


<b>ईस्टर्नकोलफील्ड्सलिमिटेड</b> (कोलइंडियालिमिटेडकीएकअनुसंगीइकाई) महाप्रबंधककार्यालय सलानपुरक्षेत्र पत्रालय- लालगंज, जिला- बर्द्धमान पश्चिमबंगाल- ७१३३५९		<b>EASTERN COALFIELDS LIMITED</b> (A Subsidiary of Coal India Ltd.) Office of The General Manager, Salanpur Area, P.O.Lalganj, Dt.Burdwan(W.B), Pin-713 359 Ph: No. 0341 2014037 Fax No. 011- 66173799 CIN-U10101WB1975GO1030295 Website – <a href="http://www.easterncoal.gov.in">www.easterncoal.gov.in</a>
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NIT No.:ECL/SLN/GM/IIP-130

Date: 25/01/2018

### **NoticeInvitingApplication(NIA)**

#### **NoticeInvitingApplicationforhiringoflightvehicleswithcommercialregistrationat ECLSalanpur area.**

Sealed application in prescribed form is invited from the bonafide and experienced contractor owning/willing to own Light Commercial Vehicle/s (LCV) for engagement in Eastern Coalfields Limited, Salanpur Area on Rates, as mentioned in the NIA. The engagement of vehicle/s shall be based on the eligibility criteria as laid down in the NIA.

#### **Category - I: Rates for Engagement of Light Vehicle (MUV):**

Type of Vehicle	Rate Per Day		Mileage
	12 Hrs Engagement	24 Hrs Engagement	
MUV Top Class with all required facilities – Mahindra Bolero / Mahindra Scorpio / Mahindra Xylo / Tata Sumo/Force Motors Gurkha or Equivalent (Minimum 6 +1 seater). <b>Diesel Type</b>	Rs 925/-	Rs 1384/-	12 Km/Ltr

#### **Category - II: Rates for Engagement of Light Vehicle ( Pick Up Vans ):**

Type of Vehicle	Rate Per Day 24 Hrs Engagement	Mileage
MUV Pickup Vans/campers Top Class with all required facilities – Mahindra Bolero camper / Isuzu D-Max / Tata Xenon or Equivalent (Minimum 4 +1 seater ). <b>Diesel Type</b>	Rs 1384/-	12 Km/Ltr

Note – 1: The requirement shall be 08 (Eight) Nos light Vehicle (MUV Class) on 12 hrs basis, 14(Fourteen) nos Light Vehicle (MUV Class) on 24 hrs basis and (4) nos MUV Pickup Vans/Campers on 24 hours basis. Total 26 vehicles.

Note – 2. Night Halt allowance shall be payable on account of engagement of Driver at the rate of Rs. 200/- per night for deployment of vehicle, engaged on 12 hours basis, beyond 9:00 P.M.

Note – 3. Night halt allowance shall be payable as per the certification of controlling officer of user department.

Note – 4: Engagement of Light Vehicle shall be for 3 (Three) years with a provision for extension of a further period of 1 (One) year based on satisfactory performance on mutual agreement as per the Terms & Conditions of existing contract and existing rate or the fresh tender rate for similar work, whichever is lower.

Note – 5: Diesel shall be provided by the Applicant as per the norms for required mileage as indicated in the NIA which shall be reimbursed as per the relevant norms in respect of Diesel Price for re- imbursement specified elsewhere in the NIA. Engine Oil shall be provided by the Applicant which shall be reimbursed @1 (one) Ltr. for 500 Km run.

#### **Earnest Money Deposit (EMD):**

Earnest money will have to be deposited (in separate envelope) in the form of UTR slip of deposition from Nationalized / Scheduled Banks listed with RBI.

No offer shall be considered unless accompanied by the requisite Earnest Money Deposit slip directly transferred/deposited directly by the applicant through the bank in the account “Eastern Coalfields Limited A/C Salanpur area”, payable at ‘Asansol duly certified by the bank. The same slip will be deposited along with the application according to NIA.

The date of Deposit with the bank in respect of EMD shall be on or after the date of issue of NIA. All Bank Drafts submitted against this tender shall be from a scheduled bank drawn in favour of “Eastern Coalfields Limited”, payable at ‘Asansol / Salanpur’. The details of the Bank Account is as under:-

GSIN : 19AAACE7590E1Z1  
 Bank Name: Axis Bank, Asansol- Apcar Garden  
 A/C No : 913020005722557  
 IFSC Code: UTIB0000150

EMD @ 1.25% of annualized value for offered number of vehicle is to be submitted at the time of submission of application. EMD shall bear no interest.

For Category -I (MUV Class 12 hrs): EMD shall be Rs. 4,220/- per vehicle, (MUV Class 24 hrs): EMD shall be Rs. 6,320/- per vehicle

For Category – II (MUV Class pick up vans/campers): EMD shall be Rs. 6,320/- per vehicle

EMD shall be refunded to the Applicant/s who has / have not been awarded with the work on finalization of contract / work.

