


NOTICE INVITING APPLICATION (NIA)

<p>ईस्टर्नकोलफील्ड्सलिमिटेड (कोलइंडियाकाएकअभिन्नअंग) महाप्रबंधककाकार्यालय, कुनुस्तोरियाक्षेत्र पत्रालय- तोप्सि, जिला- पश्चिमबर्धमान, पश्चिमबंगाल- 713362 प्रशासनविभाग सी.आइ.एन.- U10101WB1975GOI030295 ई-मेल- dycpmknt@gmail.com</p>		<p>EASTERN COALFIELDS LIMITED (A subsidiary of Coal India Limited) Office of the General Manager, Kunustoria Area P.O.- Toposi, Dist.- Paschim Bardhman, West Bengal- 713362 Administration Department CIN- U10101WB1975GOI030295 e-mail- dycpmknt@gmail.com</p>
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Ref. No.: GM/KNT/Admn/Light Vehicle/NIA/21/3956

Dated: 12-02-2021

Notice Inviting Application for Hiring of Light Vehicles with Commercial Registration at Kunustoria Area Office.

Sealed application in prescribed format is invited from the bonafide and experienced contractor owning/willing to own Light Commercial Vehicle/s (LCV) for engagement in Kunustoria Area Office, Eastern Coalfields Limited, as per Note Sheet No:GM-KNT/Admn/Vehicle/21/30 dt/5/9.2.2021 on rates as mentioned in the NIA. The engagement of vehicle/s shall be based on the eligibility criteria as laid down elsewhere in the NIA.

Category – I: Rates for Engagement of Light Vehicle (MUV):

<u>Type of Vehicles</u>	<u>Requirement</u>	<u>Rate per day for 24 hours engagement</u>	<u>Mileage</u>
-Mahindra Bolero Camper or equivalent Diesel type	02 (Two)	□ 1384/- per day	12 Km/Ltr.

Note 1: Engagement of Light Vehicle shall be for 03 (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 and Conditions of existing contract and existing rate of the fresh tender rate for similar work, whichever is lower.

Note 4: Diesel shall be provided by the Co.as per the norms for required mileage as indicated in the NIA. Engine oil shall be provided by the Co./ 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 Demand Draft/Banker's Cheque form Nationalized/Scheduled Banks listed with RBI.
- No Offer shall be considered unless accompanied by the requisite Earnest Money Deposit/Banker's Cheque.
- The date of Demand Draft/Banker's Cheque 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 –Area IV, payable at 'Raniganj'**.
- 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): EMD shall be □ 6,320/- per vehicle
- EMD shall be refunded to the Applicant/s who has/have not been awarded with the work on finalisation of contract/work.

Eligibility Criteria:-

1. The applicants should own a vehicle with commercial registration or should have acquired/booked a new light vehicle (prior to the date of submission of application) in West Bengal.
2. The vehicle shall not be more than 01 (one) year old prior to the last date of submission of application w.r.t. the date of purchase/registration as new 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 regards 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) duly certified by 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 single category 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 registration/purchase as new vehicle w.r.t. last date of submission of application or booking slip of new vehicle, i.e. **newest vehicle 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 envelope) as per the prescribed format given in the NIA.
2. POL shall be borne by the Co. as per the norms.
The applicants must furnish undernoted **valid** documentary evidence 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. 20.00 lakhs)
 - e. Copy of Blue Book/RC of vehicle. In case of new vehicle, Booking slip/Money receipt of the booked vehicle must be submitted.
 - f. Copy of Commercial Tax Token, if applicable.
 - g. Copy of Commercial First Party Insurance Certificate of the vehicle, if applicable.
 - h. Copy of Pollution Control Certificate, as applicable, is applicable.
3. Driver should have valid Driving License and should be well disciplined, 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.
4. SECURITY DEPOSIT: Performance Security (first part of security deposit) should be 5% of annualized value of contract amount and should be submitted within 28 days of issue of LOA by the successful Applicant in the form of DD made in favour of Eastern Coalfields Limited, Area-IV, payable at Raniganj. Further, retention money shall be deducted @ 5% 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.

