



**Bid Sl. No.:** \_\_\_\_\_

**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A Govt. Company)**  
**MATERIAL PROCUREMENT DEPARTMENT, CORPORATE**  
**KOTHAGUDEM COLLIERIES, P.O – 507 101**  
**DIST: BHADRADRI KOTHAGUDEM - TELANGANA (STATE)**  
**CIN: U10102TG1920SGC000571**  
**TELEPHONE: 91-08744-235504 / 235500 / 243109**  
**TELE FAX: 91-08744-245651; E-mail: gm\_pd@scclmines.com**  
**Website: www.scclmines.com**  
**GST No: 36AAACT8873F1Z1**

**NIT DOCUMENT**

**NOTICE INVITING TENDER (NIT)**

**Sealed Tenders are invited for the following Jobs / Services in SCCL:**

**Sub: Providing 70 HP or above capacity diesel version Cars on hire basis for a period of 4 (Four) years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL under Unit Rate System – Reg.**

**Enquiry No. C1924O0447, Dated: 28.03.2025.**

Enquiry Closing Date & Time: 18.04.2025 & 10.00 AM

Enquiry Opening Date & Time: 18.04.2025 & 10.30 AM

Venue for Opening of Tender and conducting Draw of Lottery:

**Material Procurement Department, Corporate, SCCL, Kothagudem – 507101.**

Bidders shall submit sealed Tenders to General Manager (Material Procurement), Corporate, The Singareni Collieries Company Limited, Kothagudem, Dist: Bhadradi Kothagudem - 507101, Telangana State.

(Or)

Drop in the Tender Box provided at Material Procurement Department, Corporate, SCCL, Kothagudem - 507101.

Details of Tender Documents are available in SCCL website, www.scclmines.com -> Tenders -> Material Procurement -> Conventional Tenders.

Corrigendum / Addendum to the Tender, if any, will be uploaded in the above website.

**INDEX:**

1. NIT Document
2. Annexure-I
3. Annexure-II
4. Format-X (APPLICATION FOR PARTICIPATING IN TENDER)
5. Format-XI (SELF DECLARATION)

**General Instructions to the Bidders:**

- i. Tenderer shall furnish copy of PAN Card or acknowledgement of application for PAN card along with the Bid.
- ii. Bidders are advised to carefully read the NIT Document and Annexures. All the Documents, i.e., NIT Document, Annexures-I&II, Format-X (APPLICATION FOR PARTICIPATING IN TENDER) and Format-XI (SELF DECLARATION) shall be duly signed on every page and submitted.
- iii. SCCL reserves the right to seek any clarifications in respect of the Bids / supporting documents, etc. from the Bidders by letter / e-mail / fax.
- iv. Tender Document is available in SCCL Website, [www.scclmines.com](http://www.scclmines.com). Bidders can download the Tender Document at free of cost. SCCL is not responsible for any problems in downloading the Tender Document.
- v. Whenever Corrigendum is issued, the same will be uploaded in SCCL website, [www.scclmines.com](http://www.scclmines.com). Bidders are, therefore, requested to visit the above website from time to time to keep themselves updated.
- vi. Bids shall be submitted in a sealed cover and shall be distinctly super-scribed with the following details on its left hand top corner:
  - a. Enquiry No.
  - b. Closing and Opening Date of the Tender.
  - c. Name and Address of the Bidder with legibly mentioned complete AADHAAR Number.
- vii. Bid not submitted in the **prescribed Format** and in **stipulated time** is liable for rejection.
- viii. Bidders shall accept all the terms and conditions and sign on all the pages of NIT Document, Annexure-I & II and submit the same along with the Offer.

- ix. Bidders are advised to carefully read the NIT Document and Annexures. All the Documents, i.e., NIT Document, Annexures-I & II, Format-X (APPLICATION FOR PARTICIPATING IN TENDER) and Format-XI (SELF DECLARATION) shall be duly signed on every page and submitted.
- x. Documents submitted along with the Offer will be treated as final basing on which Technical and Commercial Evaluation will be done and Enquiry will be finalized. Shortfall Documents will not be sought.
- xi. Only one Bid shall be submitted with all correct requisites by one person. If any Bidder submits more than 1 (One) **Bid with reference to their NAME and AADHAAR NUMBER / PANCARD NUMBER / DRIVING LICENCE**, their participation will be summarily rejected for the Enquiry.
- xii. **THE BIDDER DETAILS SHALL BE FILLED IN CAPITAL LETTERS.**
- xiii. **Only one Bid shall be submitted in one envelop / cover. If more than one Bid is submitted in one envelop / cover, their participation in any way will be will be summarily rejected for the Enquiry.**
- xiv. **Female Bidders, if any, shall submit their valid transport Driving License or shall establish the relationship through Notary with the person whose valid transport Driving License is submitted for the Tender.**
- xv. Sealed Bids duly signed as above are to be submitted to General Manager (Material Procurement), The Singareni Collieries Company Limited, Kothagudem, Bhadradi Kothagudem District, PIN - 507101 along with Format-X before Closing Date.

ADDRESS FOR CORRESPONDANCE:

**General Manager (Material Procurement),**  
The Singareni Collieries Company Limited,  
Corporate, KOTHAGUDEM – 507101,  
District: Bhadradi Kothagudem,  
Telangana State.