#### **Eligibility Criteria:**

1. The applicants should own a vehicle with commercial registration or should have acquired / booked a new vehicle and also have applied for Commercial Registration of the newly acquired / booked (prior to the date of submission of Application) light vehicle with permit of West Bengal and Jharkhand as per the jurisdiction of Eastern Coalfields Ltd.

2. The vehicle shall not be more than 1 (One) year old from the date of issuing of NIA. w.r.t. the date of purchase of vehicle.

3. The applicant must have experience in similar nature of work (i.e. deployment of LCV on hiring basis), completed or on – going, (in their name & style) valuing 25% of the annualized value of their offered number of vehicle/s from Govt. Organisation / Semi - Govt. Organisation / Public Sector Undertaking / Joint Sector Enterprise / Public Limited Co. in Private Sector during any of the preceding seven years ending last day of the month previous to the one in which Application are invited along with certificate of satisfactory performance for engagement of such work. One year in this regard is continuous period of 365 days.

(Applicants experience (proportionate to their share as a stake holder in JV / Partnership firm) executed in Govt. Organisation / Semi - Govt. Organisation / Public Sector Undertaking / Joint Sector Enterprise / Public Limited Co. in Private Sector shall be agreeable).

4. The applicant must have minimum working capital to the tune of 20% of the annualized value of the offered work (i.e. no. of vehicle/s offered) dully certified by the practicing Chartered Accountant. Such certificate should not be more than 3 (three) months old from the date of issuing of NIA.

5. Each applicant shall be allowed to offer maximum of 3 (three) nos. of vehicles either in any singlecategory or collectively taking into account all three categories.

#### **Selection Criteria:**

1. Offer shall be accepted only as per the rate stipulated in the NIA.

2. The vehicles shall be engaged on the basis of the age of vehicle considering date of purchase as new vehicle w.r.t. the date of publication of NIA shall be engaged first.

3. In case of a tie on age of the vehicle, award shall be made to the Applicant having more work experience in similar nature of work.

4. Further, in case of a tie in work experience, award shall be made to the Applicant having more work experience in similar nature of work in ECL.

5. In the event of a tie in respect of Sl. No. (4) above, award shall be made to the Applicant having higher amount of working capital.

6. Further, in the event of a tie in case of working capital, award shall be made through draw of lots.

#### **Instruction to applicants**

1. Applicant shall submit their offer in a sealed envelope (including EMD of required amount in a separate envelop) as per the prescribed format given in the NIA.
2. POL shall be borne by the applicant and will be reimbursed as per the norms.
3. The applicants must furnish undernoted valid documentary evidences duly self-attested in support of their eligibility:
  - a. Satisfactory Work Completion Certificate (duly issued by the principal employer) of similar nature of work with the executed value of work indicating period of work along with a copy of work order.
  - b. Working Capital Certificate duly certified by CA indicating his / her Membership No.
  - c. Copy of PAN issued in the name of Applicant.
  - d. Copy of GST registration certificate or appropriate declaration from practicing CA / Cost Accountant stating that the annual turnover of the Applicant below threshold limit of GST (i.e. Rs. 20.00 Lakhs)
  - e. Copy of the Blue Book / RC of vehicle. In case of an offer for deployment of vehicle for which order has been placed towards procurement, a copy of Invoice / Delivery advise showing status etc. issued by the concerned showroom and paper relating to submission of commercial registration fee, Challan etc. must be submitted.
  - f. Copy of Commercial Tax Token.
  - g. Copy of Commercial First party Insurance certificate of the vehicle.
  - h. Copy of pollution control certificate, as applicable.
4. Driver/Drivers should have valid Driving License and should be well disciplined, well dressed/ well behaved, punctual, must not be under the influence of drugs or alcohol during duty hours and have no criminal records. He must be acquainted with basic repairing and maintenance of the vehicle. In case of engagement for 12hrs and 24hrs is concerned the driver/drivers will be present under the controlling officer. At any point of time during the engagement of the vehicle any adverse report is put up by the Controlling Authority the work order will be cancelled without giving any reason.
5. SECURITY DEPOSIT: Performance Security (first part of security deposit) should be 6.25% of annualized value of contract amount and should be submitted within 28 days of issue of LOA by the successful Applicant will deposit the amount in favour of Eastern Coalfields Limited payable at Asansol / Salanpur as per the Bank Details given in point of **EMD** deposit and provide a bank statement duly attested by the Bank. Further, retention money shall be deducted @ 3.75% or at an applicable rate, as will be decided by the company. Total security deposit shall not exceed 10% of the annualised value of contract.
6. The Rate for hiring of light vehicle shall be firm for the entire period of contract. However, the escalation / de-escalation on account of wages and other statutory payments (i.e. Insurance & Road Tax) shall be considered on yearly basis, based on documentary evidence. The revised values of such components shall be incorporated accordingly to derive the revised rate as issued by ECL HQ.