5. The Rate of 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.
6. Letter of acceptance (LOA) shall be given to the selected applicants (vehicle owners) on being found eligible. Subsequently, maximum 3 (three) months' time shall be given to the selected vehicle owners to submit valid documents of Commercial Registration (Permanent) against which Work Order shall be issued to them and vehicles shall be engaged only after issuance of Work Order.
7. Monthly payment shall be released based on the bill duly certified by the user department regarding running of the vehicle during the month along with total KM (restricted to consumption per month as per approved schedule by the Competent Authority @ specified mileage for the type of vehicle) run. The payment of wages to Drivers shall be made through Bank. HOD (Admn.) or his duly authorised representatives is to certify the payment of the wages 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 24 hours engagement basis at Kunustoria Area Office, should not be engaged anywhere else beyond schedule duty hours.
10. Vehicle/s engaged at Kunustoria Area Office shall be parked either in Office campus or anywhere within 1-2 km from the schedule place of engagement.
11. Toll Taxes shall be reimbursed by the Company on submission of original receipt duly certified by the User Department.
12. POL to be provided by the Co. and the user department will certify regarding movement of vehicle in log book on daily basis and the overall monthly kilometre run. The bills will be raised in 1 segment i.e for Hiring Charges and certified Night Halt Allowances. Engine oil will be reimbursed for @ 1 ltr. for 500 km run as per the lowest rate to be obtained from nearby petrol pump supplying fuel to ECL/or will be supplied by the Co. User department will certify the satisfactory performance of the work at the time of processing the bill.
13. Applicants must be ready to engage their vehicle anywhere under the control of Kunustoria Area Office and decision of Area Personnel Manager/HOD (Admn.), Kunustoria Area will be final regarding engagement of vehicles.
14. **Availability of documents:**

Sl. No.	Important Dates	Date	Timings
01	Start date for downloading Application Form	17-02-2021	
02	End date for downloading Application form	08-03-2021	
03	Date of submission of Application	11-03-2021	10:30 AM to 1:00 PM
04	Date of opening of Application	12-03-2021	3:00 PM onwards

Note: Applicant can obtain the Application form free of cost from the official website of Eastern Coalfields Limited (www.easterncoal.nic.in).

Application Validity: Validity of the Application shall be 120 days from the date of submission Application.

Penal cause: 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 pro-forma duly filled in and completed in all respect, must be submitted in person only in the office of Area Personnel Manager, Kunustoria Area on **11-03-2021 from 10:30 AM to 1:00 PM** in the Tender Box kept for the purpose.

Last 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 **12.03.2021 at 3:00 PM** in the **Office of the Area Personnel Manager, Kunustoria Area**. 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.

**General Manager,
Kunustoria 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
4. G.M. (Finance)I/C/G.M. (P&IR)/G.M. (E&M)/G.M. (CMC), ECL
5. Dy.GM(Admn), ECL, Sanctoria.
6. All Areas of ECL
7. Sr. Manager (PR), ECL
8. HOD (Security), Kunustoria Area – with a request to provide security on the date of submission of application and on the date of opening of application
9. Notice Board

ईस्टर्नकोलफील्ड्सलिमिटेड

(कोलइंडियाकाएकअभिन्नअंग)

महाप्रबंधककार्यालय, कुनुस्तोरियाक्षेत्र

पत्रालय- तोप्सि, जिला- पश्चिमबर्धमान,

पश्चिमबंगाल- 713362

प्रशासनविभाग

सी.आइ.एन.- U10101WB1975GOI030295

ई-मेल- dycpmknt@gmail.com

**EASTERN COALFIELDS LIMITED**

(A subsidiary of Coal India Limited)

Office of the General Manager, Kunustoria
AreaP.O.- Toposi, Dist.- Paschim Bardhman,
West Bengal- 713362

Administration Department

CIN- U10101WB1975GOI030295

e-mail- dycpmknt@gmail.com

APPLICATION FORM FOR ENGAGEMENT OF COMMERCIAL LIGHT VEHICLE.

NIA Ref. No.:GM/KNT/Admn/Light Vehicle/NIA/3956

Dated:12-02-2021

PARTICULARS TO BE FURNISHED BY THE APPLICANT

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

2. Ownership status of the Vehicle: _____

3. Type of work engagement:

(Please tick)

1. Category I

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 vehicle 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, super scribing "Application for engagement of commercial light vehicle" addressed to the General Manager, Kunustoria Area, ECL, P.O.:- Toposi, Dist.:- Paschim Bardhaman, 713362.
- 4) Erasures/overwriting, if any, may disqualify the applicant. Corrections, where necessary, shall be made by crossing out and rewritten attested with full signature and date.
- 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 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.

Signature of applicant with date and 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 / are 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 is not an 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. We accept al terms and condition of the NIA unconditionally.
4. All copy of documents / credentials submitted along with this application are genuine, authentic, true and valid.
5. If any information and document 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