For **General Manager (Material Procurement)**  
**The Singareni Collieries Company Limited,**  
**(A Govt. Company)**  
**Kothagudem Collieries – 507101.**

## **Annexure-I**

**Sub: Providing 70 HP or above capacity diesel version Cars on hire basis for a period of 4 (Four) years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL under Unit Rate System – Reg.**

**Enquiry No. C1924O0447, Dated: 28.03.2025.**

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1. SCCL desires to hire 10 (Ten) Nos. of 70 HP or above capacity diesel version Cars for a period of 4 (Four) years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL under Unit Rate System for allotting the same as given below.
2. **QUANTITY REQUIRED: 10 (Ten) Nos.**

Sl. No.	For use at O/o	Slab	
		No. of KMs run per Month	No. of hours availability per Day
1	Transport Department, Corporate	1,000	24
2	Transport Department, Corporate	1,000	24
3	Agent, VKP & 7 LEP Group, RG-2	1,000	12
4	Agent, SK Group, MM	1,000	12
5	Agent, RK-5&6 Group, SRP	1,000	12
6	Agent, KLP, BHP	1,000	12
7	Agent, RK-7 Group, SRP	1,000	12
8	Agent, SRP Group, SRP	1,000	12
9	Agent, KTK Group, BHP	1,000	12
10	Transport Department, Corporate	1,000	12

*Note: The above mentioned quantity is tentative and may increase or decrease and place of deployment may also change.*

### **3. SPECIFICATIONS:**

Sl. No.	Item Description	Requirement
1	Model of Vehicle	First time Registered after opening of the Tender, meeting BS-6 Norms
2	Power	70 HP 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. COMMENCEMENT OF ORDER:**

The Order shall come into operation on the day of earliest receipt of communication about the release of Purchase Order or a day specifically mentioned for that purpose.

## **5. ELIGIBILITY CRITERIA:**

### **A. Sealed Tenders are invited from interested vehicle owners belonging to the following categories to deploy the above vehicles with the following terms & conditions and as mentioned in Annexures:**

- I. Project Affected Persons (PAFs) / Project Displaced Persons (PDFs).
- II. Ex-employees of SCCL and Dependants of ex-employees.
- III. The successful Bidder shall engage vehicle as per their allotment discovered in the Draw of Lottery.

### **B. For Project Affected Persons (PAFs) / Project Displaced Persons (PDFs):**

If the tenderer is Project Affected Person / Project Displaced Person, his tender shall 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). Eligibility of the tenderer under the above category shall be confirmed only after verifying the genuineness of the details submitted by the tenderer.

### **C. For ex-employees of SCCL and Dependants of ex-employees:**

If the tenderer is ex-employee of SCCL or Dependant of ex-employee, proof to that effect shall be enclosed duly signed by HoD / Personnel Department of concerned Area.

### **D. For all the above Categories:**

- i) They should not be employed in SCCL or other PSUs or Govt. Undertakings or Government and are permitted to deploy only one vehicle of any one category at any given point of time at any place in SCCL under Priority Clause. They should have a Valid Transport Driving License and should be in the age group of 21 to 60 years.
- ii) Vehicle registration and any finance on the vehicle should be on the name of the tenderer. He shall submit a copy of valid transport driving licence along with the Tender.
- iii) A substitute driver can be engaged occasionally, only in case of emergency, possessing valid transport driving licence.

- iv) In case, the vehicle is to be deployed for 16 Hrs / 24 Hrs per day, the successful tenderer has to deploy additional driver(s) having the same qualification.

**6. TENDER EVALUATION PROCESS:**

- a) PAFs / PDFs / Ex-employees of SCCL / Dependents of ex-employees will be given equal priority.
- b) If Offers are received more than the required number of vehicles for award of contract and standby, i.e., 10+20=30, then successful tenderers will be selected through suitable Draw of Lottery system.
- c) Keeping in view the probable requirement for the next 2 (Two) years from the Date of Opening of present Enquiry for placing Orders against additional requirement / cancellation of existing Orders with same prices, terms & conditions and Price Variation Formula, it is proposed to select 20 (Twenty) Technically and Commercially acceptable Bidders as Standby over and above the present requirement.
- d) SCCL reserves the right to reject any or all the tenders without assigning any reason.

**e) LOTTERY PROCEDURE:**

- i. Draw of Lottery will be conducted in Unit Rate vehicle Enquiries among all the received Bids by intimating the convenient date of Draw to the Bidders who have submitted the Bids for the Enquiry. The date of Draw will be intimated by displaying on Notice Boards in the Areas / Corporate.
- ii. Draw will be conducted for number of Bidders equal to the number of vehicles and the Bidders will be selected. Additionally, number of Bidders equal to twice the number of vehicles will also be selected in the Lottery and will be kept as Standby.
- iii. All the above Bidders which are selected in the Draw of Lottery along with Standby firms selected in Draw of Lottery will be given Lottery Serial Number and sent for Technical Evaluation.
- iv. On confirming the Technical and Commercial acceptability, the Bidders which are standing in Lottery Serial will be considered for the award of contract. Bidders in the Standby list will be considered for award of contract as per the Serial Number in the Lottery list on confirming their Technical and Commercial 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 respective Enquiry for future requirements of vehicles, if any.

