ज्वाइन्ट प्लान्ट कमिटि
(भारत सरकार द्वारा गठित)
JOINT PLANT COMMITTEE
(Constituted by Govt. of India)
An ISO 9001 : 2008 Certified Organisation

TENDER NOTICE OF

REGIONAL OFFICE

JOINT PLANT COMMITTEE

NEW DELHI (RJPC, NEW DELHI),

FOR

APPOINTMENT OF TRAVEL AGENTS

FOR SUPPLY OF AC CARS

AT

301- 306, AUROBINDO PLACE

HAUZ KHAS

NEW DELHI 110 016

JOINT PLANT COMMITTEE

'ISPAT NIKETAN', 52/1A, Ballygunge Circular Road, Kolkata - 700 019
'इस्पात निकेतन', 52/1A, बालीगंज सरकुलर रोड, कोलकाता - 700 019
Phone : 91 (033) 2461-4055/4058/4068 Fax : 2461-4063 E-mail : jpc-wb@nic.in Website : www.jpcindiansteel.nic.in

INVITATION TO TENDER (ITT)

Tender Notice No.JPC/HR&A/43(D)/16/

Date : February 15th 2016

Dear Sirs,

Sealed Quotation is invited for Appointment of Travel Agents for Supply of AC Cars at Regional Office, Joint Plant Committee , New Delhi (RJPC). The details of the tender are as follows :-

1.	ITEM DESCRIPTION	:	Supply of AC Cars at RJPC, New Delhi, 301-306, Aurobindo Place, Hauz Khas, New Delhi – 110 016.
2.	DATE OF PUBLICATION OF THE ADVERTISEMENT		15th February, 2016 in Times of India and Nav Bharat Times, New Delhi editions only.
3.	PRE – BID MEETING		*Date:* 22nd February, 2016*; Venue:* RJPC, New Delhi, 301-306, Aurobindo Place, Hauz Khas, New Delhi – 110 016; *Time:3 p.m.*
4.	LAST DATE OF SUBMISSION OF THE TENDER		29. 02. 2016, till 2 p.m
5.	PLACE OF SUBMISSION OF QUOTATION		RJPC, New Delhi, 301-306, Aurobindo Place, Hauz Khas, New Delhi – 110 016
6.	DUE DATE & TIME FOR OPENING OF OFFERS PART- I & II – EMD & TECHCNICAL BID		7th March, 2016 at 12:30 p.m. at Joint Plant Committee, Head Office, 52/1A Ballygunge Circular Road, Ispat Niketan, Kolkata – 700 019
7	PART - III – COMMERCIAL BID		9th March, 2016, at 12 p.m. at Joint Plant Committee, Head Office, 52/1A Ballygunge Circular Road, Ispat Niketan, Kolkata – 700 019
8.	EARNEST MONEY DEPOSIT		Rs 5,000/- (Rupees five thousand only)
9.	SALE/COST OF TENDER DOCUMENT		Between 11 AM to 1.00 PM and 2:30 p.m. to 3:30p.m. on any working day from RJPC, New Delhi, 301-306, Aurobindo Place, Hauz Khas, New Delhi – 110 016 from 15.02.2016 to 22.02.2016, Or Download from www.jpcindiansteel.nic.in/ Cost of this paper is Rs.100/-(Rupees one hundred only). If however, the tender is downloaded from website, a separate Demand Draft of Rs.100/- may to be drawn from any Scheduled/Commercial/Nationalised Bank (except Cooperative and Gramin Bank) , in favour of 'Joint Plant Committee', payable/en-cashable at Kolkata
10.	PERIOD OF CONTRACT		THREE YEARS from the effective date of contract i.e. 1st April, 2016 extendable for a period of another 3 (three) months at the option of JPC with same terms & conditions.

JOINT PLANT COMMITTEE

SUBMISSION OF TENDER

Tender shall be prepared and submitted in **three separate sealed envelopes superscribing**:

Envelope I: "EARNEST MONEY DEPOSIT (EMD) FOR INVITING RATES/QUOTATION FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT RJPC, NEW DELHI

PART I-EMD & D/D or money receipt for purchase of Tender Report – This part shall contain:

Earnest Money Deposit (EMD)

EMD of Rs.5000/- (Rupees Five Thousand only) by Demand Draft/ Pay Order / Banker Cheque drawn on any Scheduled Commercial Bank except Gramin Bank/ Co-operative Bank drawn in favour of "JOINT PLANT COMMITTEE" payable at **Kolkata**. This amount of Rs.5,000/- will be adjusted with the Security Deposit and the same will be refunded (without interest) after the expiry of the contract unless otherwise forfeited on the ground of breach of contract during the contract period for successful bidder. EMD will be refunded to the unsuccessful tenderers on the spot.

