

**TENDER NOTICE OF
JOINT PLANT COMMITTEE
ISPAT NIKETAN
52/1A BALLYGUNGE CIRCULAR ROAD
KOLKATA- 700 019
FOR
APPOINTMENT OF TRAVEL AGENT
FOR SUPPLY OF AC CARS
AT
JOINT PLANT COMMITTEE,
HEAD QUARTERS
ISPAT NIKETAN
52/1A BALLYGUNGE CIRCULAR ROAD
KOLKATA – 700 019**

NOTICE INVITATION TENDER (NIT)

Tender Notice No. JPC/HR&A/ 12(2)/17-18/774

August 17, 2017

Dear Sirs,

Sealed Quotation is invited for Appointment of Travel Agent for Supply of AC Cars at Joint Plant Committee (JPC) Head Quarters at Kolkata. The details of the tender are as the following :-

| | | | |
|-----|--|---|---|
| 1. | ITEM DESCRIPTION | : | Supply of AC Cars at Joint Plant Committee (JPC) Head Quarters at Kolkata 52/1A, Ballygunge Circular Road, Kolkata-19. |
| 2. | DATE OF PUBLICATION OF THE ADVERTISEMENT | : | 18. 08. 2017 |
| 3. | PRE – BID MEETING: VENUE, DATE, TIME | : | <i>Date:</i> 23. 08. 2017; <i>Venue:</i> JPC, Ispat Niketan, 1 st Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019; <i>Time:</i> 3 p.m. |
| 4. | LAST DATE, Time & PLACE OF SUBMISSION OF THE TENDER | : | 28. 08. 2017 till 2:30 p.m., Joint Plant Committee, Ispat Niketan, 1 st Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019 |
| 6. | DUE DATE & TIME FOR OPENING OF OFFERS PART- I & II – EMD & TECHNICAL BID | : | <i>Date:</i> 28. 08. 2017; <i>Time:</i> 3:30 p.m. <i>Venue:</i> JPC HQs, Ispat Niketan, 1 st Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019 |
| 7. | PART - III – COMMERCIAL BID | : | Date & Time will be conveyed after opening of the technical bid |
| 8. | EARNEST MONEY DEPOSIT | : | ₹ 15,000/- (Rupees fifteen 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 Joint Plant Committee, 52/1A Ballygunge Circular Road, Kolkata – 700 019 from 18. 08. 2017 to 25. 08. 2017 Or Download from www.jpcindiansteel.nic.in/ Cost of this paper is ₹ 200/- (Rupees two hundred only). If however, the tender is downloaded from website, a separate Demand Draft of Rs.200/- 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 September 7, 2017 to September 6, 2020, extendable for a period of another 3 (three) months at the option of JPC on same terms & conditions. |

You are requested to follow the guidelines in the Tender Notice and submit your rates accordingly.

Thanking you,

Yours faithfully,

Encl : **As above**

(R. Bandyopadhyay)
Chief Manager (DB&AS) & HOD (HR&A)

Signature with Date

Name & Designation

Name & Seal of the Firm/Company

SUBMISSION OF TENDER

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

Envelope I : "EARNEST MONEY DEPOSIT (EMD) FOR INVITING RATES/QUOTATION FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT JOINT PLANT COMMITTEE (JPC) HEAD QUARTERS, AT KOLKATA."

PART I-EMD – This part shall contain:

Earnest Money Deposit (EMD)

EMD of ₹15,000/- (Rupees Fifteen thousand only) by Demand Draft / Pay Order 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 ₹15,000/- 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 participants on the spot.

Receipt ₹200/- : In case the tender documents are downloaded from JPC website, Demand Draft/ Pay Order drawn on any Scheduled Commercial Bank except Gramin Bank / Co-operative Bank drawn in favour of "JOINT PLANT COMMITTEE" payable at Kolkata for ₹200/- (Rupees Two Hundred only) towards the cost of tender documents.

Non submission of EMD 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.

"Considering the nature of the service sought vide this tender being a consolidated one, JPC is not in a position to consider allowing MSMEs to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non-MSME and the MSME has quoted price within the price range of L1 +15%."

SECURITY DEPOSIT

Earnest Money Deposit by the successful vendor will be retained as Security Deposit. In case of unsatisfactory performance, JPC reserves the right to forfeit the Security Deposit. However, after the period of contract for car hire is over, the vendor may request vide letter for the release of Security Deposit. The Indenting Department in this case will give a No-objection Certificate on production of which, the vendor will get back the Security Deposit.

Envelope II: "TECHNICAL BID FOR RATES/QUOTATION FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT JOINT PLANT COMMITTEE (JPC) HEAD QUARTERS AT KOLKATA."

