



**THE SINGARENI COLLIERIES COMPANY LIMITED  
( A GOVERNMENT COMPANY )**

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TENDER DOCUMENT FOR

Providing 2015 OR ABOVE MODEL **TATA INDICA** DIESEL VERSION  
CAR with A/C on hire basis for PM, ERP, SCCL, Singareni Bhavan,  
Hyderabad office for a period of 3 years, **1500 Kms per month.**

ENQUIRY NO.HY11600355

DT.12.12.2016.

ENQUIRY CLOSING DATE&TIME: 16.01.2017 & 03.00 PM

ENQUIRY OPENING DATE&TIME: 16.01.2017 AFTER 03.00 PM

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**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**( A Government Company)**  
PURCHASE CELL, 1<sup>ST</sup> FLOOR  
SINGARENI BHAVAN, RED HILLS, KHAIRATABAD,  
HYDERABAD-500004

Ref No. Enq: No. HY116O0355

Dated : 12.12.2016.

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Sub: Providing 2015 or above MODEL TATA INDICA DIESEL VERSION car with A/C on hire basis for PM, ERP, SCCL, Singareni Bhavan, Hyderabad office –Reg.

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SCCL desires to hire 2015 OR above MODEL TATA INDICA Diesel Version Car with A/C on Monthly hire basis for PM, ERP, SCCL, Singareni Bhavan, Hyderabad office.

**Quantity Required:**

| Description   | Qty   |
|---|-------|
| Monthly run up-to <b>1500 KMs 12 Hrs availability</b> | 01 No |

**SPECIFICATIONS:**

|                        |   |
|------------------------|---|
| Model                  | TATA INDICA 2015 or above MODEL             |
| Engine capacity & Type | 1396 cc<br>Type: 4 cylinder, Diesel version |
| Transmission           | 5 + 1 Speed Manual Gear Box                 |
| Steering               | Power Steering                              |
| Windows                | Power Windows ( front & rear)               |
| Transmission           | Manual                                      |
| Seating capacity       | 5   |

## ELIGIBILITY CRITERIA

Sealed tenders from interested vehicle owners belonging to the following categories to deploy the above vehicles with the following terms & conditions:

- I) Registered Travel Agencies located in Hyderabad and Secunderabad
- II) Owner cum Driver having valid Driving Licence with experience of not less than 5 years and resident of Hyderabad and Secunderabad.
- III) Owner of the vehicle and having registration of required vehicle on their name and the driver of the vehicle should be the resident of Hyderabad and Secunderabad having valid driving licence with experience of not less than 5 years.

Here after, successful tenderer of above three categories such as Registered Travel Agencies/ Owner cum Driver / Individual owner named as Contractor.

**Validity:** The tenderer shall keep their offer validity up to the stipulated period of 90 days. If the tenderer withdraws his offer during the validity /extended validity period, he will not be considered in future enquiries.

The Contractor has to quote the rate in the quotation format given below:

## QUOTATION FORMAT

### (I) **HIRING OF 2015 or above model TATA INDICA Diesel Version CAR WITH A/C FOR 12 HOURS, 1500 KMS PER MONTH:**

| Sl.No.<br>(1) | Description of the Item<br>(2)  | Unit<br>(3) | Rate in Rs-Ps<br>(4) |
|---------------|---|-------------|----------------------|
| 1             | Hiring charges per month for 2015 or above model TATA INDICA Diesel Version car with A/C for 1500 Kms per month and 12 hours per day & with four hours/week for vehicle maintenance | Month       |                      |
| 1a)           | Applicable Service Tax  |             |                      |
| 2             | Rate for Extra Kms beyond 1500 Kms per month  | Km          | 3.79                 |
| 3             | Rate for Extra hour beyond 12 hours per day   | Hr          | 50.01                |
| 4             | Daily allowance for driver for outstation trips   | Day         | 185.00               |

## NOTE

- 1) **LOWEST TENDERER WILL BE DECIDED BASED ON THE BASIC PRICE PER MONTH OFFERED BY THE TENDERER.**
- 2) **The rate for Extra Kms, Extra Hour and daily allowance for Driver for outstation trips is fixed.**

## TERMS AND CONDITIONS

1. The Contract shall be valid for a period of 3 years, based on condition of the vehicle / deployment status and performance. The tenderer should quote for 2015 or latest model, vehicle as on the date of opening of the enquiry. The Vehicle documents must be available with the driver at all times.
2. **The vehicles are to be deployed within 30 days from the date of receipt of order along with Drivers.**
3. The duration of the availability is for 12 hours per day.
4. The Vehicles are required to be provided on all working days including weekly play days and holidays. Vehicles shall be spared four hours per week for maintenance works.
5. If the Vehicles are required to be taken Outstation, 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 less 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 city, no DA will be paid to the Driver.
  - c) In case of continuation of stay after 24 hours, half DA will be paid if the extended stay exceeds 8 hours only.
  - d) Additional charges per hour beyond the scheduled hours for out station trips will not be applicable.
6. The cost of diesel, Lubricants, repairs, Taxes, Insurance and any other incidental expenses in running the Vehicles shall be borne by the Contractor.

7. 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. The trip sheet/Log Book should be maintained without over writing to possible extent, if inevitable the same should be certified by the Administrative Manager, Hyderabad and should be available with driver for obtaining the official's signature for the trip made.
8. The tenderers are advised to get them selves registered with the concerned statutory authorities for executing the contract with SCCL if awarded including Service Tax Registration 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.
9. 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 with legal documentary evidence.
10. The tenderer should follow all the labour legislations as amended from time to time including the minimum wages Act etc.
11. The tenderer should produce their bank account number with proof. Payment to the substitute drivers shall not be less than minimum wages as per the Minimum Wages act and the tenderer shall pay wages to the driver(s) through bank only.

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

12. **Penalties:**

The contractor 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. GM (CDN) will take a decision either to penalize the contractor or cancel the order depending on the need & situation.

The contractor 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 per clause No.8. 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 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.

If the Vehicle is taken out of station for any major overhauling/repairs etc., the contractor 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, Administrative Manager, Hyderabad 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 and can be deployed up-to a maximum period of 2 months other-wise penalty @ Rs. 450/- day is applicable.

13. The SCCL will not be held responsible for any Taxes, dues, loans or debts on the Vehicles provided by the contractor and should ensure no involvement of SCCL on such accounts.
14. The Vehicles 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. A copy of the comprehensive insurance policy certificate should be submitted to Administrative Manager, Hyderabad during the operation of contract.
15. The Contractor shall be liable and responsible to discharge all the legal liabilities under Motor Vehicle Act, 1988 or any other Acts, 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 the SCCL be deemed to have no liability whatsoever.
16. The driver shall remain and shall be deemed to be the employee of the contractor. The Driver shall not under any circumstances be treated as employee of the SCCL. The contractor shall fully liable to procure Driving License etc., and to meet other legal requirements under Motor Vehicles Act, 1988 or any other Acts.
17. The Driver deployed on the vehicle should have minimum 5 years of experience from the date of obtaining driving license. The Driver must be literate well dressed and exhibit the obedience and courtesy to the Officers travelling in the Vehicle. He should have pleasing manners. The driver provided to the Vehicle should possess valid Driving License and be minimum 21 years of age and not above 60 years. The Vehicles will be inspected by the concerned officer and after certifying its suitability only, the Vehicle shall be deployed.
18. **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, with in 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 A.G.M (F&A)/Hyderabad.

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.

**19. Price Variation Clause:**

To take care of revision on HSD price , the contractor will be allowed revision on pro-rata basis upward / downward as per the following formula:

$$\mathbf{NR = AR + \{ M \times (NHSDP-OHSDP) \}}$$

NR = New Rate; AR = Awarded Rate; NHSDP = New HSD Price  
M= 1/ Kmpl, (Assumed at 19Kmpl for Etios and 20 Kmpl for Indica)

OHSDP = Old HSD Price which will be on the date of opening of tender. 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.

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.

**20. SCCL reserves the right to cancel the allotted tender work during the contract period of 3 years at any time without assigning any reason with one month notice.**

**Contractor will not be permitted to terminate the contract, except In force majeure conditions, before the expiry of contractual period. In case of breach of contract, risk hire charges shall be recovered from the contractor.**

21. The contractor 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.

**22. The Driver with the Vehicle has to report to Administrative Manager, Hyderabad at the specified time every Day. The driver shall be provided with a mobile phone by the contractor at his own cost. The driver shall keep the mobile phone always in his possession.**

23. Agreement is to be entered within 30 days from the date of commencement of order on Rs.100/- non-judicial stamp paper.

Bills shall be payable only after receipt of agreement bonds by the concerned paying authority.

24. In all cases of disputes, the decision of the company shall be final. However in case of any un-solved dispute, the same can be resolved in the courts of Hyderabad District in the state of Telangana having jurisdiction to deal with and decide what so ever arising out of this contract.

25. **The successful tenderer shall deposit a sum of Rs.10,000/-- (Rupees Ten thousand only) as Security Deposit (either by cash or by DD) within two weeks from the date of commencement of the contract.** This amount 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.
26. The Contract is liable for termination in cases where:
- 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.
27. 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.
28. **The contractor should possess minimum 3 pairs of Khaki uniform as per RTA Rules and also provide identity card to on his 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.
29. **The drivers deployed by the contractor should have valid driving licence and he should 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 to replace the substitute/additional driver if the antecedents/ behavior is not satisfactory.
30. As far as possible the contractor should not change the Substitute drivers without 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 concerned officer.
31. If the contractor fails to fulfill the contract conditions and service is stopped due to failure, Security Deposit of Rs. 10,000.00 per vehicle will be forfeited and contract will be terminated without any prior notice.
32. Any contravention by the contractor 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 by General Manager (Coordination), Hyderabad. After having been informed of such contravention, if he fails to take appropriate action, General Manager (Coordination), Hyderabad 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.



33. General Manager (Coordination), Hyderabad is the authority to determine whether there is failure on the part of the contractor regarding providing of Vehicle services. An appeal against the General Manager (Coordination), Hyderabad decision should lie with the Director (Operations), KGM and his decision would be final and binding.
34. 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.
35. The 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 contractor/owner of the hired vehicle is responsible for the safety of such vehicle.
36. The contractor of the hired vehicle is liable to pay any compensation that may be awarded by any forum/tribunal in respect of any accident caused by/to such hired vehicle.
37. The contractor of the hired vehicle should indemnify the SCCL for any loss or damage suffered or compensation paid by it due to any accident caused by/to such hired vehicle.
38. The contractor 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.
39. The contractor 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.
40. **The contractor 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.**
41. The contractor 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 can not 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 contractors only and no authorizations will be entertained.
42. **At the time of deployment of vehicle by the contractor, he has to give name of two eligible Drivers to be kept, as stand-by as and when required.** In case of absence of permanent driver, the stand-by driver 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 Administrative Officer,

Hyderabad after furnishing the information by the Contractor about the antecedents.

43. Taxes etc.:

- a. Service tax as applicable during the execution period of the contract will be remitted by SCCL directly to the Government account under reverse charge mechanism.
- 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.

44. (A) TENDER DOCUMENT:

- i. The Tender Documents are available on SCCL website [www.scclmines.com](http://www.scclmines.com). Bidders can download the tender documents at free of cost. SCCL is not responsible for any problems in downloading the tender documents.
- ii. Bid not submitted in the prescribed format is liable for rejection.

45. The tenderer shall sign on all the pages of NIT terms and conditions and submit the same along with their offer.

46. The sealed Quotations are to be submitted duly signed to AGM(Purchase), The S.C.Co.,Ltd., Purchase Cell, Singareni Bhavan, Red Hills, Khairatabad, Hyderabad-500004 before closing date.

**AGM(Pur)HYD.**