- v. The Enquiry will be opened as per the Scheduled Date & Time and all the Bids will be given Serial Number, which will be the Tender Serial Number for total processing period of the Enquiry.
- vi. Bids to be selected for award of contract: 10 (Ten) Nos.
- vii. Bids to be selected as Standby: 20 (Twenty) Nos.
- viii. 30 (Thirty) Bids will be selected through Lottery from the total Bids received and sent for Technical & Commercial Evaluation.
- ix. Out of Technically & Commercially acceptable Bids, first 10 (Ten) Bids as per Lottery Serial Number will be considered for awarding the contract for hiring and balance Technical and Commercial acceptable Bids will be kept as Standby.

Note: Lottery Date will be communicated by circulating the same to Areas and displayed on Notice Boards of Corporate / Areas.

- x. **The Allotment of vehicles for hiring will be as per the Serial Number of vehicles mentioned in the following table:**

Sl. No.	For use at O/o	Slab	
		No. of KMs run per Month	No. of hours availability per Day
1	Transport Department, Corporate	1,000	24
2	Transport Department, Corporate	1,000	24
3	Agent, VKP & 7 LEP Group, RG-2	1,000	12
4	Agent, SK Group, MM	1,000	12
5	Agent, RK-5&6 Group, SRP	1,000	12
6	Agent, KLP, BHP	1,000	12
7	Agent, RK-7 Group, SRP	1,000	12
8	Agent, SRP Group, SRP	1,000	12
9	Agent, KTK Group, BHP	1,000	12
10	Transport Department, Corporate	1,000	12

- xi. If any Bid out of above 30 (Thirty) selected through Lottery are Technically & Commercially not acceptable, the selection of balance Bids for award of contract and Standby will be continued from remaining Bids as per the above procedure. Date for conducting Lottery for remaining Bids, if required, will be informed subsequently.

For **General Manager (Material Procurement)**  
**The Singareni Collieries Company Limited,**  
**(A Govt. Company)**  
**Kothagudem Collieries – 507101.**

**Sub: Providing 70 HP or above capacity diesel version Cars on hire basis for a period of 4 (Four) years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL under Unit Rate System – Reg.**

**Enquiry No. C1924O0447, Dated: 28.03.2025.**

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**A) SCOPE OF WORK AND GENERAL TERMS & CONDITIONS**

1. The contract will be valid for a period of 4 (Four) years and further extension of 1 (One) year based on condition and performance of the vehicle and requirement of SCCL. The tenderer shall 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.
2. Cost of petrol / diesel, lubricants, repairs, taxes, insurance and any other incidental expenses in running the vehicle shall be borne by the tenderer.
3. 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.
4. Maintenance & repair cost, statutory permits / taxes / comprehensive insurance shall be borne by the Owner-cum-Driver only, except GST.
5. The vehicles are required to be operated in Mines / Projects / Departments and other places also.
6. The speedometer for the vehicle shall always be in working order 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. Trip sheet / log book shall be maintained, the same shall be certified by the Head of the Department and should be available with driver for obtaining the Official's signature for the trip made.
7. SCCL has right to shift the vehicle to any place of the Company premises and the Contractor (Owner-cum-Driver) shall shift the hired vehicle to any place of the Company within 7 days time after receipt of the intimation.
8. If the document submitted or declaration given by the Bidder is found to be false or not appropriate in connection with the scope of this NIT at any time, the Bid or the contract awarded, will be cancelled.



9. SCCL will not be held responsible for any taxes, dues, loans or debts on the vehicle provided by the Contractor (Owner-cum-Driver) and shall ensure no involvement of SCCL on such accounts.
10. The vehicles shall be insured for comprehensive risk and under no circumstances SCCL shall be made liable for any damages. The driver and passengers shall also be covered by suitable insurance policy obtained from Nationalized Insurance Companies as per the laws prevailing in the State / Country. A copy of the comprehensive insurance policy certificate shall be submitted to Area transport Officer during the operation of contract.
11. The Contractor (Owner-cum-Driver) shall be liable and responsible to discharge all the legal liabilities under Motor Vehicle Act, 1988 or any other Act, registration, payment of taxes of the vehicle, comprehensive insurance and all such liabilities as may be fixed from time to time by any law on the owner of the vehicle and SCCL be deemed to have no liability whatsoever.
12. The driver shall remain and shall be deemed to be the employee of the contractor. The driver will not, under any circumstances, be treated as employee of SCCL. The contractor shall fully liable to procure driving licence, etc. and to meet other legal requirements under Motor Vehicles Act, 1988 or any other Act.
13. Vehicles registered for the first time after date of opening of the Enquiry and on tenderer's name are only to be deployed for the above purpose. Good and road-worthy condition vehicles with perfect front and rear suspension and comfortable seats are to be made available. The vehicle shall be maintained in FIT condition as per the Rules & Regulations of RTA. The Owner-cum-Driver has to comply with RTA rules and shall be in possession of necessary permissions, licence, etc. to ply the vehicle on hire. Copy of registration certificate of the vehicle is to be submitted while commissioning the contract.
14. The contractor (Owner-cum-Driver) deployed on the vehicle must be literate, well-dressed and exhibit obedience and courtesy to the Officers travelling in the vehicle. He shall have pleasing manner. The driver provided to the vehicle shall possess valid driving licence 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, speedometer of the vehicle will be checked by the concerned Area Committee for every 3 months for calibration and surprise check of the speedometer will be done by the concerned Auto Garage Engineer at any time. Hence, speedometer shall always be in working condition. The seat covers shall always be maintained in trim condition and shall be given for washing for every two weeks.