Receipt for Rs.100/- : In case the tender documents are downloaded from JPC website, Demand Draft/ Pay Order / Banker Cheque drawn on any Scheduled Commercial Bank except Gramin Bank/ Co-operative Bank drawn in favour of "JOINT PLANT COMMITTEE" payable at Kolkata for Rs.100/- (Rupees One Hundred only) towards the cost of tender documents.

Non submission of EMD and money receipt/Demand draft of Rs.100/- for purchase of Tender Document in a separate envelope as already mentioned will lead to the cancellation of the whole tender. The 2nd envelope of the Technical bid in this case will not be opened at all and the whole tender will be cancelled.

SECURITY DEPOSIT

Earnest Money Deposit by the successful tenderers will be retained as Security Deposit. In case of unsatisfactory performance, JPC reserves the right to forfeit the Security Deposit.

Signature with date	:
Name	:
Designation	:
Name of the Firm	:
Seal	:

JOINT PLANT COMMITTEE

ENVELOPE II- TECHNICAL BID FOR INVITING RATES/QUOTATION FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT RJPC, NEW DELHI

Part-II (Technical Bid) - This part shall consist following items:

Please refer **to Annexure I** and fill it up accordingly. In order to give reference to this, the following may be furnished:

1. A statement with details of the vehicles owned by the tenderer, together with the vehicles in their pool to be provided including the date of Registration, Status of Insurance, Road Tax etc. in the enclosed format.
2. Photocopies of statutory documents like Registration Books, valid Insurance Policy, Road Tax & Pollution Under Control Certificate (PUC) in respect of own cars.
3. The tenderer needs to have a minimum of three numbers of own cars.
4. A list of other organizations with whom the Agency has business dealings.
5. A photocopy of PAN Number.
6. A photocopy of the valid Trade Licence as Transport Contractor.
7. Photocopy of Service Tax Registration Certificate issued by Service Tax Authorities must be submitted by the agencies for Service Tax. If the bidder is not registered with Service Tax, authorities, he must give an undertaking that on becoming the L1 vendor he must register within a period of 15 days from opening of the price bid.
8. Meter Taxis will not be allowed.
9. Work Orders for supply of cars to organisations of repute. Work Order from any individual entity will not be entertained.
10. Last three years' Financial Report supported by Audited Balance Sheet.

Envelope III: "COMMERCIAL BID FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT JOINT PLANT COMMITTEE (JPC), NEW DELHI"

- Financial portion should indicate each heads and shall be submitted as per price format enclosed at Annexure –II and is liable to be rejected if submitted otherwise.
- Column 2 of the table in Annexure II named, "Full Day 8 hrs. & 80 Kms" will be the deciding factor of L1 vendor. Basis of L1 price – bid will be decided based on rates for Swift Desire only.
- Conditional offer will not be accepted and the Financial Bid will be rejected in such situation.
- In case of a tie, the vendors in tie will be asked to quote once more on the spot. The vendor who quotes the lowest rate then, will be selected.
- Execution of an agreement with JPC on a Non-Judicial Stamp Paper of 100/- is to be done within 30 days of receipt of the Work Order.
- The quoted price should be filled in the format provided with the Tender Notice.
- Rates shall be inclusive of all applicable taxes and duties (excluding Service tax). Service tax shall be paid on actual on submission of documentary evidence.
- Financial bid of the tenderers shall be opened on their qualifying in the technical bid.

All the above three envelopes will have to be put in single sealed envelope superscribed as "Tender for Appointment of Travel Agent for Supply of AC Cars to RJPC, New Delhi" and addressed to Sr. Manager (F&A)I/c & Financial & Administrative Head, RJPC, New Delhi.

Signature with date	:
Name	:
Designation	:
Name of the Firm	:
Seal	:

JOINT PLANT COMMITTEE

Late/Delayed Tender-Late/delayed offers due to any reasons whatsoever will not be accepted / considered at all under any circumstances.

Validity of offer-The offer of contractor/tenderer must be valid for two months from the date of the opening of the Financial Bid.

Capacity of the Tenderer

Technical Capacity-The Tenderer shall satisfy Joint Plant Committee that he possesses the necessary experience and qualification and that he has at his disposal, suitable cars and competent drivers to ensure that he can undertake the work to the best of quality and satisfaction of Joint Plant Committee. The Tenderer shall furnish necessary particulars in this regard with the Tender.

