

Tender No. "DFCC/BRC/Vehicle hiring/2011-12/3"



**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LTD.**  
**(A Public Sector Undertaking of Ministry of Railways)**  
13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007

**TENDER DOCUMENT**

**Tender No.:** Tender No. "DFCC/BRC/Vehicle hiring/2011-12/3"

**NAME OF WORK:** "Hiring of field vehicles for use in the jurisdiction of Chief Project Manager/DFCCIL/Vadodara."

Approximate cost of work	:	Rs. 31.66 Lakhs
Earnest money	:	Rs. 63,331/- Only
Completion period	:	24(Twenty Four ) months
Tender closing date and time	:	11-04-2012 at 15:00 hours
Tender opening date and time	:	11-04-2012 at 15:30 hours

**NOT TRANSFERABLE**

Issued by : Chief Project Manager;  
DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LIMITED;  
13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007

Issued to : M/s .....

.....

.....

For CPM/Vadodara



**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LTD.**  
**(A Public Sector Undertaking of Ministry of Railways)**  
13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007

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**I N D E X**

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**For CPM/Vadodara**



**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LTD.**  
**(A Public Sector Undertaking of Ministry of Railways)**  
13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007

**Forwarding letter by Tenderer**

To,  
Chief Project Manager  
DFCCIL, Vadodara

**Tender No.** : "DFCC/BRC/Vehicle hiring/2011-12/3"

**NAME OF WORK** : "Hiring of field vehicles for use in the jurisdiction of Chief Project Manager/DFCCIL/Vadodara."

1. I/We ..... have read the various conditions of tender attached hereto and hereby I/We agree to abide by the said conditions. I/we also agree to keep this tender open for acceptance for a period of **90 days** from the date fixed for opening the same and in default thereof, I/We will be liable for forfeiture of my/our '**Earnest Money**'. I/We offer to do the work as set out in the Bid Document. I/We also agree to abide by the General condition of the contract and to carry out the work according to special conditions as laid down by the DFCCIL Administration for the execution of present contract.
2. A sum of **Rs. 63,331/- (Rupees sixty three thousand three hundred thirty one only)** has been forwarded as Earnest Money. The value of the earnest money shall stand forfeited without prejudice to any other rights or remedies if:
  - (i) I/We do not execute the contract agreement within **15 days** of issue of the acceptance letter by the DFCCIL Administration that such documents are ready.

OR
  - (ii) I/We do not commence the work within **7 days** after receipt of orders to that effect.
3. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between us subject to the modification, as may be mutually agreed to, between us and indicated in the letter of acceptance or my/our offer for the work.

.....  
Signature of Witness.

.....  
Signature of Tenderer(s)

Date .....

Tenderer/s address :

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**SECTION-1**  
**INSTRUCTION TO TENDERER(S)**

**Tender No.:** “DFCC/BRC/Vehicle hiring/2011-12/3”

**NAME OF WORK:** “Hiring of field vehicles for use in the jurisdiction of Chief Project Manager/DFCCIL/Vadodara.”

**1.0 GENERAL INSTRUCTION**

DFCCIL invites open tender for the work of Providing two (02) nos. of field vehicles (Scorpio, Innova, Xylo or equivalent) and one (01) no. field vehicle (Qualis, Tavera or equivalent) on hiring basis for two years for use in the jurisdiction of Chief Project Manager /DFCCIL/ Vadodara.” Vehicles will normally be required to run within Gujarat State.

1.1 Key details of the tender are as under-

Tender No.	DFCC/BRC/Vehicle hiring/2011-12/3”
Name of Work	“Hiring of field vehicles for use in the jurisdiction of Chief Project Manager/DFCCIL/Vadodara.”
Estimated Cost of Work	Rs 31,66,552 /- ( Rs Thirty one lakhs ninety sixsix thousand five hundred fifty two only)
Completion Period	24 ( Twenty four months)
Cost of tender document	Rs 3,000/- ( Rs Three thousand only)
Last date and time of receipt of Application	Up to 14:00 hrs of 11-04-2012
Last date and time of issue of tender document	Up to 14:30 hrs of 11-04-2012
Type of bid	Open tender, single packet
Earnest Money	Rs 63,331/- ( Rs Sixty three thousand three hundred thirty one only)
Last date and time of submission of bid	up to 15:00 Hrs. of 11-04-2012
Date and time of opening of bid	11-04-2012 at 15.30 hrs.
Validity of Offer	90 Days from the date of opening of tender
Authority and place for purchase/ submission of tender document & address for Communication	Office of Chief Project Manager; DFCCIL 13-14, Panorama Complex, 3 <sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007.

1.2 Cost of tender form ( Rs. 3,000/-; Rs three thousand only) is to be submitted in the form of pay orders, demand drafts from any nationalized bank or a Scheduled Bank in favour of DFCCIL payable at Vadodara .

- 1.3 Tender documents are also available on the official web site of DFCCIL i.e. [www.dfcc.in](http://www.dfcc.in) and [www.dfccil.org.In](http://www.dfccil.org.In) case of documents downloaded from internet, cost of tender form as in Para 1.2 above shall be submitted along with offer. Offers not accompanied by cost of tender form will be summarily rejected.

## 2.0 SCOPE OF WORK in Brief

The contractor will be required to provide two (02) nos. of field vehicles (Scorpio, Innova, Xylo or equivalent) and one (01) no. field vehicle (Qualis, Tavera or equivalent) in perfect condition with fuel & other consumables, maintenance, well-behaved, uniformed drivers with valid driving license to DFCCIL on hiring basis. Vehicles for the use of DFCCIL officials will be based / headquartered at Vadodara. The vehicles shall strictly comply with the provisions of pollution control, statutory regulation issued by State Transport Authorities/Central Govt. etc. from time to time. Consequences of failure to comply with any of the rules and regulations of the concerned authorities shall be the sole responsibility of the Agency. This scope of work is illustrative and shall be read in conjunction with "Special Conditions of Contract".

