



CIN-U40108CT2003SGC015820

GSTN Registration No. 22AADCC5773E1ZX

CHHATTISGARH STATE POWER TRANSMISSION Co. Ltd

(छत्तीसगढ़ स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड)

(A Government of Chhattisgarh Undertaking)

O/o Chief Engineer (S/s - O&M) CSPTCL, Raipur

Address-Shed No.-04, Danganiya, Raipur-492013

Website-www.cseb.gov.in, E-Mail-www.CE.TnC@cspc.co.in, Phone-0771-2574256, Fax No.-0771-2574267

No.02-07/ Veh./P-1699/1125/

Raipur, dt.

N.I.T. for engagement of 1 No. Car (Maruti Dezire, Hyundai I 20, Hyundai Xcent, Honda Amaze, Toyota Etios, Tata Zest, Ford Aspire and equivalent) with 1 driver on hire contract basis for the CE (S/s-O&M), CSPTCL, Raipur for a period of 2 years.

Specifications as mentioned in the short tender notice & form.

Price **Rs. 1180/- (Rs. One Thousand One Hundred Eighty) only including GST @ 18%**
(Non – refundable)

Issued to :-

M/s-----

Sold vide D.D. No. _____ Dated _____ for **Rs. 1180/- (Rs. One Thousand One Hundred Eighty) only** against T.O. N.I.T. No. **02-07/Veh./P-1699/1125 Raipur, dtd.28.10.2021 Due on dtd. 27.11.2021**

NOTE:-

THIS FORM MUST BE RETURNED AT THE TIME OF SUBMITTING THE TENDER.

**Executive Engineer,
O/o CE (S/s-O&M)
C.S.P.T.C.L.: Raipur**

SCHEDULE – I

GENERAL TERMS AND CONDITIONS OF TENDER

1. Sealed offers are invited from the interested parties for engagement of 1 No. Car (**Maruti Dezire, Hyundai I 20, Hyundai Xcent, Honda Amaze, Toyota Etios, Tata Zest, Ford Aspire and equivalent**) vehicle with 1 driver on hire contract basis for the use of CE (S/s-O&M), CSPTCL, Raipur for a period of 2 years.
2. Offer must be submitted in sealed covers addressed to the CE (S/s-O&M), CSPTCL, Raipur, with the name of work, due date of opening and the name of the tenderer super scribed on the cover / envelops.
3. Only one offer from one firm of contractors will be accepted. If more than one offer is found, Company will have right to reject any or all offer(s) without assigning any reason and EMD may be forfeited.
4. Tenderers are required to furnish an Earnest Money amounting to Rs.10,000/- (**Rs. Ten Thousand**) only in the form of Demand draft / Local Bankers cheque in favour of **The Manager (RAO-HQ) CSPTCL, Raipur** drawn on the Nationalized Scheduled Bank (Cheques will not be accepted.)
No interest shall be paid on the Earnest Money.
5. (a) The tenders shall be submitted in the office of CE (S/s-O&M), CSPTCL, Raipur on or before **27.11.2021 up to 15:00 Hrs** only and will be opened on the same day at **15:30 Hrs**. Tender offers received without proper Earnest Money will not be considered.

(b) In the **first envelope**, the required Earnest Money Deposit & Tender form fee (in case tender documents are downloaded from our website) in proper form should be enclosed and details must be superscribed clearly as Tender name and No., EMD/Tender form fee with amount, due date of opening, and name of firm with address, telephone / mobile numbers for contact and addressed to “The CE (S/s-O&M), CSPTCL, Raipur.”

(c) The **second envelope** should be superscribed as “**Commercial Bid**” Tender Name and No., due date of opening, and name of firm with address, telephone / mobile numbers for contact and addressed to “The CE (S/s-O&M), CSPTCL, Raipur. “ This envelope must contain all the documents in original issued from this office except the price bid.PQR documents and any other supporting documents must be duly signed / attested on each page and should be kept in envelope number – 2 only.

(d) The **third envelope** should superscribed as “**Price Bid**” Tender name and No., due date of opening, and name of firm with address, telephone / mobile numbers for contact and addressed to “The CE (S/s-O&M), CSPTCL, Raipur. “This envelope must contain only the price bid issued from this office attached with the tender documents in original.

(e) All the three envelopes shall be kept in a 4th envelope and superscribed as “**NIT No.02-07/Veh./P-1699/1125 dt. 28.10.2021 Due On 27.11.2021** i.e. due date of opening of tender and Name of the firm with complete address, phone & mobile numbers for contact and must be addressed to “The CE (S/s-O&M), CSPTCL, Raipur.”