15. SCCL reserves the right to cancel the allotted tender work during the contract period without assigning any reason with one month notice.
16. The contractor (Owner-cum-Driver) will not be permitted to terminate the contract except in force majeure conditions, before expiry of contractual period. In case of breach of contract, risk hire charges will be recovered from the contractor (Owner-cum-Driver).
17. The contractor (Owner-cum-Driver) with the vehicle has to report to the designated Officer at the specified time every day. The driver (Owner-cum-Driver) shall be provided with a mobile phone by the contractor (Owner-cum-Driver) at his own cost. The driver shall keep the mobile phone in his possession.
18. The contractor (Owner-cum-Driver) shall possess minimum 3 pairs of khaki uniform and shall provide minimum 3 pairs of khaki uniform to the substitute drivers as per rules and also provide Identity Card to the substitute driver at his own cost. The vehicle driver must wear uniform and Identity Card while on duty. If he does not wear uniform and Identity Card, he will not be allowed for duty and vehicle will be deemed as not deployed for that day(s).
19. The contractor (Owner-cum-Driver) shall be the permanent driver having valid transport driving license and he shall be familiar with the antecedents of the substitute drivers and he will be held responsible for any untoward incident happens due to the driver(s). If required, SCCL has got right to verify the antecedents of the substitute / additional driver(s) from Police Department. SCCL has got right to ask contractor (Owner-cum-Driver) to replace the substitute / additional driver if the antecedents / behavior is not satisfactory. The contractor (Owner-cum-Driver) shall ensure that himself and their drivers do not take part in any trade union activity or join in any trade union directly or indirectly.
20. As far as possible, the contractor (Owner-cum-Driver) shall not change the substitute drivers without the permission of concerned Officer. If the performance of the driver is not satisfactory, the driver shall be changed as per the advice of the concerned Officer.
21. Any contravention by the contractor (Owner-cum-Driver) or any person employed by him 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 contractor (Owner-cum-Driver) by General Manager. After having been informed of such contravention, if he fails to take appropriate action, 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 the contractor with an assurance about non-occurrence of such contravention.

22. 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.
23. SCCL is not responsible in 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.
24. The contractor (Owner-cum-Driver) of the hired vehicle is liable to pay any compensation that may be awarded by any forum / tribunal in respect of any motor accident caused by / to such hired vehicle.
25. The contractor (Owner-cum-Driver) of the hired vehicle shall indemnify SCCL for any loss or damage suffered or compensation paid by it due to any motor accident caused by / to such hired vehicle.
26. The contractor (Owner-cum-Driver) 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 SCCL and the conditions thereof, under intimation to SCCL.
27. The contractor (Owner-cum-Driver) shall 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.
28. The contractor (Owner-cum-Driver) has to provide minimum amount with driver as imprest cash which is equivalent to cost of one tank full of diesel plus Rs.1,000/- to attend any break down / maintenance / to arrange a vehicle in case the vehicle is stopped.
29. The contractor (Owner-cum-Driver) shall 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 authorization will be entertained.
30. At the time of deployment of vehicle by the contractor (Owner-cum-Driver), he has to give name of two eligible drivers to be kept as standby as and when required with the entire requirement as per NIT. In case of absence of permanent driver, the standby driver only has to be engaged. Further, the drivers shall hold Identity Cards with full address, photograph, etc. and those Identity Cards are to be signed by Auto Workshop Engineer after furnishing the information by the contractor about the antecedents.

31. The tenderer shall keep their Offer validity up to the stipulated period of 180 days. If the tenderer withdraws his Offer during the validity / extended validity period, he will not be considered in future Enquiries. In case, successful Bidder withdraws his Offer during the Enquiry processing period, the next successful Bidder in the Lottery Serial will be considered.
32. The successful tenderer shall confirm to deploy the vehicle for another 1 (One) year over and above the Order period of 4 years, if SCCL desires for extension of contract on same rates, terms and conditions.
33. The drivers employed by the tenderer, if any, should be his own employees and receives wages from him. SCCL will not accept any claim whatsoever from them.
34. SCCL reserves its right to decide any matter arising during the tenure of the contract which is not covered by any of the terms and conditions mentioned in the Order. Such decision is final and binding on both the parties.

**B) DELIVERY SCHEDULE**

**The vehicles are to be deployed along with Drivers within 45 days from the date of receipt of Order / LOA or as per the Delivery Schedules given by GM (E&M) Transport, whichever is later.**

**C) PAYMENT TERMS**

1. 100% payment shall be arranged for value of the work done on receipt of the bill in complete shape. However, payment will be subjected 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.
2. The contractor (Owner-cum-Driver) shall produce running bills on monthly basis in duplicate along with consolidated statement of the vehicle provided along with the self attested copy of the log sheet signed by the user in the first week of succeeding month to concerned GM for acceptance. The bill will be paid by Area Finance Department through online payment after auditing and passing of the bill.
3. On receipt of Order, the contractor (Owner-cum-Driver) shall produce their bank account number with proof. Payment to the driver shall not be less than minimum wages as per Act and the tenderer shall pay wages to the driver through bank only.
4. The contractor (Owner-cum-Driver) shall produce previous month payment to the driver receipt made as per Minimum Wages Act / Rules along with bills.
5. Payment to the contractor shall 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 to the respective banks accounts of employees engaged by the contractor.