Legal Capacity- Tenderer shall satisfy Joint Plant Committee that he is competent and authorized to submit Tender and/or to enter into a legally binding Contract with Joint Plant Committee. To this effect, any person giving a Tender shall render documentary evidence that his signature on the Tender submitted by him is legally binding upon himself, his firm or company, as the case may be.

JPC reserves the right to accept / cancel any / all Tender without giving any reason whatsoever.

BIDDER'S ELIGIBILITY CRITERIA (BEC)

1. The tenderer must have at least 3 (three) years' experience in similar type of job. Work Order for supply of cars to an organisation of repute has to be submitted. Proof of this has to be submitted in the Technical Bid. Work Order from any individual entity will not be entertained.

2. The tenderers should have an average yearly turnover of 5 lakhs during the last 3 financial years supported by the Audited balance Sheet.

3. The tenderer must be a registered Company / Proprietorship / Partnership firm authorized to carry out the business as mentioned in the tender. In case the Tenderer is a Company, Memorandum and Articles of Association of the Company along with the Certificate of Incorporation from the Registrar of Companies is to be submitted. In case of a Partnership firm, an authenticated copy of the Partnership Deed together with Certificate of Registration issued by the Registrar of Firms (if the firm is registered) is to be submitted. In case the Tenderer is a Proprietary concern, name of the Proprietor and proof of proprietorship is to be submitted. The tenderer should have own offices in Kolkata and requisite evidence for the same should be furnished.

4. The Company must not be blacklisted by any PSUs. A letter to this effect must be produced.

Signature with date :
Name :
Designation :
Name of the Firm :
Seal :

JOINT PLANT COMMITTEE

THE CONTRACTOR SHOULD PROVIDE

1. The Contractor has to provide AC cars like Swift Desire and shall quote the rates as per the categories accordingly. Rates of the categories as given in Column 2 of the Price Bid (Annexure-II) is compulsory and will be considered for the purpose of determination of the L1 vendor. Furthermore, the contractor shall furnish rates for Tavera/ Innova/ Scorpio/ Honda City/Honda Amaze,/Etios . These rates shall be for records and necessary use of JPC for future requirement if any.

2. The Contractor shall provide all the cars in excellent road-worthy condition. **The cars should not be more than two years old. Relevant papers verifying the same should be attached.**

3. The cars which will be given to JPC must have their relevant papers and documents indicating their purchase date, etc.

4. Drivers should be well behaved, wear uniform and should have knowledge of Hindi and English languages. **All the car drivers must wear clean and tidy uniform.**

5. Irrespective of the type of cars, all drivers must have a mobile connection facility while on duty.

6. The cars should be provided with car-deos like Ambi Pure/Aer or of other similar make in order to maintain a mild fragrance in the car. In case the car stinks, the vendor will be penalized as per pt. no. 15.

7. Mileage and time will be calculated & paid at the time of bill settlement from Garage to Garage basis for reporting/releasing places other than JPC office / guest house and maximum limit of 5 (five) Km./half an hour or actual whichever is lower each for to and fro garage, when released from JPC office/guest house will be considered.

8. While submitting the bills, the agencies will quote Service Tax registration no. Bills will also reflect element of Service Tax after giving effect of applicable abatement separately in the bill.

9. Booking of cars by RJPC, New Delhi office will be done over telephone which will be regularized by giving written requisition subsequently .

10. Agencies shall be liable to supply vehicles at a very short notice even on Sundays/ Holidays for the use of Committee's officials.

11. Drivers must have valid driving license and requisite papers with due validity should be kept in the vehicle while in service, as per Traffic /Motor Vehicles Rules.

Signature with date	:
Name	:
Designation	:
Name of the Firm	:
Seal	:

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12. If any vehicle on hire breaks down or gets out of service, the Agencies shall provide an alternative vehicle immediately on receipt of intimation so that service continues uninterruptedly. In case of failure to deploy another suitable vehicle, a penalty of Rs.300/- shall be imposed.

13. The agency shall not transfer or assign the present contract to any person or firm without obtaining written consent of JPC. JPC reserves the right to appoint more than one agency for hiring of car subject to their qualifying the tender terms and conditions and agreed to work at the rate fixed by JPC.

14. The agency shall have to change the driver/car if the same is found unfit / inconvenient by the user.

15. If the Contractor fails to supply the car against requirement (i.e., timeliness, condition of car, e.g stink etc.), penalty shall be imposed as under, which shall be deducted from the amount payable to the Contractor against their bills.