Signature with Date

Name & Designation

Name & Seal of the Firm/Company

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

Please fill up **Annexure I** accordingly. In reference to the Annexure, the following may be furnished:

1. A statement with details of the vehicles owned by the participant together with the vehicles in its 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 all cars.
3. The participant needs to have a minimum of six numbers of own (Swift Dzire) cars.
4. **The cars offered should not be more than three years old.**
5. A list of other organizations with whom the Agency has business dealings.
6. A photocopy of PAN Number.
7. A photocopy of the valid Trade Licence as Transport Contractor.
8. Photocopy of GST Certificate must be submitted by the agencies for GST.
9. Meter Taxis will not be allowed.
10. Work Orders/Successful completion certificate for supply of cars to organisations of repute. Work Order from any individual entity will not be entertained.
11. Last three years' Financial Report supported by Audited Balance Sheet. The company should have an annual turnover of ₹30 lakhs.
12. All the pages of the tender document must be self attested and stamped as a token of acceptance of the terms & conditions of the tender and for having understood it. This should also be included in the Technical Bid.

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

- Commercial bid should indicate each head 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 offers will not be accepted and the Financial Bid will be rejected in such a 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*** subject to the clause, "Considering the nature of the service sought vide this tender being a consolidated one, JPC is not in a position to consider allowing MSMEs to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non-MSME and the MSME has quoted price within the price range of L1 +15%".
- 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. No other formats will be accepted.
- Rates shall be exclusive of GST. Tax shall be paid on actual on submission of documentary evidence.
- Financial bid of the participating vendors shall be opened on their qualifying in the Technical Bid.
- Each paper of the Tender Report where prices shall be included must be signed and stamped.

Signature with Date

Name & Designation

Name & Seal of the Firm/Company

All the above three envelopes will have to be put into a single sealed envelope superscribed as “Tender for Appointment of Travel Agent for Supply of AC Cars at JPC, Kolkata” and addressed to Chief Manager (DB&AS) & HOD (HR&A). Technical bids of the participants shall be opened only if the EMD deposited is in order. Non submission of EMD in separate envelope will lead to the cancellation of the respective tender. Technical bid should not contain price bid, otherwise the tender shall stand rejected.

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/vendor must be valid for two months from the date of the opening of the Financial Bid.

Capacity of the Participating Vendor

Technical Capacity-The vendor 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 vendor shall furnish necessary particulars in this regard according to the Tender Report.

Legal Capacity- Vendors 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 participant must have at least 7 (seven) 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 vendors should have an average yearly turnover of Rs.30 lakhs during the last three financial years supported by the audited balance sheet.
3. The participant must be a registered Company/Partnership firm authorized to carry out the business as mentioned in the tender. In case the participant’s 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 vendor is a Proprietary concern, name of the Proprietor and proof of proprietorship is to be submitted. The vendor 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 confirming this must be issued by the vendor.

Signature with Date

Name & Designation

Name & Seal of the Firm/Company

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. Furthermore, the contractor shall furnish rates for Tavera/ Innova/ Scorpio/ Honda City/Honda Amaze,/Etios. These rates shall be for records only and necessary use of JPC for future requirement if any.
2. 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, subject to the clause, "Considering the nature of the service sought vide this tender being a consolidated one, JPC is not in a position to consider allowing MSMEs to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non-MSME and the MSME has quoted price within the price range of L1 +15%."
3. The Contractor shall provide all the cars in excellent road-worthy conditions. **The cars should not be more than three years old.** Relevant papers verifying the same should be attached.
4. The cars which will be given to JPC must have their relevant papers and documents indicating their purchase date, etc. Smart Cards/Blue Books should be produced whenever required.
5. Drivers should be well behaved, wear uniform and should have knowledge of Hindi/English and Bengali languages. **All the car drivers must wear clean and tidy uniform.**
6. **Under no conditions should the drivers be repeatedly changed for a particular vehicle.**
7. Irrespective of the type of cars, all drivers must have a mobile connection facility while on duty.
8. 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 point no.19 (ii) on page 7.
9. 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.
10. While submitting the bills, the agencies will quote GST registration no. Bills will also reflect element of GST after giving effect of applicable abatement separately in the bill.
11. Booking of cars by HR&A Section will be done over telephone which will be regularized by giving written requisition subsequently.
12. Agencies shall be liable to supply vehicles at a very short notice even on Sundays/ holidays for the use of Joint Plant Committee's officials.
13. 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 & Seal of the Firm/Company

14. 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 uninterrupted. In case of failure to deploy another suitable vehicle, a penalty of Rs.500/- shall be imposed.
15. 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 the JPC.
16. Smart Cards of the cars should be produced the moment they are asked for by JPC.
17. The agency shall have to change the driver/car if the same is found unfit/inconvenient by the user.
18. Any other pertinent document required by JPC must be furnished by the vendor.
19. If the Contractor fails to supply the car against requirement (i.e., timeliness, condition of car, e.g foul odor etc.), penalty shall be imposed as under, which shall be deducted from the amount payable to the Contractor against their bills.