6. Area Finance Department shall insist for either the copy of the bank statement of contractor or the employees, issued / certified by the respective bank authorities.
7. The bank statement shall be certified by the concerned recipient (stating that he / she has received the minimum wage amount mentioning the wage period), the concerned contractor and the Principal employer.
8. Bills shall be payable only after receipt of Agreement Bonds by the concerned paying authority of the Area.
9. Payment will be made by way of RTGS only. RTGS charges, if any, will be to firm's account.

For RTGS payment, Bidders are advised to indicate the following Bank details in their Offer:

- a) Name of the Bank
  - b) Branch Name
  - c) Branch Code
  - d) Account No.
  - e) MICR Code
  - f) IFSC/RTGS Code
10. The contractor (Owner-cum-Driver) is required to opt for Toll Payments by FASTag only in view of the saving of time and fuel at the Toll Plazas on National Highway Toll Payments. The expenses incurred during Toll Payments at National Highways will be to SCCL account. In view of the above, the following procedure is proposed on the subject:
- i. For any vehicle outstation trip, approval from concerned Director for Corporate vehicles and Area GM approval for the vehicles working in Areas is mandatory as per the Conveyance Policy. In emergency cases, immediate ratification is required.
  - ii. During 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).
  - iii. While forwarding monthly bill to the Billing Section / Department, End User Department shall certify the outstation trips, if any, during that particular month, comparing with the vehicle log book, approved Note and documentary proof of transaction. Also, shall clearly specify that, whether the outstation trip is Personal or Official.

- iv. Bills processing Section / Department shall verify the above details of Toll fee and shall forward to F&A Department for payment of Toll fee amount along with the monthly bills. In case of personal outstation trips, the toll fee amount has to be advised for recovery from the salary of the concerned Employee.
11. If vehicle needs to be crossed State Border, fee will be paid by the traveling Officer through online system and the same is to be claimed along with TA Bill for official trip and party has to pay in case of personal usage.

**D) SECURITY DEPOSIT**

1. The successful tenderer shall deposit a sum of Rs.10,000/- (Rupees Ten Thousand only) per each vehicle as Security Deposit (either by cash or DD) within two weeks from the date of commencement of the contract. This amount of Rs. 10,000/- 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.
2. If the contractor (Owner-cum-Driver) fails to fulfill the contract terms and conditions and service is stopped, Security Deposit of Rs. 10,000/- per vehicle will be forfeited and contract will be terminated without any prior notice.

**E) PENALTIES**

1. The contractor (Owner-cum-Driver) shall 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 bills, with applicable GST extra.
2. 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).
3. The contractor (Owner-cum-Driver) has to provide alternative vehicle of similar type on any day, if the regular vehicle is not available for any reason except for the maintenance period as mentioned in the terms and conditions in the Annexure-II. 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 the contractor (Owner-cum-Driver) 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 bills towards penalty per day for non-deployment of vehicle.
4. If the vehicle is taken out of station for any major overhaul / repairs, etc., the contractor (Owner-cum-Driver) shall provide alternative vehicle of similar type for the period during which the original vehicle was under repairs. If the contractor fails to provide alternative vehicle, GM (E&M) Transport at

Corporate / Area GM at Area will engage another hired vehicle and the actual cost incurred by SCCL will be recovered from the contractor bills.

5. The alternative vehicle so engaged shall be of similar type and in fit conditions and can be deployed up to a maximum period of 2 months, otherwise, a penalty @ Rs. 450/- day is applicable.
6. If the contractor (Owner-cum-Driver) fails to provide the vehicle during the contract period, monthly bills shall be allowed after deducting the proportionate amount for the days, the vehicle is not deployed. This deduction is apart from the penalties.
7. Area General Manager / 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) and his decision would be final and binding.
8. All penalties shall be recovered with applicable GST extra.

#### **F) UNIT RATES AND PRICE VARIATION CLAUSE**

1. The Unit Rates and PVC formulae are as per the following approved Notes:

- a. CRP/MP/Sec-19/Unit Rates/2020/418, Dated: 04.08.2020.
- b. CRP/MP/Sec-19/Unit Rates/2021/194, Dated: 18.03.2021.

2. **Unit Rates and PVC formulae with CMPF:**

a) **Monthly Unit Rates:**

Sl. No.	Monthly Slab		Monthly Hiring Charges (Rs.)
	Monthly Run in KMs	Hours availability/Day	
1	1,000	24	1,08,925.38
2	1,000	12	66,462.44

*The above rates are exclusive of GST.*

#### **PVC Formulae for variation in diesel and minimum wages:**

To take care of revision on diesel price and minimum wage rate, the contractor (Owner-cum-Driver) will be allowed revision on pro-rata basis upward / downward as per the following formulae:

#### **Price Variation Clause for variation in diesel and minimum wages with CMPF system:**

i. **New Rate per month:**

(Order Rate/month) + [(M x (Variation in HSD rate) x scheduled KM run) + {30x MF x 1.1972 x (Variation in minimum wages per day)}]

Where,

M = 0.05,

MF = 1 for 8 Hours, 1.5 for 12 hours, 2 for 16 hours and 3 for 24 hours availability.