7. Monthly payment shall be released based on the bill duly certified by the controlling officer/user department regarding running of the vehicle during the month along with total KM run. The payment of wages to Drivers shall be made through Bank. APM(I/C) or his duly authorised representative is to certify the payment of the minimum wages as applicable and notified from time to time, based on documentary evidence submitted by the Applicant before release of Bills for payment.

8. The vehicle must be ready to ply as per requirement of work and drivers should be conversant with the traffic rules & regulations and other related regulations / norms. In case the vehicle is required to be deployed outside the operating areas of ECL, the cost incurred for any additional permission / road permit shall be reimbursed on actual basis on submission of documentary evidence.

9. Vehicle/s, deployed on 12 Hrs engagement basis at ECL Salanpur Area, should not be engaged anywhere else beyond schedule duty hours.

10. Vehicle/s engaged at ECL, Salanpur Area shall be parked either in ECL campus or anywhere within 1-2 Km from the schedule place of engagement.

11. Toll Taxes shall be paid by the applicant and will be reimbursed by the Company on submission of original receipt duly certified by the User Department.

12. POL to be provided by the Applicant and the Controlling Officer or his representative/user department will certify regarding movement of vehicle in log book on daily basis and the overall monthly kilometer run. The log Books of the outside/external agencies like police or CISF will be done by the Security Department or any other vehicle being engaged for any other purpose like CIMFR should be counter certified by Sales Department. The wages being paid by the applicant should be certified by the APM(I/C). The bills will be raised in 2 segments, Part 1 (for Hiring Charges and certified Night Halt allowances and wages paid) and Part 2 (The payment for cost of Diesel). The Diesel price will be paid on the basis of total kilometer run (as certified by user department) divided by the mileage (as mentioned above) at the price as derived from the average price of Diesel for a particular month which will be communicated by IE Department of ECL, Salanpur Area in the 1st week of succeeding month. Engine Oil will be reimbursed for @ 1 Ltr. for 500 km run. User department will certify the satisfactory performance of the work at the time of processing the Bill.

13. The eligible applicant will engage the vehicle immediately after receiving the work order.

14. Applicants must be ready to engage their vehicle anywhere under the control of ECL jurisdiction and decision of General Manager, Salanpur Area or his representation will be final regarding engagement of Vehicles.

15. For Security and CISF the MUV top class, 01 Mahindra Bolero or Equivalent and for other 03 vehicles it would be Force Motors Gurkha or equivalent. The insurance for these vehicles should be bumper to bumper comprehensive insurance to cover any loss during operations.

**Availability of Document:**

Sl.	Important Dates	Date	Timing
01.	Start date for downloading Application Form.	06/02/2018	-
02.	End date for downloading Application Form.	13/02/2018	
03.	Date of Submission of Application	14/02/2018	11.00 A.M. to 3.00 P.M.
04.	Date of Opening of Application	16/02/2018	11.00 A.M. onwards

Note: Applicant can obtain the Application Form free of cost from the official web site of Eastern Coalfields Limited ([www.easterncoal.nic.in](http://www.easterncoal.nic.in)). The application will be given in a sealed envelope category wise/department wise and the same should be clearly marked in the tender document as attached in Appx 'A'.

Application validity: Validity of the Application shall be 120 days from the date of submission Application. Penal clause. In case of breakdown of the vehicle the awardee will have to make an alternative arrangement for providing vehicle with similar condition and information in this respect should be given to the management. If under any circumstance, the vehicle does not report for duty on any day, penalty @ double the awarded hire charges per day will be deducted from the bill.

**Receipt of application form / document:**

The application form / document, in the prescribed proforma duly filled in and completed in all respect, must be submitted in person only in the Office of the General Manager, ECL Salanpur Area on 14/02/2018 from 11:00 AM to 3:00 PM in the Tender Box kept for the purpose.

Late Application: Any Application received by the employer after the dead line prescribed above due to any reason whatsoever will not be accepted. No Application shall be received by post or courier.

Opening of Applications: Applications shall be opened in presence of Applicants or their authorized representatives on 16/02/2018 at 11:00 AM at First Floor, Conference Hall. Salanpur Area Office

The company reserves the right to reject any / all application/s without assigning any reasons whatsoever and the company's decision in this regard shall be final.

Saving Clause: Any relevant terms / issues not covered under the instant NIA shall be governed by the Contract Management Manual of CIL and / or directives / instructions / notices as issued by the Company from time to time.

