARATION OF THE APPLICANT**

Date:

To

The General Manager,  
The Singareni Collieries Co. Ltd.,  
**RG III Area.**

Dear Sir,

I am here by declaring that, I have not been allotted / already selected for deployment of vehicles at any area of SCCL under unit rate system as PDF person.

Yours faithfully,

( \_\_\_\_\_ )  
NAME:

Phone No:  
Full Address:

Signature of the Tenderer

**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A Govt. Company)**  
**Purchase Department, RG III area.**  
**SELF DECLARATION**

Date:

To

The General Manager,  
The Singareni Collieries Co. Ltd.,  
RG III Area.

**Sub:** Hiring of **Car (AC)** on hire basis for the use at RG3 area under unit rate system –  
**Reg.**  
**Ref: Enquiry No. R3125 O 0208dtd. 09.12.2025.**

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**I hereby submit that:**

1. I am not employed in SCCL or CIL or other PSUs or Government Undertakings or in State & Central Government Offices / Organizations;
2. I am not having any Purchase Order / Work Order on my name under unit rate system vehicle in SCCL;
3. No person among my family members is possessing a Purchase Order for executing the Contract for vehicle in SCCL awarded under the Clauses - Project Affected Persons (PAFs) / Project Displaced Persons (PDFs) / Dependents of ex-employees of SCCL or ex-employees of SCCL;
4. If any information or document submitted is found to be false / incorrect, the said Offer shall be considered absolutely null & void and action as deemed fit may be taken against me.

Yours faithfully,

( )

Name:  
Father's Name:  
Aadhaar No.:  
Pan Card No.:  
Contact No:  
Full Address:

Signature of the Tenderer

**APPLICATION FOR PARTICIPATING IN TENDER**

Date:

To  
The General Manager,  
The Singareni Collieries Co. Ltd.,  
**RG III Area.**

Dear Sir,

Sub: Hiring of **Car (AC)** on hire basis for the use at RG3 area under unit rate system –  
Reg.

Ref: Enquiry No. R3125 O 0208 dtd. 09.12.2025.

-oOo-

I/We submit my/our acceptance for providing of 1 no. of car (A/c) and future requirement vehicle, **latest** model /first time registered from the date of opening of the enquiry, as per NIT specifications along with Driver.

I / We have agreed to abide by all the terms and conditions mentioned in the NIT.

I am attaching the proof of PDF/ Project affected persons / dependents of ex-employees of SCCL or ex-employees of SCCL.

Yours faithfully,

(\_\_\_\_\_)

Phone No:

NAME:

Full Address:

S/o:  
Address:

Signature of the Tenderer