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

iii. **Extra Hour Rate for driver** = Old hour rate for driver + [(1.1972 X variation in minimum wages per day) / 8 ]

Where,

M = 1/kmpl i.e., 0.05, and

MF = 1 for 8 Hours, 1.5 for 12 hours, 2 for 16 hours and 3 for 24 hours availability.

iv. **DA for Outstation Trips:**

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

AICPI for this quarter, i.e., Oct'23– Dec'23 = 399 points

**Note: The following are factored in the above Unit Rates:**

1) Components of CMPF @ 12%, CMPS @ 7% & Administrative charges @ 0.72% are factored in the above monthly Unit Rates and also in the PVC formulae along with Monthly wages.

2) **Bonus component is NOT factored in the above monthly Unit Rates and also in the PVC formulae. Bonus @ 8.33% of concerned minimum wages shall be paid along with the monthly Unit Rates.**

b) It is mandatory for the Bidders to accept for extra Kilometer and extra hours. The rate per extra KM run beyond scheduled KM 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:

Sl. No.	Description	Amount (Rs.)
1.	Rate per KM beyond specified KMs run per month	6.34
2.	Additional charges per hour beyond scheduled hours (For CMPF Stream)	117.95
3	Daily Allowance for the Driver for out station trips	314.00

*The above rates are exclusive of GST.*

**For calculating the above Unit Rates, base diesel price and wages considered are furnished below:**

Base Diesel price/Ltr. in Rs. as on 10.03.2025 at KGM	-	96.61
Basic wage/day for Driver (Skilled) in Rs. as on 01.10.2024	-	739.00



Actual applicable rates from time to time shall be calculated as per the Price Variation Formulae provided above.

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.

#### **G) OUTSTATION TRIPS**

If the vehicle is required to be taken Outstation, Outstation Allowance will be paid to the Driver. Mere intimation to driver is enough in respect of Outstation 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 DA, 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.
- c. \*For the purpose of payment of DA, the jurisdiction of the Area will be the same as the Area defined for Area GM of SCCL.
- d. 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.
- e. In case of continuation of stay after 24 hours, half DA will be paid if the extended stay exceeds 8 hours only.
- f. Additional charges per hour beyond the scheduled hours for Outstation trips will not be applicable.

#### **H) MINIMUM WAGES**

1. Vide Lr. No. CRP/PER/IR/M/361/1539, Dated: 19.10.2024, a circular was issued regarding implementation of minimum wages as notified by the Central Government to the contractor's workers working in various outsourced activities in SCCL. The minimum wages to be paid to the contractor's workers w.e.f. 01.10.2024 are furnished below. However, these wages are subject to revision from time to time.

Sl. No.	Category of Worker	Rates of wages including VDA per Day (Rs.) ('C' Area)
1.	Highly Skilled	868.00
2.	Skilled	739.00
3.	Semi-Skilled	614.00
4.	Unskilled	526.00

2. The successful contractor (Owner-cum-Driver) shall pay wages to the employees not less than the wages prescribed under Minimum Wages Act and

the payment to the employees shall be made through Bank as indicated in the prescribed column of wage sheet. A certificate to this effect issued by the authorized Official shall be submitted to User Department and concerned Finance Head of the Area / Department.

**I) STATUTORY RULES AND REGULATIONS**

1. The tenderers are advised to get themselves registered with the concerned statutory authorities for executing the contract with SCCL, if awarded and submit legal documentary evidence. Any consequences arising out of non-compliance of the above will not absolve the tenderer from his obligations / responsibilities under the contract.
2. The contractor (Owner-cum-Driver) has to comply with RTA rules and shall be in possession of necessary permission, license, etc. to ply the vehicle on hire. Copy of registration certificate of the vehicle is to be submitted while commissioning the contract.
3. 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.
4. The contractor / drivers deployed shall undergo training at VTC, Medical examination as per SCCL Rules in vogue. The employees deployed by the contractor shall undergo Training as per The Mines Act, 1952 & The Mines Rules, 1955 and the expenses incurred are on the firm's account only. The employees deployed by the contractor shall undergo IME/PME as per The Mines Act, 1952 & The Mines Rules, 1955 and shall be conducted at free of cost in SCCL Hospitals to all outsourced Contractors' employees in the contracts awarded under Unit Rate System through Lottery.
5. The tenderer shall follow all the labour Legislations as amended from time to time including the Minimum Wages Act, Payment of Bonus Act, etc.
6. The contractor (Owner-cum-Driver) shall follow:
  - a. Contractor Labour (R&A) Act, 1970.
  - b. Payment of Wages Act, 1936.
  - c. Minimum Wages Act, 1948.
  - d. Workmen's Compensation Act, 2009.
  - e. Coal Mines Provident Fund, Coal Mines Pension Scheme & Miscellaneous Provisions Act.
  - f. The Mines Act.
  - g. Payment of Bonus Act.
7. Vide Lr. No. CRP/PER/IR/C/85/587, Dated: 08.05.2018, a circular was issued regarding payment of bonus @ 8.33% under Payment of Bonus Act, 1965.