Penalty Clauses

- (i) ₹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.
- (ii) ₹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.
- (iii) The cars supplied by the agencies should not be more than **three (3)** years old. If it is so found that older cars are being used, a penalty of Rs.500 will be sought on per day basis. A letter to this effect would be served by JPC for the penalty.
- (iv) If three complaint letters are served to the vendor, the entire contract will be cancelled.

In case of such cancellation of contract with the vendor if the latter fails to abide by duties as per the terms of the Tender Report or work order, the job may be given to the L2 vendor, who will have to work at the L1 rate according to the same terms and conditions. This may be done without going for a fresh tendering procedure in order to save time and to facilitate proper working of the Committee.

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 made.

SELECTION OF AGENCIES

Work Order will be placed to L-1 party subject to the clause, "Considering the nature of the service sought vide this tender being a consolidated one, JPC is not in a position to consider allowing MSMEs to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non-MSME and the MSME has quoted price within the price range of L1 +15%."

In case of any dispute, the decision of JPC would be final and binding on the selected vendor. In case of unsatisfactory performance by the vendor, JPC may terminate the contract having served one month's notice. JPC even reserves the right to blacklist the vendor if it so decides. However, if the vendor wishes to discontinue its services, three months advance notice must be served to JPC.

Signature with Date

Name & Designation

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PAYMENT TERMS

1. Bills are to be prepared on kilometer as well as hourly basis and shall be payable as per price bid 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 JPC 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 photocopy of valid registration certificate should be attached with the bill to ensure that the car provided is less than four 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 JPC. In case, the car is parked somewhere else, necessary payments for parking will be reimbursed by JPC against payment slips issued by CMC/ authorised agent along with monthly bills.
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 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

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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. JPC 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 JPC would be final and binding on all the vendors.
8. JPC 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.
9. The agency shall not transfer or assign the present contract to any person(s) or firms (s) without obtaining a written consent of JPC.
10. The parties found qualified in Technical Bid will be informed about opening of their price Bids to enable them to be 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 endeavour 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 & Seal of the Firm/Company

- (iii) Excepted matter as per contract shall not be subject matter of Conciliation /Arbitration.
- (iv) The venue of Arbitration shall be at Kolkata, West Bengal.
- (v) The court of Kolkata shall have a jurisdiction over all the matter of dispute.

TENURE OF CONTRACT

- This contract will remain valid for a period of three years w.e.f September 7, 2017 to September 6, 2020. 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.
- However, in case of unsatisfactory performance by the vendor, JPC may terminate the contract having served one month's notice. JPC even reserves the right to blacklist the vendor if it so decides. On the other hand if the vendor decides to discontinue its services, three months' advance notice must be served to JPC.

For further queries relating to the above mentioned Tender, please contact Smt. Anasuya Banerjee Ray, Asst. Manager (HR&A), JPC, Kolkata [Tel: 033 2461 4055/ 56/ 58].

(R. Bandyopadhyay)
Chief Manager DB&AS & HOD (HR&A)

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Signature with Date

Name & Designation

Name & Seal of the Firm/Company

1. Name of the Vendor/Agency :
2. Status of the vendor - 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 vendor/
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) :
11. Name of the contact person (s) and telephone :
No. (s), including cell phones, during beyond office hours.
12. 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

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) |
|------------------------------------|---|---|--------------------------------|---------------------------------|
| | (a) | (b) | (c) | (d) |
| | (₹) | (₹) | (₹) | (₹) |
| Swift DeZire | | | | |
| Tata Indigo CS/Tata Manza | | | | |
| Travera/Scorpio/ Innova | | | | |
| Honda City/ Honda Amaze | | | | |
| Etios | | | | |

Note:

- In case, the car is used for more time than that 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 DeZire* higher class car is sent, payment will be made @ *Swift DeZire* only.
- Single rate to be quoted for each category. In case more than one rate is quoted by vendor for a category of car, minimum of the rates will be taken as the rate quoted for that category. The contractor shall also furnish rates for Tavera/ Innova/ Scorpio/ Honda City/Honda Amaze/Etios. These rates shall be for records only and necessary use of JPC for future requirement if any.
- The rates quoted should be exclusive of GST which would be reimbursed by JPC to the Agency on prevailing rates.
- **L1 vendor will be decided based on column 2 for Swift DeZire only.**
- No other cars of lower range, other than the ones already mentioned in the above table will be accepted.

DATE:

SIGNATURE WITH SEAL

Copy To :

- Sr. Mgr (F&A)I/c, for necessary information and reference
- Mgr (DB&AS), Convener Estimation Committee with a request to prepare estimation for this NIT
- Dy. Manager (DB&AS) & Convenor Purchase Committee
- Asstt. Manager (HR&A) -- for information and with a request to hand over requisite papers to concerned personnel
- Asst. Manager (F&A) & Member, Purchase Committee, for information
- Asst. Manager (DB&AS) & Member, Purchase Committee, for information
- Jr. Manager (HR&A) & Member, Purchase Committee,