

Northern Coalfields Limited

Light Vehicle Section

NCL Amlohri Project

Vehicle Hiring Notice: - AML/DGM/E&M/ETN/2017-18/837

Dated: - 29/06/2017

Bill of Quantity (BOQ)

Sealed quotations are invited from register vehicle owner / provider / contractor at Amlohri having valid documents who own even single required type of vehicle for the following work. Format for offering Discount rate over the SOR.

S I No.	Description	Hiring Charge (Rs. /day) per Jeep	No. of Vehicle Required	Quoted offer price by the party per day Vehicle
03	Hiring of Innova vehicle Jeep / Equivalent Plying mostly inside as well as outside Amlohri Mines for 24 hrs. Per day for period of minimum 730 days registered with MP & UP Permit only. With valid MP & UP Taxi Permit only.	1410.00	1 Nos.	
	Total Amount			
	Service tax (as applicable)			
	Grand total			

BOQ and the detailed terms and condition for vehicle hiring document can be had from NCL portal / website of NCL <http://www.ncl.nic.in> from <http://tender.govt.in> and <http://www.eprocure.gov.in> form 29/06/2017 to 13/07/2017 up to 1 hrs. before the Submission of quotation Quotationer will make his own arrangement for Diesel and in that case cost of diesel shall be reimbursed as per actual or as per nearest outlet price which is less on submission of cash memo / receipt from authorized outlets on fortnightly / monthly basis subject to maximum @ 1 litter for every 12 KM run for diesel jeep and 10 KM run for Innova vehicles.

The quotations mentioning the name of the work and quotation notice no. on the envelope shall be received in the quotation box kept in the office of the Dy. GM. /(E&M) Amlohri on 14/07/2017 up to 4.00 PM Quotation will be opened on the same day at 4.30 PM.

EMD – Earnest money of Rs. 10000.00 for each vehicle quoted should be furnished through DD/BC only in favour of Northern Coalfields Limited, Amlohri Project Payable at SBI, Amlohri. for outstation DD/BC, Rs. 200/- Two hundred) Per Rs. 20000/- or part therefore, as additional Service charges has to be deposited along with the Earnest Money with the quotation. The earnest money will be retained in the case of successful tenderer and will not carry any interest. It will be dealt with as provided in the tender document.

Quotation should be supported with duly signed copies of the following valid documents
01) Registration certificate of the vehicle. 02) Valid papers of Road tax Fitness, Permit & Insurance. 03) Valid drivers license with address. 04) Pan of the Owner. 05) Service tax registration, if available 06) NCL vender code, if available 07) affidavit in original in the prescribed format on non. judicial stamp paper of Rs. 50/- 08) Declaration for abiding by all the terms & conditions of NCL regarding hiring of vehicles.

Note: Rate is inclusive of all taxes . No additional any taxes either for UP or MP will be paid.

The Company reserves the right to reject any or all the offers without assigning any reason whatsoever.

All the pages of the terms and condition for vehicle hiring document shall be duly signed and stamped by the bidder as a mark of acceptance of the hiring conditions.

Dy. General Manager (E&M)
Amlohri Project

Copy To:-

- 01 CVO, NCL Singrauli
- 02 GM (E&M) NCL Singrauli
- 03 GM, All Project /unit of NCL: Kindly Arrange to display on the Notice Board
- 04 GM Amlohri Project
- 05 Light Vehicle in charge, NCL HQ: – For Display on the notice board
- 06 AFM, AML
- 07 Notice Board Amlohri Project

FORMAT FOR OFFERING DISCOUNT RATE OVER THE SOR**Bill of Quantity (BOQ):-**

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	Total Amount			
	Service Tax @ (as applicable)			
	Grand Total			

Staff Officer (E&M)/ Amlohri**Seal & Signature of bidder**

FORMAT FOR OFFERING DISCOUNT RATE OVER THE SOR

HIRING OF JEEP / BOLERO / EQUIVALENT				
Type of vehicle	Hiring rate For 12 hr operation	Hiring rate For 24 hr operation	Quoted offered price For 12 hr. by The party	Quoted offered price For 24 hr. by The party
For Diesel Covered Jeeps/Scorpio/Equivalent plying generally Outside mines	980.00	1410.00		
For Diesel Covered Jeeps plying inside as well as outside Mines	1020.00	1430.00		
For/Scorpio/xylo/Tavera/ Equivalent plying mostly inside mines	1020.00	1430.00		