Vide Para No. 2 of the Circular, it was mentioned to incorporate Bonus @ 8.33% in respect contracts based on Unit Rate System, w.e.f. 01.04.2018.

8. The contractor (Owner-cum-Driver) shall make payment of bonus under Payment of Bonus Act, 1965 to their drivers engaged on the vehicles in SCCL on hire basis @ 8.33% of minimum wages (Circular No. CRP/PER/IR/C/85/587, Dated. 08.05.2018).
9. The contractor (Owner-cum-Driver) shall follow all statutory rules, regulations, applicable laws, etc. and statutory requirement related to Government licenses. The contractor shall follow the Minimum Wages Act amended from time to time and Payment of Bonus Act. Contractor shall abide by Workmen Compensation Act. He shall submit the documentary evidence for the enrolment as member in CMPF and CMPS.
10. Monthly payments have to be borne by the contractor (Owner-cum-Driver) to the personnel employed by the contractor (Owner-cum-Driver) in connection with minimum wages as specified under Minimum Wages Act, bonus @ 8.33% of minimum wages and CMPF/ CMPS as specified in the circulars issued from time to time by the competent authority along with any other allowances, if any.
11. The present CMPF and CMPS contributions to be followed shall be as per the Circular Nos. CRP/PER/IR/C/086/583, Dated: 09.05.2020 and CRP/PER/IR/C/086/705, Dated: 17.06.2020. The contractor (Owner-cum-Driver) shall enroll their drivers in CMPF / CMPS. A copy of the monthly subscription towards CMPF and CMPS contributions shall be submitted to the concerned User Department and concerned Finance Head of the Area / Department.
12. The successful contractor (Owner-cum-Driver) shall make necessary arrangements for enrolling all their employees as the members of the CMPF and CMPS. He shall deduct the employee's contributions towards CMPF and pension from their wages and deposit along with employer's (Contractor's) matching share with the concerned Regional Commissioner, CMPF.
13. A certificate to this effect issued by the authorized Official shall be submitted to the concerned User Department and concerned Finance Head of the Area / Department.
14. The details of contributions towards CMPF and CMPS (Pension) to be followed are furnished hereunder for compliance as per Circular Nos. CRP/PER/IR/C/086/583, Dated: 09.05.2020 and CRP/PER/IR/C/086/705, Dated: 17.06.2020. The contractor shall enroll their drivers in CMPF / CMPS. A copy of

the monthly subscription towards CMPF and CMPS contributions shall be submitted to the concerned F&A Department.

<b>Contribution towards</b>	<b>Percentage of Employee's Contribution (Contractor's Employee )</b>	<b>Percentage of Employer's (Contractors) Contribution</b>
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 wage including VDA	12% of wages, i.e., minimum wage including VDA
Administrative Charges	-	0.72%

15. All contractor's employees shall invariably be covered under CMPF Scheme.
16. The persons employed by the contractor (Owner-cum-Driver) should be his own employees and receives wages from him. SCCL would not accept any claim whatsoever from them.
17. The successful contractor (Owner-cum-Driver) selected through the Lottery for the award of contract has to submit the declaration for CMPF Scheme at the time of finalization of the list for Award of Contract. This shall be binding throughout the contract period.
18. The vehicles are required to be provided on all working days including weekly play days and holidays. For vehicles hired on 24 hours basis, eight hours/week; vehicles hired on 16 hours basis, six hours/week and vehicles hired on 12 hours basis, four hours/week will be spared on weekly holiday for maintenance works. Three drivers are to be deployed for 24 hours vehicles, two drivers are to be deployed for 16 Hours vehicles.
19. Agreement is to be entered within 30 days from the date of commencement of Order on Rs.200/- Non-Judicial Stamp Paper.
20. The Contract is liable for termination in cases where:
  - a. There is continued default by the contractor (Owner-cum-Driver) for three days and if the concerned Officer certifies that the performance of contract is not satisfactory;
  - b. The performance of contractor (Owner-cum-Driver) is unsatisfactory at any stage.

**J) TAXES, DUTIES, OCTROI, etc.:**

1. The taxes ruling from time to time are applicable. Contractor (Owner-cum-Driver) has to pay professional tax as per the provisions of the Act and submit copy of the tax payment vouchers to DGM (F&A) / Area.
2. GST as applicable during the execution period of the contract will be remitted by SCCL directly to the Government account under reverse charge mechanism.
3. Introduction of new taxes / duties or withdrawal of taxes / duties, if any, shall be to the account / credit of SCCL as the case may be.

**K) SETTLEMENT OF DISPUTES:**

**1. Dispute Resolution:**

- 1.1 Any dispute, difference or controversy of whatever nature howsoever arising under, or out of, or in relation, to Purchase Order /Contract/Agreement (including its interpretation) as to breach or termination of this contract or as to any claim in toto, in equity or pursuant to any statute ("Dispute") between the Parties, and so notified in writing by either Party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause No. 2.
- 1.2 The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of Purchase Order /Contract/Agreement promptly, equitably and in good faith, and further agree to provide each other non-privileged records, information and data pertaining to any Dispute.