## 3.0 SUBMISSION OF BIDS

- 3.1 Tender has been invited under 'single packet' system. All bids shall be submitted "in sealed cover" which should be super scribed as Tender No. "DFCC/BRC/Vehicle hiring/2011-12/3 for the work of "Hiring of field vehicles for use in the jurisdiction of Chief Project Manager/DFCCIL/Vadodara." and must be sent by registered post to the address of the **Chief Project Manager; DFCCIL; 13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007**, so as to reach the office not later than **15-00 hrs. on 11-04-2012** or deposited in the special box allotted for the purpose in the office of **Chief Project Manager; DFCCIL; 13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007**. Tender box will be sealed at 15-00 hrs. on **11-04-2012**. The tender papers will not be sold after 14-30 hrs. on **11-04-2012**. The tender will be opened on the same day at 15-30 hrs. in the office of **Chief Project Manager; DFCCIL; 13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007**, in the presence of tenderers or their authorized representatives on date, time and place of opening.
- 3.2 **In case 11-04-2012 is declared as holiday, tender will sold/ received upto 14:30 hrs / 15:00 hrs respectively on next working day and will be opened at 15:30 hrs on that day.**
- 3.3 Each page of this bid document shall be submitted duly signed and stamped. Bid document shall be accompanied by Earnest Money in proper form, documents about the status of the firm such as Partnership deed etc., Power of Attorneys; documents in support of the credentials of the tenderer and any other document specified in tender schedule.
- 3.4 All bids shall be submitted in accordance with the instruction contained in these documents (hereinafter called as bid documents). Non-compliance with any of the instructions set forth herein above is liable to result in the tender being rejected
- 3.5 The bids submitted/received after the time and date fixed for receipt of Bids as set out in the documents are liable to be rejected.

- 3.6 Issuance of bid documents will not automatically means that such parties are considered qualified. DFCCIL is not responsible for loss/delay of any tender in transit.
- 3.7 Conditional tenders are liable to be rejected straightway. DFCCIL reserves the right to reject such tenders summarily without assigning any reasons whatsoever. In case tenderer/s still decides to have conditional offer, all such conditions are required to be listed separately and shall be supplemented by the details of exact financial implications, if applicable. Railway will not take cognizance of any other conditions/variations from the tender stipulations mentioned at any other place in the tender documents.

#### **4.0 VALIDITY OF PROPOSAL**

The proposal shall be kept valid for a period of 3 (three) months from the date of opening.

#### **5.0 QUALIFICATION REQUIREMENTS FOR BIDDERS**

- (i) Tenderer should have at least 2 (Two) Nos. of vehicles of model/ specifications specified in the document registered in own name(s)/ names of partners . Copies of RC Books shall be furnished with the bid as documentary evidence in support of the same.
- (ii) Tenderer should have successfully provided at least one vehicle to govt/ semi govt. departments /PSU's for two years in the last three years **or** two vehicles for one year in the last three years (i.e current year and three previous financial years).

#### **6.0 EARNEST MONEY DEPOSIT (EMD)**

- 6.1 The tender must be accompanied by a sum of **Rs 63,331/- ( Rs Sixty three thousand three hundred thirty only)** as earnest money deposited in the form of Deposit receipt, pay orders, demand drafts, Banker's cheque & Manager cheque from a nationalized bank or a Scheduled Bank. Earnest money shall be in favour of DFCCIL payable at Vadodara .
- 6.2 The bids not accompanied by valid EMD shall be summarily rejected.
- 6.3 The Tenderer(s) shall keep the offer open for a minimum period of 90 days from the date of opening of the Tender. It is understood that the tender documents has been sold/issued to the tenderer(s) and the tenderer(s), is / are permitted to tender in consideration of the stipulation on his / their part that after submitting his / their tender subject to the period being extended further if required by mutual agreement from time to time, he will not resale from his offer or modify the terms and conditions thereof in a manner not acceptable to DFCCIL. Should the tenderer fail to observe or comply with the foregoing stipulation, the amount deposited as Earnest Money for the due performance of the above stipulation, shall be forfeited to the DFCCIL.
- 6.4 If the tender is accepted, the amount of Earnest Money will be retained and adjusted as Security Deposit for the due and faithful fulfillment of the contract. No interest will be paid by DFCCIL on the above EMD amount. This amount of Security Deposit shall be forfeited if the tenderer(s)/Contractor(s) fail to execute the Agreement Bond within 7 days after receipt of notice issued by DFCCIL that such documents are ready or to commence the work within 15 days after receipt of the order to that effect.

6.5 The Earnest Money of the unsuccessful tenderer(s) will, save as here-in-before provided, be returned to the unsuccessful tender(s) within a reasonable time but the DFCCIL shall not be responsible for any loss or depreciation that may happen to the Security for the due performance of the stipulation to keep the offer open for the period specified in the tender documents or to the Earnest Money while in their possession nor be liable to pay interest hereon.

**7.0 PRICE BASIS, CURRENCIES & LANGUAGE OF BID**

7.1 The bidder shall quote rates only **in the column prescribed for the Rates in the "Schedule of Approximate quantities"**, which is a part of this document. Rates shall include all the cost of vehicle, fuel, lubricants, maintenance, driver, insurances & all tax liabilities etc **except service tax, toll tax, parking and passenger tax & state entry tax** which will be paid extra (reimbursed) after production of documents in proof of having submitted the same. All other various taxes by central govt./ state govt./ local bodies as applicable at the time of the opening of the tender shall be accounted for in the rates. The bid prices shall be in **Indian rupees** only.

7.2 Taxes, if any, levied after opening of the tender will be borne by DFCCIL & reimbursed after production of documents in proof of having submitted the same. General & Special Conditions of Contract, Schedule of approximate quantities & Rate sheet may be referred for further details.