HIRING OF CAR FOR PROJECT / HQ								
Type of Vehicle	12 hr operation		24 hr. operation		Quoted offered price for 12 hr. by the party		Quoted offered price for 24hr. by the party	
	INDIGO	INDICA	INDIGO	INDICA	INDIGO	INDICA	INDIGO	INDICA
CARS FOR GMs (Rs/ Day)	840.00	810.00	1270.00	1240.00				

HIRING OF UTILITY VAN		
DETAIL	24 Hr. Operation	Quoted offered price for 24 hr. by the party
Hiring Charges (Rs/ day)	1420.00	

Encl: - SOR issued by GM/IED, NCL HQ.

Terms And Conditions For Vehicles Hiring

A. HIRING PROCEDURE

1. On approval of requirements a Hiring Notice will be published through Notice Boards of all projects and NCL HQ by the hiring office. This Notice will contain the number of vehicle to be hired with rate admissible and conditions in short. Sample notice is given as Annexure A2.
2. The interested vehicle provider (owner)/ authorized Person / contractor, hereafter called as contractor) is to approach the officer concerned with the papers of vehicles. If papers are founds in order then the name of contractor and vehicle details will be recorded by the hiring officer and a copy of Terms and Condition for vehicle Hiring will be supplied to the interested contractor.
3. The interested contractor will then submit the signed copy of the Terms and Condition for Vehicle Hiring and vehicle Offer Letter as per Annexure-A3 to the officer concerned along with the EMD of Rs. Ten Thousand only.
4. The Work Order will then issued to the contractor after observing all the required formalities. The contractor shall then prepare and submit the required papers for contract Agreement. After signing the agreement the payment against the hiring will be processed on calendar month basis, if the contract value is Rs. five lakh or above.
5. on receipt of vehicle offers against the hiring Notice, vehicles will be empanelled on the basis on the basis of discount offered model and type of vehicle. The work order will be issued for required number of vehicles and rest of the vehicles will be kept in panel for next three months from the date of empanelment.
6. In case of additional requirement of vehicles within the validity of empanelment of vehicles, the work order may be issued to required number of empanelment vehicles. Otherwise a new Hiring notice my be issued.

B. HIRING CONDITIONS

Hiring will be done for following purposes –

7. For Jeeps plying mostly inside Mines for 12/24 hours per day use.
8. For Jeeps plying mostly inside as well as outside Mines for use of Dy GMs / HODS for 12 hours per day use.

9. For Jeeps plying generally outside Mines for use of GMS / GM(Mines)/ HODS of the Head Quarter for 12/24 hours per day use.
10. For cars for use of GMs for use outside mines for 12/24 hours per day use.
11. For Utility vans/ Pickup Vans Plying in mines area / NCL command area for 24 hours use.
12. For vehicles to be used on special purposes as and when required on daily / KM basis.

C. GENERAL CONDITIONS

13. Vehicles with Taxi Permit in MP /UP /MP & UP state only will be Considered and hired . MP projects will hire only MP registered vehicles and similarly UP Project will hire only registered vehicles.
14. No. fuel will be provided by NCL .Diesel cost will be reimbursed only with the monthly bill.
15. For vehicles hired for running in mines for 12 or 24 hrs. duty , movement outside the NCL command area will not be allowed.

Only vehicles hired for running outside mines areas will be permitted to move beyond the command Area of NCL.

The utility vans / pick-up vans are deployed to move men and material to increase the working hours. to meet the breakdown and maintenance requirements utility vans will be allowed to move to the required work places even for the assistance to other projects . In such cases approval of the competent authority, recording in log book and authentication of GM / Dy GM concerned is to be ensured.

16. For movements of specific purposes hiring of vehicles will be done with Prior approval . Such movement will cover the Team visits, Auditors movements and specific requirements of VIPs or other official work. For this purpose the hiring is to be done on Day / KM basis as and when required.
17. In case of hiring of cars / Bolero etc. on Day / KM basis it the total run for the complete job is less than 150 km then the guaranteed charge payable will be the cost of minimum 150 KM run.
18. For hiring vehicles the average run per liter of diesel is indicated below based on experience & existing norms.:-

VEHICLE	AVERAGE RUN
Innova / Tata safari / equivalent	10 Km / Lt.
Camper / XENON / Utility Van / equivalent	11 Km / Lt.
Scorpio / Xylo / Tavera / equivalent	11 Km / Lt.
Bolero or equivalent	12 Km / Lt.
Indigo / ITEOS / Swift Desire / Equivalent	14 Km/ Lt.
Indigo	18 Km / Lt.