- Rs. 500/- (Rupees Five hundred only) for failure/non-reporting in time per incident. Delayed reporting shall also be construed as failure of duty and liable to attract penalty at same rate. In case of delayed reporting, however, if the car is put to use for subsequent official purposes by the concerned officer during the day, then penalty shall be restricted to Rs. 300/- (Rupees Three hundred only).

- Rs. 500/- (Rupees Five hundred only) for per car per day if the car stinks and is dirty. A letter to this effect from JPC would lead to the penalty.

- The cars supplied by the agencies should not be more than 2 (two) years old.

16. Any other pertinent document required by JPC must be furnished by the vendor.

It is essential to have contact persons(s) with telephone no. (s), including Cell Phones, available beyond office hours for booking of the car, so that at any point of time booking can be given.

SELECTION OF AGENCIES

Work Order will be placed to L-1 party.
In case of any dispute, the decision of JPC would be final and binding on all the tenderers. In case of unsatisfactory performance, JPC may terminate the contract with one month written notice. Similarly any agency wants to discontinue the services, three months advance notice shall be given to JPC.

In case of tie in the L-1 rate, the two parties will again be allowed to quote their rates and the vendor once again coming out with L1 quotes will be selected.

Signature with date	:
Name	:
Designation	:
Name of the Firm	:
Seal	:

PAYMENT TERMS :

1. Bills are to be prepared on kilometer as well as hourly basis and shall be payable as per Price Bid's Clause I.

2. Total Parking Fees on actual as duly signed by the users to be claimed along with respective bill.

3. The Contractor shall submit bills, 1st week of every month to the RJPC, New Delhi *Receiving & Issuing Section,* payment will be made, after verification of the bill within 15 days of receipt of the bills. All bills should indicate registration no. of vehicle and its year of manufacture. In case the vehicle provided is outside the list submitted by the tenderer, the photo copy of valid registration certificate should be attached with the bill to ensure that the car provided is not more than two years old as on date of submission of tender.

4. The parking facility will be provided during duty hours by the organisation when the vehicle is in use by RJPC, New Delhi. In case, the car is parked somewhere else, necessary payments for parking will be reimbursed by RJPC, New Delhi against payment slips issued by statutory authorities / authorised agent along with monthly bills, duly signed by the user of the vehicle.

5. Separate duty slip will be issued for each vehicle to be allotted for duty. Kilometer/time at the starting and the end of the duty will be noted neatly and to be checked and signed by the user of the vehicle. The service provider shall prepare monthly bills with a consolidated statement of each vehicle and original copies of duty slips.

GENERAL CONDITIONS OF CONTRACT

Price Escalation/De-escalation

1. During the tenure of contract, increase / decrease in diesel / petrol / CNG prices shall not be considered for increase/decrease of kilometer rate if the increase / decrease is upto 5% of the diesel / petrol / CNG prices prevailing on the date of awarding the contract. All the AC Cars should be of diesel/petrol/CNG driven only.

2. Increase or decrease beyond 5% of the diesel / petrol / CNG prices shall be considered and given effect only on the net increase / decrease of diesel / petrol / CNG prices from the date of awarding the contract on consideration of 7 Km. average run for each ltr. of diesel / petrol / CNG for *AC Swift Desire*.

3. Accordingly, the kilometer rates shall be subject to increase/decrease by 1/7th [AC Swift Desire] on the net difference amount diesel /petrol/CNG prices.

4. There will be no increase / decrease in hourly rates during the entire period of the contract.

Signature with date	:
Name	:
Designation	:
Name of the Firm	:
Seal	:

JOINT PLANT COMMITTEE

5. The diesel / petrol / CNG price prevalent as on the date of award of contract shall be the reference point for working out increase /decrease of percentage of oil price.

6. RJPC, New Delhi reserves the right to reject any or all the tenders without assigning any reason at any point of time.

7. In case of any dispute, the decision of RJPC, New Delhi would be final and binding on all the tenderers.

8. In case of unsatisfactory performance, RJPC, New Delhi may terminate the contract with one month written notice. Similarly, if any agency wants to discontinue the services, three months advance notice shall be given to RJPC, New Delhi.

9. RJPC, New Delhi shall have no liability whatsoever for the cars / drivers or any other personnel deployed by the agencies in JPC premises during the tenure of the contract.

10. The agency shall not transfer or assign the present contract to any person(s) or firms (s) without obtaining a written consent of RJPC, New Delhi.

11. The parties found qualified in Technical Bid will be informed about opening of their Price Bids to enable them to present during the event.

RESOLUTION OF DISPUTE

In the event of any dispute/ difference whatsoever arising between the parties relating to or arising out of the contract, the parties shall endeavor to resolve such dispute/ difference through conciliation as per the provisions of the SCOPE Forum of Conciliation Rules 2003.

CONCILIATION

Any dispute or difference whatsoever arising between the parties relating to or arising out of the contract, shall be settled first by conciliation in accordance with the Rules of Conciliation of and the settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties.

ARBITRATION

(i) In the event of dispute/difference is not resolved through conciliation either party may upon giving notice to the other party refer the dispute to the Arbitration under the SCOPE Forum of Conciliation Rules 2003.

(ii) Any dispute or difference whatsoever arising between the parties and of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity of the breach thereof, shall be settled by arbitration in accordance with the Rules of Arbitration of the "SCOPE" and the award made in pursuance thereof shall be final and binding on the parties.

Signature with date :
Name :
Designation :
Name of the Firm :
Seal :

(iii) Excepted matter as per contract shall not be subject matter of Conciliation /Arbitration.

(iv) The venue of Arbitration shall be at New Delhi.

(v) The court of New Delhi shall have a jurisdiction over all the matter of dispute.

TENURE OF CONTRACT

This contract will remain valid for a period of 3 (three) years w.e.f. 1st April, 2016. However, the contract may be extended for a period of up to 3 (three) months at the option of JPC on the same rates, terms and conditions.

For further queries relating to the above mentioned Tender please contact Shri N. R. Pawar Regional Officer, Joint Plant Committee, New Delhi. [Tel: 011 2651 4550].

(Soumen Chatterjee)
Sr. Manager (F&A) I/C, JPC &
Financial & Administrative Head, Regional Office, JPC, New Delhi

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Signature with date :
Name :
Designation :
Name of the Firm :
Seal :

Annexure –I

1. Name of the Tenderer/Agency. :
2. Status of the tenderer - Proprietorship/ Partnership/Pvt. Ltd./Ltd. Co. (Relevant Documents to be submitted) :
3. Address of the Registered Office. :
4. Year of establishment with Regn. No. and Date **(Trade Licence).** :
5. No. of cars owned by the Tenderer/ Proprietor(s)/Partner(s) (category wise/makewise) and the copies of Regn. Certificate, Insurance Policy, Road Tax & PUC. :
6. No. of Cars in Pool (List with Regn. Nos./ make, km run etc.). :
7. Address of Garage.
8. No. of Own Car :
9. Names of other organizations with whom the agency has business dealings. (In case space is not sufficient, separate sheet may be enclosed) Work order is to be provided. :
10. PAN No. (self attested documentary evidence to be Submitted). :
11. Service Tax Regn. Certificate (documentary evidence/undertaking to be submitted) :
12. Name of the contact person (s) and telephone No. (s), including cell phones, during beyond office hours. :
13. Last three years' Financial Report supported by Audited Balance Sheet :
14. Name of the Banker(s).
15. Details of Bank Draft/P.O. for EMD :

Name and Address of Bank	DD/PO No. & Date	Amount

DATE :

SIGNATURE WITH SEAL

JOINT PLANT COMMITTEE

Annexure II

COMMERCIAL BID FOR SUPPLY OF AC CARS

(Rate to be quoted in multiple of Re.0.10 only)

Category of Car (AC) (Column 1)	Full Day 8 hrs. & 80 Km. (Column 2)	Half Day 4 hrs. & 40 km. (Column 3)	Extra Per Km. (Column 4)	Extra Per Hrs. (Column 5)	Airport Drop or Pick Up (Column 6)
	(a)	(b)	(c)	(d)	(e)
	(₹)	(₹)	(₹)	(₹)	(₹)
Swift Desire					
Indigo CS					
We are agree to supply at least the following four types of cars :-					
Travera/Scorpio/ Innova					
Honda City/ Honda Amaze					
Etios					

Note:

- In case, the car is used for more time than stipulated in (a) or (b), payment for more time than (a) or (b) will be based on (c) and (d), whichever is higher [only one of (c) & (d) will be taken for calculation and both will not be paid].
- If against requisition of *Swift Desire* higher class car is sent, payment will be made @ Swift Desire only.
- Single rate to be quoted for each category. In case more than one rate is quoted by tenderer for a category of car, minimum of the rates will be taken as rate quoted for that category.
- The rates quoted should be inclusive of all other taxes and exclusive of service tax which would be reimbursed by JPC to the Agency on prevailing rates.
- **L1 vendor will be decided based on column 2 for Swift Desire only.**

DATE:

SIGNATURE WITH SEAL

JOINT PLANT COMMITTEE