Area Personnel Manager(I/C)  
ECL- Salanpur Area

**Distributions:-**

1. TS to CMD, ECL
2. TS to D (P), D (F), D (T) P&P, D (T) OP, ECL
3. CVO, ECL
3. GM (Finance) I/C/ GM (P&IR)/ GM (E&M)/ GM (CMC) / GM (IE), ECL
4. All Areas of ECL.
5. Sr. Manager (PR), ECL
6. HOD (Security), ECL HQ
7. Notice Board

**APPLICATION FORM FOR ENGAGEMENT OF COMMERCIAL VEHICLE (MUV and PICKUP/ CAMPER)**

**NIT No.: ECL/SLN/GM/IIP-130**

**Date: 25/01/2018**

**PARTICULARS TO BE FURNISHED BY THE APPLICANT**

1. Name and Full Address of the Applicant: \_\_\_\_\_  
(Contact/Mobile Number)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Ownership status of the Vehicle: \_\_\_\_\_

\_\_\_\_\_

3.

Type of work for engagement: 1. Category I (Please Tick)  2. Category II

3. Department \_\_\_\_\_

4. Details of Vehicle:

Particulars	Details
(a) Make & Model of vehicle:	
(b) Date of Registration of vehicle:	
(c) Year of Manufacture:	
(d) Date of Purchase:	
(e) Validity of Pollution.	
(f) Validity of Road Tax.	
(g) Validity of Insurance.	

All the copy of details of vehicles is to be submitted. Separate sheet may be attached furnishing details indicating the relevant item No. in the application form, if necessary.



## 5. Other details:

Particulars	Details
(a) Name of Bank & Branch:	
(b) Bank A/c No. (payment through RTGS)	
(c) PAN	
(d) GST, if applicable	

**NOTES:**

1. Separate sheet may be attached furnishing details indicating the relevant item No. in the application form, if necessary.
2. The Notice Inviting Application for engagement in response to which this application is submitted, is without prejudice to the company's right to the publication of open general notice from time to time for individual work and to the general terms and conditions of contract as applicable thereon.
3. Each application should be submitted in a separate sealed envelope indicating name and address of applicant at the left side bottom, superscribing "Application for engagement of commercial light vehicle" addressed to The General Manager Office, ECL, Salanpur Area P.O. Lalganj, Bardhaman 713359.
4. Erasures/overwriting, if any, may disqualify the applicant. Corrections, where necessary, shall be made by crossing out and re-written attested with full signature and date. All the application will be printed and typed and no handwritten application will be accepted.
5. Application should be properly filled up in English / Hindi and submitted as per instruction. Otherwise the application is liable for rejection.
6. Only one application can be submitted by the applicant. In case of an Application for different category of vehicle, separate envelope containing required eligibility document, superscribing the category of vehicle applied for on individual envelope, shall be submitted in a single envelope along with requisite EMD.
7. Canvassing in any form is prohibited and application submitted by the applicants who resort to canvassing is liable to be rejected.
8. Non adherence to guidelines will lead to disqualification and rejection of the tender.

Signature of applicant with  
teal seal

**Format for Affidavit On Non-Judicial Stamp Paper**

**AFFIDAVIT**

I / We ....., Proprietor / Partner / Legal Attorney / Accredited  
Representative of M/s....., solemnly declare that:

1. I/We am/a submitting application for the engagement of light commercial vehicle against  
Notice Inviting Application No.....  
dated.....and I/  
we offer to execute the work in accordance with all the terms & conditions and provision of the  
NIA.
2. Myself/Our partner don't has/have any relative as employee of Eastern Coalfields Limited.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification  
information of this application is complete, correct and true.
4. All copy of documents/credential submitted along with this application are genuine, authentic,  
true and valid.
5. If any information and documents submitted is found to be false/incorrect at any time, department  
may cancel my application/tender and action as deemed fit may be taken against me / us,  
including  
termination of the contract, forfeiture of all dues including earnest money and banning/  
delisting of our firm and all partners of the firm etc.

Date:

Signature of the applicant. Seal of Notary

**Appx 'A'****Details of Department Wise Category of Vehicles to be engaged as per Sanctioned Strength of the Area**

Ser No	Department	Category of Vehicle	No of Vehicles	No of Hrs
01	CISF	Category I	1	24hrs
		Category II	1	24hrs
02	Security	Category I	4	24hrs
03	Mohanpur	Category I	3	24hrs
		Category II	2	24hrs
04	Dabar	Category I	1	24hrs
		Category II	1	24hrs
05	Bonjemehari	Category I	2	24hrs
		Category II	1	24hrs
06	Gourandi	Category I	1	24hrs
07	Personnel - 1	Category I	1	12hrs
08	Personnel - 2	Category I	4	02 nos Vehicle for 24 hrs and 02 vehicles for 12 hrs
09	E&M Area	Category I	1	12 hrs
10	Sales	Category I	2	24hrs
11	Barmundia	Category I	1	24hrs
			26	