**2. Conciliation:**

- 2.1 In the event of any dispute or differences arising directly or indirectly out of Purchase Order /Contract/Agreement or otherwise, the Parties undertake to use all reasonable endeavours to resolve such disputes amicably. In this regard, if the dispute is raised by the Contractor, he shall make a request in writing to SCCL for settlement of such disputes/ claims within 30 (thirty) days of arising of the cause of dispute/ claim failing which no disputes/ claims of the Contractor shall be entertained by SCCL.
- 2.2 If the disputes cannot be settled amicably, the disputes shall be taken for civil court as provided in Clause No. 3 below.

**3. Civil Court:**

- 3.1 In the event of any question, dispute or difference arising under the terms and conditions or interpretation of the terms of, or in connection with Purchase Order /Contract/Agreement (except as to any matter the decision of which is specially provided for by these conditions), or the performance of any

of the obligations of SCCL and the successful bidder hereunder or referred to herein, including an issue or dispute as to breach or termination of this contract or as to any claim in toto, in equity or pursuant to any statute ("Dispute") is not settled through negotiations, the respective parties can seek remedy through 'CIVIL COURT' having competent pecuniary and territorial jurisdiction or at competent court in Bhadravadi-Kothagudem district and not by Arbitration.

No dispute shall be referred to Arbitration other than civil courts. No dispute shall be entertained in any form and on any matter pertaining to contract except herein above mentioned.

**4. WORK AND PAYMENT DURING CIVIL COURT PROCEEDINGS:**

Work under the contract, shall if reasonable, continue by mutual agreement during the Civil Court Proceedings, and no payment due to or payable by the Singareni collieries Co. Ltd., will be withheld without reasonable cause and merely on account of the pendency of such proceedings.

For **General Manager (Material Procurement)**  
**The Singareni Collieries Company Limited,**  
**(A Govt. Company)**  
**Kothagudem Collieries – 507101.**



**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A Govt. Company)**  
**Material Procurement Department, Corporate**

**DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER DULY SELF ATTESTED**

**Sub: Providing 70 HP or above capacity diesel version Cars on hire basis for a period of 4 (Four) years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL under Unit Rate System – Reg.**

**Ref: Enquiry No. C1924O0447, Dated: 28.03.2025.**

\*\*\*

1. Copy of Aadhaar Card.
2. Copy of Valid Transport Driving License.
3. Copy of PAN Card or acknowledgement of application for PAN Card.
4. Copy of Certificate / Letter confirming Project Affected Person (PAF) / Project Displaced Person (PDF) / Ex-employee of SCCL / Dependent of ex-employee issued by concerned Department.

***All the copies of above documents shall invariably be self attested by the Bidder and submitted along with the Bid, failing which the Bid will be treated as not acceptable for the Enquiry.***

For **General Manager (Material Procurement)**  
**The Singareni Collieries Company Limited,**  
**(A Govt. Company)**  
**Kothagudem Collieries – 507101.**



**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A Govt. Company)**  
**Material Procurement Department, Corporate**  
**FORMAT-X**

**APPLICATION FOR PARTICIPATING IN TENDER**

Date:

To  
**General Manager (Material Procurement),**  
**The Singareni Collieries Company Limited, Kothagudem.**

**Dear Sir,**

**Sub: Providing 70 HP or above capacity diesel version Cars on hire basis  
for a period of 4 (Four) years with a Clause for 1 (One) year extension  
based on condition, performance of the vehicle & requirement of  
SCCL under Unit Rate System – Reg.  
Enquiry No. C1924O0447, Dated: 28.03.2025.**

\*\*\*

I submit my acceptance for providing one Car, as mentioned in the subject, of latest model / first time registered after opening of the Enquiry as per NIT specifications along with Driver for SCCL on hire basis for a period of 4 (Four) years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL with our fuel.

I hereby agree to abide by all the terms and conditions mentioned of the NIT, Annexures-I & II, etc.

**Enclosed:**

Proof for Project Affected Person (PAF) / Project Displaced Person (PDF) / Dependent of ex-employee of SCCL or ex-employee of SCCL: **Yes or No.**

Yours faithfully,

( )

Name:  
Father's Name:  
Full Address:  
Aadhaar No.:  
Pan Card No.:  
Driving License No.:  
Contact No.:  
E-mail Id.:





**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A Govt. Company)**  
**Material Procurement Department, Corporate**

FORMAT-XI

**SELF DECLARATION**

Date:

To  
**General Manager (Material Procurement),**  
**The Singareni Collieries Company Limited, Kothagudem.**

**Dear Sir,**

**Sub: Providing 70 HP or above capacity diesel version Cars on hire basis for a period of 4 (Four) years with a Clause for 1 (One) year extension based on condition, performance of the vehicle & requirement of SCCL under Unit Rate System – Reg.**

**Enquiry No. C1924O0447, Dated: 28.03.2025.**

\*\*\*

**I hereby submit that:**

1. I am not employed in SCCL or CIL or other PSUs or Government Undertakings or State & Central Government Offices / Organizations;
2. I am not having any Purchase Order / Work Order on my name and I am not having Vendor Code on my name presently in SCCL;
3. No person from 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:  
Full Address:  
Aadhaar No.:  
Pan Card No.:  
Driving License No.:  
Contact No.:  
E-mail Id.: