



**Notice Inviting Application (NIA)**

Ref No: GM/JNR/ADMN/Light Vehicle/NIA/2018/1005

Date: 28.11.2018

**Notice Inviting Application for hiring of light vehicles with commercial registration at Jhanjra Area.**

Sealed application in prescribed format is invited from bonafide and registered vehicle contractor at Jhanjra Area owning / willing to own Light Commercial Vehicle/s (LCV) for engagement in Jhanjra Area, Eastern Coalfields Limited 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):**

Type of Vehicles	Requirement	Rate per day for 24 hours engagement	Mileage
<b>MUV Class</b> – Mahindra Bolero/ Mahindra Scorpio/ Mahindra Xylo/ Tata Sumo or equivalent (Minimum 6 +1 seater) <b>Diesel type.</b>	04 Nos	Rs. 1,384/-	12 km / Ltr.

**Category - II: Rates for Engagement of Light Vehicle (Sedan):**

Type of Vehicles	Requirement	Rate per day for 24 hours engagement	Mileage
<b>Sedan Class</b> – Maruti Dzire Tour/ Tata Indigo/ Tata Zest or Equivalent (Minimum 4 + 1 seater). <b>Diesel type.</b>	12 Nos	Rs. 1,299/-	16 km / Ltr.

**Category – III : Rates for Engagement of Light Vehicle (Sedan):**

Type of Vehicles	Requirement	Rate per day For 12 hours engagement	Mileage
<b>Sedan Class</b> – Maruti Dzire Tour/ Tata Indigo/ Tata Zest or Equivalent (Minimum 4 + 1 seater). <b>Diesel type.</b>	04 nos	Rs. 841/-	16 km / Ltr.

Note – 1: The requirement shall be 4 (four) Nos. of Light Vehicles (MUV Class) on 24 hours basis, 12 (twelve) nos of Light Vehicle (Sedan Class) on 24 hours basis and 4 (four) nos of Light Vehicle (Sedan Class) for 12 hours basis. The details are as follows:

Category	VEHICLES TYPE	BASIS OF ENGAGEMENT	QTY
Category – I	MUV CLASS	24 HRS	4
Category – II	SEDAN CLASS	24 HRS	12
Category – III	SEDAN CLASS	12 HRS	4
	<b>TOTAL</b>		<b>20</b>

Note – 2: 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 – 3: Diesel shall be provided by the company as per the norms. Engine Oil shall be provided by the company 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 from 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 **“ECL Jhanjra Project” payable at ‘Jhanjra’**.
- 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 24 hrs): EMD shall be Rs. 6314.50/- per vehicle.**

**For Category – II (Sedan Class 24 hrs): EMD shall be Rs. 5927.00/- per vehicle.**

**For Category – III (Sedan Class 12 hrs): EMD shall be Rs. 3837.00/- 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 light vehicle (prior to the date of submission of Application) in West Bengal. The contract will be valid so long the vehicle is in the name of the applicant/owner.
2. The vehicle shall not be more than 0-3 (Zero to Three) 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. Organization / Semi - Govt. Organization / 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 Applications 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. Organization / Semi - Govt. Organization / 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 issue 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 on 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 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 company.
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. Financial Turnover 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 there should limit of GST (i.e.Rs.20.00Lakhs)
  - e. Copy of the 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, as applicable.
  - g. Copy of Commercial First party Insurance certificate of the vehicle, as applicable.
  - h. Copy of pollution control certificate, as applicable, if applicable.
4. Driver should have a valid Driving License and should be well disciplined, well behaved, and 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.
5. 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 / Work Order by the successful Applicant in the form of DD made in favour of ECL Jhanjra Area, payable at Jhanjra. 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 annualized value of contract.