Signature of tenderer

6. First of all, envelope of Earnest Money will be opened and verified. If this is found in order, then only second part of the tender i.e. technical & commercial bid of tender will be opened and finally the price bid of the Tenderer, who has successfully crossed two stages of opening, will be opened (subject to conditions). If found necessary, the price bid may be opened later on for which new date / time will be intimated separately. The contractor or his only one authorized representative having power of attorney will be allowed to be present during opening of tender.
7. The Earnest Money will be refunded to un-successful tenderers within the reasonable time. The Earnest Money deposited by the successful tenderer may be adjusted in Security Deposit for the due fulfilment of the contract, but shall be forfeited, if the contractor fails to execute the contract after intimation of the acceptance of his tender. This forfeiture shall be without prejudice to the right of the Company to recover further damages, if any, from the tenderer.
8. Within 7 days of intimation given for the acceptance of the tender, the successful tenderer shall be required to deposit an amount equivalent to 10% (Ten Percent) of annual financial commitment under the contract towards security deposit for the contract period in the form as specified in Clause 4 above. On specific request from the successful bidder, the Security Deposit amount may be recovered in 3 instalments from first 3 monthly running bills. The work shall commence exactly as per guidelines within 10 days from the date of receipt of the letter of acceptance.
9. Tendereres must fill up complete tender form and should submit in original duly signed all pages by the competent person of the firm. The document should be free from over writing. Any tender not bearing the signature in all the documents accompanying the tender shall be liable for rejection.
10. Tenders which do not fulfil all or any of the above conditions or incomplete in any respect are liable to be rejected.
11. The submission of a tender by the tenderers implies that he has read and accepted the instructions, the conditions of the contract etc. and has made himself aware of the scope of the work to be done and local conditions and other factors bearing on the execution of the work.
12. After acceptance of rates, the Company will not pay any extra charges for any reasons whatsoever even in case the contractor later reports to have misjudged the conditions of the contract.
13. Rates shall be quoted both in words & figures in the price schedule enclosed. In case of deviation of rates in figures and words, rates quoted in words shall prevail.
14. It shall not be obligatory for the Company or its officer to accept the lowest tender. The authority for the acceptance of the tender will rest with the Company, which does not bind itself to assign any reason for declining to consider any particular tender or tenders.
15. The tender offer should be valid positively, for acceptance for a period of four months from the date of opening; otherwise liable for rejection.
16. Further information required (if any) can be obtained from the O/o CE (S/s-O&M), CSPTCL, Raipur.

Signature of tenderer

17. The tender received after the due date and time shall not be accepted / opened. Company will not be responsible for postal or courier service delay.
18. The company reserves the right to accept / reject any tender without assigning any reason thereof.
19. These conditions of tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of the contract.
20. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur and only the Courts in Raipur shall have the jurisdiction to determine the same.

**Executive Engineer,
O/o CE (S/s-O&M)
C.S.P.T.C.L.: Raipur**

Signature of tenderer

SCHEDULE – II
SPECIAL TERMS & CONDITIONS

1. QUALIFICATION FOR THE BIDDERS-

- (a) The vehicle registered / Model should not be older than 4 years & having total run not exceeding 80000 km. on the date of offer.
- (b) The Bidder should submit all the documents in support of (a) above along with copy of R.C.Book and valid Fitness & Pollution free Certificate of vehicle.
- (c) In case, any bidder intends to submit his tender for engagement of a new/showroom condition vehicle, he may submit the estimate/quotation issued by the dealer of vehicle. In such cases, the bidder shall submit the documents in support of (a) & (b) later on i.e. after issuance of detailed order.
- (d) These all documents should be submitted through the **Second Envelope i.e. “Commercial Bid”**

2. PERIOD OF CONTRACT:- The contract will be effective for a period of 2 years or till availability of Departmental vehicle to the CE (S/s-O&M), CSPTCL, Raipur whichever occurs earlier.

3. TERMINATION OF CONTRACT :-

The work order / contract can be terminated at any time by either side on giving 15 days notice in advance without assigning any reason whatsoever be. In such cases, either party will not be responsible for any loss or compensation to be paid to the other party.

4. The hire charges quoted should be inclusive of cost of diesel, Mobil oil and lubricants, consumable items, repair & maintenance of vehicle and Drivers salary and other expenses. The hire charges quoted should also be inclusive of :-

- (a) Fuel Price for petrol @ Rs.72.74 per liter and diesel @ 70.77 per liter as on 17.08.2019.
- (b) Driver's wage @ 10350/- per month effective 01.04.2019 as per notification dated 08.03.2019 of Labour Commissioner, Govt. of Chhattisgarh.
- (c) EPF @ 13%, ESIC @ 3.25% and Bonus @ 8.33% of the notified wage by the Labour Commissioner, Govt. of Chhattisgarh.
- (d) Average fuel efficiency of vehicle as 12 KM per liter.

5. Revision in hiring charges of the contract signed on the basis of competitive bids will be permitted for any change in the minimum wages of driver, EPF/ESIC/Bonus rates and fuel prices with respect to, as the case may be, the driver wages, statutory payment rates and fuel price in force on the date of opening of bids as follows:-

(A) Revision (upward or downward) on account of change in the price of fuel:-

83 paise per KM for change in the price of fuel by Rs. 10 (Ten) per liter.

This revision will be allowed at the end of each of the four quarters (1st quarter of a financial year will commence from 1st April of the FY) based on the average fuel price for the relevant quarter.

The average fuel price for each quarter will be posted in the Power Companies' website by the GM (Finance), CSPHCL.

In the event of part quarter, i.e. the quarter in which date of commencement or conclusion of contract falls, no variation shall be allowed if part-quarter covered by the contract is less than 45 days. If the part-quarter is equal to or more than 45 days, the average fuel price posted for the quarter shall be considered for computation of claims for such part quarter.

Signature of tenderer

(B) Revision on account of revision in minimum wages of driver:-

Additional payment due to revision in minimum wages
= $\frac{(L2-L1) \times \text{Days of run as per contract}}{\text{Number of days in the month}}$

Where:- L1 = Monthly minimum notified wage of driver on the date of opening of tender.

L2 = Monthly minimum notified wage of driver of the month for which payment is to be made.

(C) Revision on account of EPF, ESIC and Bonus:

Additional Payment = $\frac{(L2-L1) \times 0.2458 \times \text{Days of run as per contract}}{\text{Number of days in the month}}$

Where:- L1 = Monthly minimum notified wage of driver on the date of opening of tender.

L2 = Monthly minimum notified wage of driver of the month for which payment is to be made.

The factor 0.2458 is based on the current rates of EPF @ 13%, ESIC @ 3.25 % and Bonus @ 8.33%, totaling to 24.58%. In case any of the rates is revised, the factor will get changed accordingly.

6. The vehicle should be registered as commercial vehicle and commercial tax paid, and also duly insured as commercial vehicles and kept valid during the contract period. The vehicle should have permit to ply in entire Chhattisgarh State. All expenditure like road tax, insurance premium & all other Taxes will be borne by the vehicle owner. The rates are inclusive of cost of fuel, lubricants, wages of driver, vehicle maintenance etc., but exclusive of GST.
7. The vehicle owner should provide the services of driver. Salary & other allowances of driver shall be borne by the vehicle owner. The minimum wages payable to the Driver shall be as per clause 4.
8. The driver must have a valid driving license to drive the vehicle. He must be of good behaviour and on complaint of above, a good driver is required to be provided in his place by the vehicle owner.
9. The vehicle will be required for round the clock duties and should be available for 24 Hrs.
10. The *Executive Engineer O/o CE (S/s-O&M) CSPTCL Raipur* will be the *OIC* of the hired vehicle.
11. **PAYMENT :-** Payment to the contractor shall be made within 30 days by the Manager (RAO-HQ), CSPTCL, Raipur on successful & faithful completion of each month. For this, the contractor will submit the bill in triplicate along with duly completed log book of the vehicle after completion of each month to the O/o CE (S/s-O&M), CSPTCL, Raipur.
12. **INCOME TAX :-** Income Tax at source as per Govt. rule will be deducted from the gross amount of each bill for which TDS may be issued once in a financial year from accounts department on request as per rule.
13. **OTHER TAXES / DUTIES :-** GST at the rates prevailing as per Govt. Regulations shall be applicable. Any other taxes or duties imposed by the Central/State Govt. or local body from time to time during currency of the contract shall be borne by the contractor.

Signature of tenderer

14. **RULE AND REGULATIONS :-** All relevant Labour Laws and Regulations i.e. payment of Minimum wages, EPF, E.S. Insurance, GST etc. shall be strictly followed by the Contractor. In case of violation of law the contract may be terminated and disciplinary and legal action will be initiated which may include forfeiture of security deposit.
15. **MISCELLANEOUS :-** Any changes due to change in policy announced by the State/Central Govt. will be applicable and shall be binding on the contractor for which no separate charges will be payable.
16. **AGREEMENT :-**On award of contract, the contractor has to enter into an agreement with Company for a period of 2 years on a non judicial stamp paper worth Rs. 300.00 (Three Hundred) only + revenue stamp of 1/- Rupee. The duty of the stamp paper is to be borne by the contractor.
17. The vehicle shall be parked in the authorized premises of CSPTCL or residence of CE (S/s-O&M), CSPTCL, Raipur or at the residence of his authorized representative at owner's risk.
18. All repair and maintenance of the vehicle will be arranged by the vehicle owner and cost of repair/replacement including labour charges, spares and lubricant etc. borne by the vehicle owner.
19. The vehicle owner must ensure the regular supply of diesel/Fuel/lubricant.
20. The vehicle shall be allowed to take for repairing /maintenance once in a month as per the requirement. In case, the repairing work takes more than 24 Hrs., a suitable substitute vehicle should be provided. In case of any breakdown of the vehicle for more than 24 Hrs. in a month, the Contractor will have to provide an alternate vehicle, otherwise deduction shall be made on pro- rata basis for such breakdown period on the base rate of 1000 Km. run in a month.
21. In case of emergency or in absence of the driver, the CSPTCL's driver or any other person holding valid driving license shall drive the vehicle which shall be entirely at the owner's risk.
22. The owner of the vehicle will be held legally responsible for any damages to life or property during the execution of the contract to the sitting passenger in the vehicle or any other outsider.
23. The extra runnage beyond the prescribed limit will be clubbed and payment for these extra runnage will be made on the basis of quarterly average. Reduction for lesser mileage shall be made @ Rs. 6.06 per Km on the quarterly basis.
24. The Contractor & his driver should provide faithful services during the contract period. In case, any lacuna, misbehaviour or unfaithful services are observed during the period of contract, it shall be treated as poor performance in rendering the services to CSPTCL & in such cases; the company has rights to terminate the contract by forfeiting the SD of contractor.
25. In case of emergency, the expenditure incurred by the CE (S/s-O&M), CSPTCL, Raipur or other officials of CSPTCL for purchase of fuel, spare parts, payment for minor repairs/ Taxes for the hired vehicle will be refunded by the Contractor to the individual or otherwise the same amount shall be deducted from the contractor's monthly bill & will be reimbursed to the individual on the basis of actual expenditure.
26. The CSPTCL reserves the right to accept /reject any or all the quotations without assigning any reason.
27. New GST Rules will be applicable in this contract.

**Executive Engineer,
O/o CE (S/s-O&M)
C.S.P.T.C.L.: Raipur**

Signature of tenderer

SCHEDULE-III

DETAILS OF VEHICLE

- 1. Vehicle registration No. :-----
- 2. Engine HP :-----
- 3. Engine No. :-----
- 4. Chassis No. :-----
- 5. Make of vehicle :-----
- 6. Year of manufacturing :-----
- 7. Passenger capacity :-----
- 8. Tier weight of vehicle :-----
- 9. KM run by vehicle till date :-----
- 10. Address of owner of vehicle :-----
:-----
:-----
- 11. Whether the vehicle is
Commercial TAX paid or not :-----
- 12. Details of comprehensive
Insurance & period :-----
- 13. Whether first aid box has
been Provided :-----
- 14. Permanent address of owner
of vehicle :-----

Date:-.....

Signature of tenderer

SCHEDULE – IV

PRICE BID

TENDER SPECIFICATION NO. **02-07/Veh./P-1699/1125 Raipur dtd. 28.10.2021**
DATE OF OPENING **27.11.2021**
Name of work - **Engagement of 1 No. Car (Maruti Dezire, Hyundai I 20, Hyundai Xcent, Honda Amaze, Toyota Etios, Tata Zest, Ford Aspire and equivalent) with driver on hire contract basis for the CE (S/s-O&M), CSPTCL, Raipur for a period of 2 years.**

Type of vehicle	Make of vehicle	Model of vehicle	Registration No.	Monthly hire charges up to 1000 KM	Rate per Kms beyond 1000 KMs Run

SIGNATURE :-

NAME OF PERSON SIGNING DOCUMENT :-

NAME OF FIRM/ CONTRACTOR :-

ADDRESS

(a)OFFICE ADDRESS :-
WITH PHONE/FAX

(b) HEAD OFFICE :-
WITH PHONE/FAX :-

NAME OF CONTRACTOR :-

PERSON MOBILE NO. :-

UNDERTAKING

I/We Proprietor / Partner of (name of firm)
..... hereby undertake that in case lowest rate is quoted by
more than one firm then I/We shall have no objection in deciding successful bidder among the
lowest bidders on the basis of lottery. Once the successful bidder is determined through lottery,
I/We will honour the same and not lodge any claim on any matter in respect of this tender.

Signature of tenderer

Place :

Name (in full)

Date :

Status in the firm

Seal of the firm