7.3 Rates are to be quoted both in figures and words. In case of any discrepancy in rates between figures and words, the rates quoted in words will prevail over rates quoted in figure.

7.4 All information in the bid shall be in Hindi or English only. Failure to comply with these requirement will render the bid liable for rejection.

**8.0 SIGNATURE OF BIDS & DOCUMENTARY PROOF**

The bid must contain the full name, designation and complete address of place of business of the person(s) signing the bid. Tender(s) shall furnish "**BRIEF DETAILS OF THE BIDDER**" (Annexure-I).

**9.0 PARTNERSHIP DEED**

The tender shall clearly specify whether the tender is submitted on his own behalf or on behalf of partnership concern. If the tender is submitted on behalf of partnership concern, tenderer shall submit the certified copy of partnership deed along with the tender and authorization to sign the tender documents on behalf of partnership concern. If these documents are not enclosed along with tender documents, the tender will be treated as having been submitted by individual signing the tender documents. DFCCIL will not be bound by any Power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. It may however recognize such power of attorney and changes after obtaining proper legal advice the cost of which will be chargeable to the contractor.

**10.0** The tenderer/s whose tender is accepted will be required to appear at the office of the **Chief Project Manager, DFCCIL, 13-14, Panorama Complex, 3<sup>rd</sup> Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007**, in person or in case of firm or corporation, a duly authorized representative shall appear to execute the contract documents within 7 days after notice that the contract has been awarded to him and contract documents are ready

for signature. Failure to do so shall constitute a breach of the agreement effected by the acceptance of the tender in which case the **full value of the earnest money accompanying the tender shall stand forfeited.**

**11.0** In the event of any tenderer/s whose tender is accepted refusing to execute the contract documents as herein before provided, DFCCIL may determine that such tenderer/s has/have abandoned the contract and there upon his/their tender and the acceptance there of shall be treated as cancelled and DFCCIL shall be entitled to forfeit the full amount of the earnest money.

**12.0 CHECK-LIST**

The bidders are requested to duly fill in the checklist as per **Annexure-II**. The checklist is only a reminder of certain important items, to facilitate the tenderer. This, however, does not relieve the bidder of its responsibility to make sure that his proposal is otherwise complete in all respects.

**13.0** Tender documents are not transferable.

For CPM/Vadodara



**SECTION 2**

**GENERAL TERMS AND CONDITIONS OF CONTRACT**

**1.0 DEFINITION OF TERMS**

- a. "Contract Documents" shall mean this bid document containing Instructions to bidders, General Terms and conditions of Contract, Special Conditions of Contract, Contracts proposal, minutes of clarifications to the extent they have been accepted by DFCCIL prior to the Award of the contract and Contract Agreement. A proforma of the agreement to be executed between DFCCIL and the contractor is given at the end of this section.
- b. "Contractor/Agency shall mean the bidder whose bid will be accepted by DFCCIL and shall include such successful bidder's legal representatives, successors and permitted assigns, from time to time for the purpose of the contract.
- c. "Letter of Award" shall mean the official notice issued by the DFCCIL notifying the contractor that his proposal has been accepted.
- d. "Officer in Charge" shall mean DFCCIL officer dealing with the performance and operations of the contract.

**2.1 CONTRACTOR'S AGENTS/EMPLOYEES**

No other person except Contractor's authorized representative shall be allowed into DFCCIL premises and they shall not do any private work other than their normal duties.

Contractors shall be directly responsible for any/all disputes arising between him and his personnel and keep DFCCIL indemnified against all losses, damages and claims thereof.

The personnel engaged by the contractor shall be on the duty of the contractor/agency and under no circumstances shall be deemed to be on the duty of DFCCIL. DFCCIL shall have no relationship of Master and Servant or principal and Agent or nexus of any kind whatsoever with such staff deployed by the contractor/agency. Such staff shall not be entitled to claim any right, privilege or benefit from DFCCIL and in the event of any such claim, the contractor/agency undertakes to indemnify DFCCIL for any loss or damage, financial or otherwise.

The personnel engaged by the contractor shall be subject to security check by DFCCIL security staff while entering/leaving the premises. Such personnel shall have to abide by the instructions of the security staff and other officers of DFCCIL authorized in this behalf. Failure to faithfully follow instructions would be deemed infringement of tender conditions.

Contractor shall in no case lease/transfer/sublet/appoint caretaker for services without approval of DFCCIL, which DFCCIL in its discretion may or may not grant.

### **3.0 DURATION OF CONTRACT**

The duration of the contract for work to be undertaken by the contractor is 2 (two) years from the date of issue of letter by DFCCIL. In case of extension, the contractor shall be bound to provide the service in the extended period on the same terms and conditions.

### **4.0 AWARD OF CONTRACT**

DFCCIL will intimate the award of Contract in writing to the successful bidder.

The contract will be awarded to the qualified, experienced and responsive bidder offering the lowest price in conformity with the requirements of these documents and DFCCIL shall be the sole judge in this regard.

Notwithstanding anything contained herein without prejudice to its rights, DFCCIL reserves the right to award one or more than one tender in full or part as and when felt necessary without assigning any reason or to hire vehicles from agency (ies) other than the empanelled agency, nearer to DFCCIL office or the point of start of travel in case the empanelled agency (ies) fail to provide agreed quality of vehicles/services at the rate, terms and conditions of the contract. The bidders to whom this tender is to be awarded against this tender shall not be entitled to any compensation or consideration in case of such events. DFCCIL reserves the right of rejecting/accepting either the whole or any part of the proposal. The contractor shall be fully responsible and shall be bound to perform the job allocated to him at his quoted rates and terms and conditions that have been accepted by Agency.

DFCCIL reserves the right to assess bidder's capability and capacity to perform the contract from other sources, should the circumstances warrant such assessment in its overall interest.

### **4.1 TAXES, DUTIES, LEVIES ETC.**

The Bidders shall be registered with the Commissioner of Central Excise for the purpose of service –tax and shall furnish a copy of the Registration Certificate along with the bid documents. Contractor shall pay all income-tax, surcharge on Income Tax and any other Corporate Tax. Further, the contractor shall be liable and fully responsible for payment of all Indian duties, levies, service tax, VAT and any other taxes attracted/assessed on him under the provisions of the Indian laws. DFCCIL shall not bear any tax liability under any circumstances whatsoever. DFCCIL shall deduct income tax or any other tax at source from all the payments to be made to the contractor in accordance with the provision of Indian tax laws, as applicable from time to time, and deposit the same to the concerned Govt. Authorities. Documentary evidence towards having paid the taxes to the Govt. shall have to be produced by the contractor, if so required by DFCCIL.

### **5.0 TERMINATION OF CONTRACT**

If at any time the contractor makes any default in proceeding with the work with due diligence and continues to do so even after the notice in writing is served on him or commits any default in complying with any of the terms and conditions even after the notice in writing is given on that behalf by the Officer-in-charge, DFCCIL may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to DFCCIL by written notice, terminate the contract as a whole or a part of the Contract.

## **6.0 EFFECT AND JURISDICTION OF CONTRACT**

The contract shall be considered as having come into force from the date the agency is empanelled by DFCCIL.

The laws applicable to this contract shall be the laws in force in India. The Courts at Vadodara shall have exclusive jurisdiction in all matters arising out of and under this contract.

## **7.0 ARBITRATION**

In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be referred to the sole arbitrator as appointed by DFCCIL. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996.

Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer its obligation, under the contract, and the same shall be carried out strictly in accordance with the terms and conditions of contract.

## **8.0 INSURANCE**

DFCCIL shall not entertain any claim arising out of mishap, if any, that may take place. The contractor shall be fully responsible for any loss or damage to the vehicle or occupants and shall be liable to pay full compensation for any injury or any other loss to passengers. DFCCIL shall neither be responsible nor liable to pay any compensation for injury/death caused to the operating staff in the event of any accident while on contractor's duty. In case of any third party claim against DFCCIL for any act of the employees of the contractor/agency, the contractor/agency shall act as guarantor and indemnify DFCCIL to the extent of all claims and expenses. The following insurance shall be maintained by the contractor at its cost.

## **9.0 WORKMENS COMPENSATION INSURANCE**

This insurance shall protect the contractor and DFCCIL against all claims applicable under the Workmen's Compensation Act 1948. This policy shall also cover the contractor against claims for injury, disability, disease or death of his or his sub-contractor's workmen which for any reasons are not covered under the Workmen's Compensation Act. The liability shall not be less than the statutory workmen's compensation provision and Employees liability provisions.

## **10.0 VEHICLE INSURANCE**

The vehicles leased to DFCCIL must be fully and comprehensively insured covering the risk to the driver and all passengers also. The insurance shall protect the contractor and DFCCIL against all risk, claims for loss, injuries, disability, disease and death of members of public including DFCCIL men, and damage to the property of others arising from the use of motor vehicles during operations irrespective of the ownership of such vehicles.

## **10.1 GENERAL LIABILITY INSURANCE**

This insurance shall protect the contractor and DFCCIL against all claims arising from injuries, disabilities, disease or death of members of public or damage to property of others, due to any act or omission or commission on the part of the contractor, his agents/representatives and sub-contractors. This insurance shall also cover all the liabilities of the contractor arising out of the clause entitled 'Defence of Suits' under General Conditions of Contract.

The above are only an illustrative list of insurance covers normally required, and it will be the sole responsibility of the contractor to maintain all necessary insurance coverages to the extent both in time and amount to take care of all his liabilities either direct or indirect in pursuance of the contract.

## **11.0 DEFENCE OF SUITS**

If any action in court is brought by a third party against DFCCIL or an officer or agent of the DFCCIL for the failure or neglect on the part of the Contractor to perform any acts, matter, covenants or things under the Contract, or for any damage or injury caused by the alleged omission or negligence on the part of the contractor, his agents/representatives or his sub-contractors, drivers or employees, the contractor/agency shall in all such cases be responsible and indemnify and keep DFCCIL and/or his representative harmless from all losses, damages, expenses or decrees arising out of such action.

## **12.0 PAYMENTS**

Payment shall comprise rate as per final contract price and reimbursement costs as detailed in Price schedule, and there shall be no other payments. This clause shall be read in conjunction with price variation/Revision clause of SCC (section 3). Contractor shall be solely responsible for payment of wages/salaries and allowances to his personnel that are payable or might become payable under any new Act or order of Government and also comply with all the statutory laws/acts i.e. PF, ESI etc. relating to their employees. DFCCIL shall have no liability, whatsoever, in this regard.

**SECTION 3**

**SPECIAL CONDITIONS OF CONTRACT**

**1.0 SCOPE OF WORK**

- 1.1 The contractor will be required to provide two (02) nos. of field vehicles (Scorpio, Innova , Xylo or equivalent) and one (01) no. field vehicle (Qualis, Tavera or equivalent) in perfect condition with fuel & other consumables, maintenance, well-behaved, uniformed drivers with valid driving license to DFCCIL on hiring basis. Vehicles for the use of DFCCIL officials will be based / headquartered at Vadodara.
- 1.2 Duration of the contract is for two years. However, same may be extended further on same rates, terms & conditions if so decided by DFCCIL.
- 1.3 Total 02 ( two) nos. of field vehicles (Scorpio, Innova, Xylo or equivalent) and 01 no. field vehicle (Qualis, Tavera or equivalent) have been provided in the “Schedule of approximate quantities”. This numbers have been given for general guidance & may vary as per actual requirement.
- 1.4 Vehicles will normally be hired on monthly basis. In emergent situations, contractor may be asked to provide the vehicles on daily basis.
- 1.5 The vehicles shall be available to the DFCCIL/nominated official with driver, fuel, Engine oil etc., round the clock, as and when required on all days of week irrespective of holidays. Normally, vehicle will be required for 12 ( twelve) working hours a day. However, due to urgency and requirement of work , it may be extended beyond 12 hours. Thus, for 26 working days per month, there will be normally total 312 working hours per month. In case, vehicle is used for more than 312 hours in a month, overtime at the accepted rate for additional hour or part thereof is payable. In case vehicle is required in the night hours, driver shall report with the vehicle with in 2 hours of having received the intimation.
- 1.6 The normal area of duty of the vehicle will cover the entire Gujarat State.
- 1.7 All kinds of repairs/maintenance costs, charges of fuels, oil, lubricant, mobile phone charges, fee towards licenses/registration taxes, challans, salary/overtime of the driver, insurance premium etc. are responsibility of the contractor and shall be borne by the contractor all along the contract duration.
- 1.8 DFCCIL will not provide any accommodation to driver. Driver himself shall arrange Boarding/Lodging. In case, the reporting place of duty is located far off, necessary arrangement in the nearby areas will be made by Contractor/service provider for housing of driver and parking of the vehicle(s) so that the same is available at short notice.
- 1.9 Vehicle shall be used on any type of road i.e. Kachha / Pucca including along the railway track as per direction of official using the vehicle.

1.10 The rate filled in the schedule shall be inclusive of all charges and all taxes liveable by the State/Central Government except Service Tax, Toll Tax and Parking charges which will be reimbursed by DFCCIL based on documentary evidence furnished by the contractor.

1.11 Rate are inclusive of salary of driver and other benefits as admissible to driver, diesel, lubricants as and when required for running of vehicle, repair and maintenance etc.

1.12 The rates of hire are inclusive of Road tax, government levies and charges for inspection certificates as per statutory requirements form time to time.

1.13 If a vehicle is out of order or under schedule maintenance, an alternative vehicle with same specification should be made available, Failing which penalty of Rs. 1000.00 (Rs. One thousand) per day will be imposed in addition to no payment of per day hire charges.

1.14 Punctuality in attendance and disciplined behaviour is of utmost importance for the driver. In case driver is not found to the satisfaction of DFCC officials/officers the same shall be changed by the contractor failing which a driver from the market would be arranged by the DFCC and double the stipulated salary shall be charged from the contractor.

1.15 Vehicle shall be required for full months including Saturday and holidays. Maintenance rest will be provided normally on all Sundays. In case of exigencies and emergencies, the vehicle can be called on Sundays also. For each such Sunday an extra amount of Rs. 150.00 shall be paid.

1.16 Further, during emergencies, the driver shall report for duty within 45 minutes even during his off hours, on call, failing which a penalty of Rs. 200.00 per 15 minutes will be deducted from the bills.

1.17 Vehicle will be required generally for 12 hours every day, which will normally be from 09.00 to 21.00 hrs. Accumulation of hours on the monthly basis which will be 312 hours, However occasionally timings may vary which will be indicated a day in advance. Tenderer should provide 24 hours contact number on which such information can be given. Further the driver of the vehicle should be provided with a mobile phone having both incoming and outgoing facility at contractor's own cost.

1.18 Vehicle shall have to report at mentioned place and time. Any delay in reporting will be considered as absence for the day. Nominated place may be changed once in a month, if required.

1.19 In case of vehicle not turning up for duty any day, an amount equivalent to one vehicle day will be recoverable from the contractor and Rs.1000/- (one thousand) per day will be imposed as penalty.

1.20 Frequent changing of driver or vehicle will not be permitted. No accommodation will be provided to the driver by DFCCIL. He has to make his own arrangement for lodging and boarding.

1.21 The contractor shall be completely responsible for safe running of vehicle. DFCCIL will not be responsible for any loss, damage, repairs, maintenance or accident to the vehicle or driver.

1.22 Contractor shall have to maintain log book in approved performa by official in charge which shall have to be filled daily and presented to DFCCIL's authorised representative for signature. Timing and kilometre reading shall be noted every day at the time of reporting at nominated place and release from same place.

1.23 DFCC may provide open parking space but parking shall be purely at Contractor's risk.

1.24 Payment of hiring charges will be made once in a month in the form of account payee cheque on submission of bill and after the due verification of log book as necessary by the DFCCIL official.

1.25 Minimum wages to the driver and other statutory obligation should be met by the contractor at his own cost.

1.26 Driver should have a valid driving licence and the vehicle should be insured against accidents etc. as per rules and statutory obligations.

1.27 INDEMNITY:-The contractor shall at all times indemnify to the DFCCIL administration against all claims which may arise due to accident or otherwise or due to breach of the terms and conditions mentioned herein and owing to any sort of act of commissions on the part of the contract during the currency of this contract.

1.28 That the contractor agrees to indemnify to the DFCCIL administration against all claims for compensation by on or behalf of driver employed by him in connection with the present contract for any injury or death by an accident under the Workmen's Compensation Act VIII of 1923 and the DFCCIL administration will be entitled to deduct from any sum of money due or payable to the contractor for the amount of compensation thus payable under the terms of Section-12 of the said Act together with all or any cost incurred by the DFCCIL administration in such connection and the contractor further agrees that the decision of the DFCCIL with respect to the amount of such indemnity shall be accepted by him finally.

1.29 DFCCIL in no case is responsible for any legal matter arising of any State/Central Government laws in matter of employment of the driver by owner of the vehicle or in respect of any other matter.

1.30 All other charges of Central Government/State Government or any other authorities, if any are to be included by the tenderer in his BID.

1.31 During the currency of contract, vehicle can not be used for any other purpose except for DFCCIL.

1.32 The month shall be reckoned from first date on which the vehicle is put in to the service and no deductions or additions will be made for number of days being more of less than 30 in a month. (e. g. of the vehicle is put in to service for the first time on 15<sup>th</sup> August the month will be from 15<sup>th</sup> August to 14<sup>th</sup> September, 15<sup>th</sup> September to 14<sup>th</sup> October and so on).

1.33 One hour is of 60 minutes for the purpose of payment and a fraction up to 30 minutes shall not be taken in to account and more than 30 minutes shall be considered as an hour.

In case of breakdown of the vehicle en-route during the course of operation, contractor has to provide a suitable substitute vehicle within two hours plus reasonable running time from the garage of contractor to the place of breakdown failing which a recovery of double the daily rate will be made.

1.34 Good quality seat covers shall be provided and the same will be regularly cleaned by the contractor at his own cost. Vehicle will be kept properly cleaned daily.

1.35 In case the driver has to make a night halt outside the place where vehicle is based the night allowance shall be payable at Rs. 100.00 per night. However, the extra hour payment as per Item No. 3 of schedule will be made only up to the time when the vehicle is in use before the driver is permitted to take rest. In case of dispute in calculation, DFCCIL's decision shall be final.

1.36 An item wise and saving of up to 100% can be done at the discretion of DFCCIL at the same rate.

## 2.0 VEHICLES

2.1 Vehicles provided shall be registered **not earlier than 01-01-2010** and shall use diesel/ petrol/CNG only as fuel with proper entries in RC. If any vehicle provided to DFCCIL is found to be using any other fuel except the one declared, the Contract shall be terminated forthwith and further action under the terms and conditions of the contract.

2.2 The vehicles shall strictly comply with the provisions of pollution control , statutory regulation issued by State Transport Authorities/ Central Govt./other authorities etc. from time to time. Contractor shall ensure that the vehicles must have all relevant documents like Registration Certificate/Driving license/Insurance Cover/Road Tax Receipt /Permit, Pollution certificate etc. Driver shall be able to produce the documents as and when re-questioned from him. Consequences of failure to comply with any of the rules and regulations of the concerned authorities shall be the sole responsibility of the Agency.

2.3 No change of vehicle(s) or driver(s) will be allowed normally without the prior permission of DFCCIL. All the Vehicle(s) shall always carry first aid box and mandatory spares vis. Tool box/Kit, Fuses, Spark plugs, fan belts, spare tyre etc. The Contractor/service provider shall be responsible for complying with legal and labour provisions prescribed by Government of India which shall include Income Tax, Accidents, ESI, PF, Contract Labour and Abolition Act etc.

2.4 If the vehicle does not report at the requisitioned time or is not found in good condition, the vehicle may be rejected and sent back. Besides, receiving no payment for such rejected vehicles(s), the contractor/agency will become liable for action under terms and conditions of the contract.

2.5 In case of breakdown of the vehicle the contractor shall provide the replacement (of same category) within a reasonable time failing which the touring executive(s) will be entitled to hire any vehicle and complete the journey and the amount thus incurred shall be recovered from the bills of the contractor.



- 2.6 Vehicle shall be available for all the days of a month including holidays. Maintenance rest will be provided normally on Sundays. In case of exigencies, the vehicle can be called on Sundays also. In such case, either a compensatory maintenance rest will be provided or an extra amount of **Rs. 150/- (Rs one hundred fifty only)** shall be paid . Contractor will however provide suitable substitute driver for ensuring stipulated weekly rests to regular driver as per extent labour laws for which no extra payment will be made.

### **3.0 Drivers**

- 3.1 Drivers deployed by the contractor shall be skilled, well behaved, holding valid driving license and capable of undertaking minor repairs of vehicles. Drivers shall have the adequate knowledge of routes in the district of Vadodara, Bharuch, Surat, Kheda, Anand, Nadiad and Ahmedabad. All the paper for vehicle like registration papers, insurance papers, certificate towards payment of road tax etc. shall be readily available with driver.
- 3.2 The contractor shall provide mobile phone in perfect working condition to drivers of the vehicles. No separate payment shall be made by DFCCIL for the mobile phones.
- 3.3 The contractor/service provider shall ensure himself about the antecedents of the driver deployed for duty. The Drivers shall abide by the rules laid down by Transport Authority/ Motor Licensing Authority or any Authority relevant to the subject and shall always strictly follow the Traffic Rules and regulations so as to ensure safety of the passengers. Any challan/penalty imposed on the driver will be borne by the contractor/service provider. In case of any accident, all the claims arising out of it will be met by the Contractor/service provider.
- 3.4 The drivers must also observe all the etiquette, protocol and extend usual courtesy (like carrying office bags/files to the concerned chambers, etc.) while performing the duty. They must be neatly dressed and must carry a photo identify card provided by the Contractor/service provider .
- 3.5 Driver shall also maintain a logbook and ensure that it is signed by the official using the vehicle.

### **4.0 PAYMENT AND REIMBURSALS**

- 4.1 Hiring charges are on monthly basis for 312 working hours and inclusive of kilometers run as mentioned in the schedule of approximate quantities. For use beyond inclusive kms and/ or beyond 312 working hours in a month, extra payment as per accepted rates will be made.
- 4.2 Rates are inclusive of all running maintenance & repair expenses, fuel ,lubricants and any other consumables required from time to time, all taxes, duties, incidental charges, penalties etc. as imposed by Central/State/Local Government bodies for running of vehicles, salary and other benefits admissible to driver. Nothing extra over and above the accepted rates shall be payable. However, **Service tax, toll tax, parking charges will be reimbursed only after having submitted the proof of having actually paid the above taxes / charges.**
- 4.3 In case the vehicles are engaged on daily basis, payment will be made on prorata basis i.e. accepted rates divided by number of working days ( Total days – Sundays) in a month.

4.4 For kilometers in excess of kilometers inclusive in item no.1 i.e. for payment under item no.2 payable kilometers will be worked out after averaging the actual kilometer run over a period of 3 months. Total kilometre run in three months in excess of inclusive kilometers for three months will only be considered for payment.

4.5 TDS as applicable shall be deducted from the bills of the agency.

4.6 Distance travelled by vehicle from garage to point of duty & back will not be counted towards the payment. Similarly, No mileage will be claimed for drivers' lunch / breakfast or drawl of petrol / diesel etc.

#### **4.7 PRICE VARIATION / REVISION**

(i) Revision of the fare due to increase/decrease in the Diesel prices shall be considered by DFCCIL if the increase/decrease announced by Govt. is 10% or more. In the event of increase/decrease in the price of fuel, the rates quoted will be proportionately increased/decreased by  $1/4^{\text{th}}$  of the percentage increase/decrease in the price of fuel. The variation (increase/decrease) of fuel price will initially be compared with the price of fuel on the date of commencement of contract. Subsequently, updated/modified rates will be considered for comparison. Contractor has to certify on monthly bill that there has been no decrease of 10% or more in the fuel prices during the period of the bill vis-a-vis prices of fuel at the time of last revision of rates.

(ii) The per km rate( item no.2 ) would be subject to price variation condition mentioned above and per hour rate ( item no. 3 ) indicated in price schedule would apply for the first 12 months from the date of commencement of work.

(iii) In case of item no.1 , which includes the run upto inclusive kilometers, difference of revised rates as per (i) above & accepted rates for item no. 2 will be paid for the actual kilometers run.

4.8 In case driver is required to stay overnight at a place other than the normal headquarter of the vehicle, payment of Rs.150/- will be paid per night per outstation duty inclusive of night charges. However, the extra hours payment under item 3 of schedule will be made only up to the time when the vehicle is in use before the driver is permitted to take rest. In case of dispute in calculation, DFCCIL's decision shall be final. Each outstation duty will be given weightage of maximum 12 hrs. per day.

4.9 The agency shall submit bills, in duplicate, to the CPM/DFCCIL/Vadodara office along with the log book for the period. Bills having cutting and over-writing shall not be entertained unless authenticated by the user. No advance payment shall be made under any circumstances.

4.10. The agency shall give consent in a mandate form for receipt of payment through ECS/EFT/RTGS. Charges if any will be on account of the contractor. The agency shall provide the details of Bank Account in line with RBI guidelines for the same. These details would include Bank Name, Branch name and address, Account type, Bank A/c No. and Bank and Branch Code as appearing on MICR cheque issued by the Bank. In case where ECS/EFT facility is not available, payment shall be released through Cheque.

#### **4.9 QUANTITY VARIATION:-**

For any positive variation in items, the contractor will be paid at the agreement rates.

#### **5.0 NON-PERFORMANCE OF THE CONTRACT CONDITIONS-PENALTY**

5.1 In case of non-availability of the regularly arranged vehicles, contractor may provide vehicles owned by others which conform to DFCCIL specifications. Upgraded models or higher category vehicles which meet minimum specification for all parameters may also be provided at the same rates, terms and conditions with prior permission of DFCCIL which DFCCIL in its absolute discretion may or may not grant.

5.2 In case of non-reporting/refusal to provide the requisite vehicle against defective vehicle within 2 hrs, the same shall be hired from any other source (s) at the risk and cost of the agency without any notice in writing. In addition to this, in case of any discrepancy in service viz. non-reporting, late reporting, non provision of requisite vehicle, driver not fully conversant with routes, driver not behaving properly, AC not working, vehicle not as per specifications etc., DFCCIL shall be at liberty to impose a penalty of minimum Rs. 1,000/- per incident or as decided by the officer-in-charge. In case of recurrent non-reporting/refusal, DFCCIL shall also be at liberty to take such action against the Contractor as it may deem fit, which besides invoking either whole or part of the Contract Performance Guarantee, may even be termination of the contract

5.3 The vehicles will be kept in neat & clean and perfect condition. Vehicle will be regularly inspected by nominated officers, in case of non-compliance of any of the conditions, a penalty of minimum Rs. 1,000/- per occasion shall be levied and deducted from the bill on hand.

#### **6.0 METER TEMPERING**

6.1 Speedometer and kilometer recorder shall be maintained to high standard/accuracy. Any defect noticed shall be rectified immediately. DFCCIL reserves the right to get the meter calibrated or checked at any time at its sole discretion. Tempering/manipulation of meter reading and misbehavior of driver shall be viewed seriously. A penalty equal to one month hiring charges for the particular vehicle shall be imposed for meter tempering on each occasion. In case of repeat of tempering, DFCCIL may even decide to terminate the contract and forfeiture of security deposit.

6.2 In the event of any error/fault in the meter being noticed, DFCCIL reserves the right to adjust the bill for the journey undertaken (including those undertaken earlier) besides any other penal action. kilometers verified by official using the vehicle shall be final and binding.

#### **7.0 VEHICLE INSURANCE / STATUTORY REQUIREMENTS**

7.1 The vehicles provided to DFCCIL must be fully and comprehensively insured covering the risk to the driver and all passengers also. The insurance shall protect the contractor and DFCCIL against all risk, claims for loss, injuries, disability, disease and death of members of public including DFCCIL men, and damage to the property of others arising from the use of motor vehicles during operations irrespective of the ownership of such vehicles.

- 7.2 Contractor is required to comply to all statutory obligations viz. Industrial Dispute Act, Workmen's Compensation Act, etc. shall be the obligation of the contractor and the contractor shall indemnify and shall always keep DFCCIL indemnified against any liability falling on DFCCIL due to non-compliance of statutory obligations by the contractor or any of its agents/servants/drivers or for any reason whatsoever. The agency will be responsible for the conduct of their staff.
- 7.3 DFCCIL in no case is responsible for any legal matter arising matter of any State/Central Government laws in matter of employment of driver by owner of the vehicle or in respect of any other matter.
- 7.4 The contractor shall be completely responsible for safe running of vehicle. DFCCIL will not be responsible for any loss, damages, repairs, maintenance or accident to the vehicle or Driver. DFCCIL shall be absolved from all claims/compensation etc. in case vehicle is involved in any type of accident.
- 7.5 The contractor shall at all times indemnify the DFCCIL against all claims which may arise due accident or otherwise or due to the breach of the terms and conditions mentioned herein and/owing to any sort of act of commission on the part of the contract during the currency of this contract.
- 7.6 Contractor agrees to indemnify DFCCIL against all claims for compensation by or on behalf of driver employed by him in connection with the present contract for any injury or death by an accident under the workmen's compensation Act – VIII of 1923 and DFCCIL will be entitled to deduct from any sum of money due or payable to the contractor the amount of compensation thus payable, under the terms of section 12 of the said Act. Together with all or any cost incurred by the DFCCIL in such connection and the contract further agrees that the decision of the Engineer-in-charge with respect to the amount of such indemnity shall be accepted by him finally.

For CPM/Vadodara

**SECTION-4**  
**Schedule of Approximate Quantities**

Tender No. "DFCC/BRC/Vehicle hiring/2011-12/3"

**Name of Work:** "Providing two (02) nos. of field vehicle (i.e. Scorpio, Innova, Xylo or equivalent) and 01 (one) no. field vehicle (i.e. Qualis, Tavera or equivalent) on hiring basis for two years for use in the jurisdiction of Chief Project Manager/DFCCIL/Vadodara".

Item No.	Description of item	Quantity	Unit	Rate in Rs.	Amount (Rs.)
1	2	3	4	5	6
1	Hiring charges for diesel driven field vehicle (a) 02 nos. field vehicle (i.e. Innova, Scorpio, Xylo or equivalent model in prices) inclusive of 2500 Kms per month and 312 hrs per month (i.e 12 hrs per day) inclusive of fuel, consumable, driver, repairs, maintenance, taxes etc. as per special conditions of contract. (b) 01 no. field vehicle (i.e. Qualis, Tavera or equivalent model in prices) inclusive of 3000 Kms per month and 312 hrs per month (i.e 12 hrs per day) inclusive of fuel, consumable, driver, repairs, maintenance, taxes etc. as per special conditions of contract.	44	month	36040/-	1585760
		24	month	34033/-	816792
2	Additional charges for usage over km included in item no. 1 (a) 1 (b)	44,000 44,000	Per Km Per Km	8 8	352000 352000
3	Additional charges for usage over 312 hrs per month subject to 12 hrs per day.(Per Hrs) over item no. 1 (a) 1 (b)	1500 1500	Per hr. Per hr.	20 20	30000 30000
TOTAL					3166552/-

The rate will be \_\_\_\_\_ % (Percentage) below/above (to be filled by the bidder in figure).

The rate will be \_\_\_\_\_ % (Percentage) below/above (to be filled by the bidder in words).

**Note:**

- The above rates are inclusive of all taxes. **However, service tax, toll tax, parking charges will be reimbursed only after having submitted the proof of having actually paid the above taxes / charges.**
- Rates will be subject to price variation as per special conditions of the contract.
- The tenderer is required to quote a single flat percentage above or below (in both words & figures) the rates given in schedule. This flat percentage will be applicable for all the items in schedule. In case of discrepancy, rate quoted in words shall prevail.

**Declaration by the tenderer**

- I/We am/are signing this document after carefully reading the contents.
- I/We also accept all the conditions of the tender and have signed all the pages in confirmation thereof.

Signature of tenderer/s

Address:

**BRIEF DETAILS OF THE BIDDER**

1. Name of the agency and address :.....  
 .....  
 .....
2. Person to be contacted :.....
3. Designation :.....
4. Telephone Nos. (office ) :.....
5. Mobile No. :.....
6. Fax Nos. :.....
7. Category of Firm: Whether Partnership /  
 Ltd. Co./Sole or proprietorship , etc. :.....

**8. Details of Vehicles owned/ Undertaking given**

SN	Registration No.	Make	Model	Owned or under taking
1				
2				
3				
4				
5				

**It is certified that information given above is true to the best of my knowledge and nothing has been hidden/misrepresented.**

**Signature of tenderer/s**

**ANNEXURE-II****CHECKLIST**

**NAME OF WORK:** Tender No. "DFCC/BRC/Vehicle hiring/2011-12/3" for "Providing two (02) nos. of field vehicle (i.e. Scorpio, Innova, Xylo or equivalent) 01 (one) no. field vehicle (i.e. Qualis, Tavera or equivalent) on hiring basis for two years for use in the jurisdiction of Chief Project Manager/DFCCIL/Vadodara".

Name of tenderer: .....

SN	Items Description	Reference	Enclosed
1	Earnest Money Deposit	Clause 6.0 Section-1	Yes/No
2	Qualification requirements for bidders	Clause 5.0 Section-1	Yes/No
3	Copy of RC Books of Vehicles owned by tenderer or for which undertaking has been given	Clause 5.0 Section-1	Yes/No
4	Registration Certificate of Service Tax	Clause 4.0 Section-2	Yes/No
5	Copy of Partnership deed or Article of Association or ownership certificate	Clause 9.0 Section-1	Yes/No
6	Brief details of the bidder	Annexure I	Yes/No
7	Forwarding letter by tenderer	Page 3	Yes/No
8	Authorization letter in favour of person signing the bid documents	Clause 8.0 Section-1	Yes/No
9	Check-list	Annexure II	Yes/No

**Signature of tenderer/s**