6. The Rate for hiring of light vehicle shall be firm for the entire period of contract.
7. **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 document of Commercial Registration (Permanent) against which Work Order shall be issued to them and vehicles shall be engaged only after issuance of work order.**
8. 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 run. The payment of wages to Drivers shall be made through Bank. APM, Jhanjra Area or his duly authorized representative is to certify the payment of the wages based on documentary evidence submitted by the Applicant before release of Bills for payment.
9. 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.
10. Vehicle/s, deployed on 12 Hrs engagement basis at Jhanjra Area, should not be engaged anywhere else beyond schedule duty hours.
11. Vehicle/s engaged at Jhanjra Area shall be parked either in their respective places of engagement or anywhere within 1-2 Kms from the schedule place of engagement.
12. Toll Taxes shall be reimbursed by the Company on submission of original receipt duly certified by the User Department.
13. POL to be provided by the company and the user department will certify regarding movement of vehicle in log book on daily basis and the overall monthly kilometer run. The bill will be raised on monthly basis against Hiring Charges and numbers of days run in a month. Engine Oil shall be provided by the company which will be reimbursed @ 1 (one) Liter for 500 km run. User department will certify the satisfactory performance of the work at the time of processing the bill.
14. Applicants must be ready to engage their vehicle anywhere under the control of Jhanjra Area and decision of APM, Jhanjra Area/ General Manager, Jhanjra Area will be final regarding engagement of Vehicles.

**Availability of Document:**

Sr. No	Important Dates		Timings
1	Start date for downloading Application Form	04.12.2018	
2	End date for downloading Application Form	09.12.2018	
3	Date of Submission of Application	10.12.2018 – 11.12.2018	11.00 A.M. to 3.00 P.M.
4	Date of Opening of Application	12.12.2018	11.00 A.M onwards

**Note:** Applicant can obtain the Application Form free of cost from the official website of Eastern Coalfields Limited ([www.easterncoal.nic.in](http://www.easterncoal.nic.in)).

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

**Penal Clause:**

- 1) In case of breakdown of the vehicle the awarded 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 alternate vehicle does not report for duty on any day, penalty @ double the awarded hire charges per day will be deducted from the bill.
- 2) If the vehicle does not report for duty for any other reason, penalty @ double the awarded hire charges per day will be deducted from the bill.

3) The management reserves the right to terminate the work by giving 15 days notice by displaying such notice on the Colliery / Area notice board without assigning any reason.

4) Termination of Contract without Notice:

The management reserves the right to terminate the contract under the following specific conditions/ circumstances:

- a) Unsatisfactory performance of the contracted work,
- b) Involvement in action causing breach of peace and discipline within the company/area premises,
- c) Failure to comply with terms and conditions of the contract,
- d) Moral turpitude,
- e) Violation of the provision under various laws and awards in force from time to time as are applicable to the work,
- f) Any action on the part of the contractor which in the option of the management is detrimental to the interest of the company.

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 , Jhanjra Area, Administration Department from 10.12.2018 to 11.12.2018 between 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 deadline prescribed above due to any reason what so ever 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 12.12.2018 at 11:00 AM in Administration Department.

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  
Jhanjra Area**

Distributions:-

1. AGM, Jhanjra Area for his kind information
2. Area Finance Manager, Jhanjra Area
3. Area Personnel Manager, Jhanjra Area
4. Area Security Officer (to arrange for proper peace and security during opening and dropping of tenders)
5. All Note Boards, Jhanjra Area Office



**APPLICATION FORM FOR ENGAGEMENT OF COMMERCIAL LIGHT VEHICLE.**

NIA Ref No: GM/JNR/ADMN/Light Vehicle/NIA/2018/1005

Dated: 28.11.2018

**PARTICULARS TO BE FURNISHED BY THE APPLICANT**

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

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2. Ownership status of the Vehicle:

3. Type of work for engagement (Please Tick):

1. Category I	<input type="checkbox"/>
2. Category II	<input type="checkbox"/>
3. Category III	<input type="checkbox"/>

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 there 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, Jhanjra Area, ECL, Jhanjra Area Office.
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.
5. Application should be properly filled up in English/Hindi and submitted as per instruction. Otherwise the application is liable for rejection.
6. In case of an Application for different category of vehicle, separate envelope containing required eligibility document, super scribing 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.

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. My self /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 in formation of this application is complete, correct and true.
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:

Seal of Notary

Signature of the applicant.