19. NCL 's authorized representative / Light Vehicle In – charge shall have the right to inspect the vehicle at any time without notice.

20. NCL shall not be responsible / liable for any loss, injury or theft during working / contract hours of the engagement of the vehicle towards the contractor or vehicle.

D. VEHICLE HIRING RATES

21. Following is the list of recommended rates to be applied as per the Deployment conditions and Terms and conditions for Vehicles Hiring “

a. HIRING OF JEEP / BOLERO / EQUIVALENT			
USE AREA	USER	12 hours Operation	24 hours Operation
For Diesel Covered Jeeps Plying Generally out side Mines	GMs	980.00	1410.00
For Diesel Covered Jeeps Plying mostly inside as well as Outside Mines	HODs	1000.00	1430.00
For Diesel Covered Jeeps Plying mostly inside Mines	USER EXECUTIVE	1020.00	1450.00
OT Cost (Rs/ Hr)	ALL USERS	49.00	0.00

b. HIRING OF CAR FOR PROJECTS/ HQ				
DETAILS	12 hours Operation		24 hours Operation	
	INDIGO	INDICA	INDIGO	INDICA
CARS FOR GMS (Rs / Day)	840.00	810.00	1270.00	1240.00
OT Cost (Rs/ Hr)	49.00	49.00	0.00	0.00

C. HIRING OF UTILITY VAN (24 Hrs Operation)	
Hiring Charge (Rs / Day)	1420.00

d. HIRING OF CAR ON DAILY / KM BASIS FOR SINGRAULI AREA ONLY				
Vehicles type	INNOVA	SCORPIO	INDIGO	INDICA
Hiring charge (Rs/ KM)	13.00	11.50	8.50	7.50
FOR RUN LESS than 150 KM				
Minimum charge of 150 KM should be paid on hiring .				

E. ELLIGIBILITY CRITERIA

22. The contractor who is registered with Amlohri Project and own even single required type of vehicle can submit his / her / their offer. Any contractor can offer for one or more vehicles.
23. The vehicle to be deployed should be registered in MP or UP only with Taxi permit for MP or UP Projects respectively. The Contractor should submit all the required documents as per this Terms and Conditions of Vehicles Hiring.
24. The contractor shall have a valid PAN and service Tax Registration (if applicable) .
25. **Permanent Account Number (PAN):-** The contractor should possess a permanent account number issued by Income tax Department. (In case of proprietorship firms, PAN card in the name of proprietor will be accepted. For other firms like company or partnership firms, only the PAN cards issued in the name of firms will be accepted).

F. HIRING PERIOD

26. Vehicles which have completed not more than three years from the date of its first registration till the date of issuance of Hiring Notice will only be hired.
27. The hiring will be done for a minimum of one month period to a Maximum period of five years.
28. The hiring contractor will automatically be terminated on the date when the registration period completes five years. In no case the hiring will continue after five years of registration.
29. On completion of one hiring contraction, extension of the contract can be done for next one year period or till the hired vehicles registration completes five years or original period of hiring whichever is minimum.

G. EMD AND SECURITY DEPOSIT :

30. Once the hiring notice is issued the notice period will be given for a minimum of 15 days. The offer letter will be received by the hiring office along with the DD/ BC of Rs. Ten Thousand only as Earnest Money and recorded by the hiring authority or his authorized person.
31. The security Deposit shall be 10 % of the total contract value. Earnest Money deposit shall be retained as initial Security Deposit. The balance amount of security Deposit will be recovered in ten equal installments per year from the monthly running bills.
32. **Refund of EMD:-** To get a refund of EMD (in case of unsuccessful party) the contractor shall submit MANDATE E- PAYMENT FORM FOR ELECTRONIC FUND TRANSFER/ INTERNET BANKING PAYMENT (Annexure –A1) along with EMD as per the format given in this document.
33. **Refund of security deposit:-** All security deposit shall be refunded to the contractor on expiry of one month from completion of the hiring period subject to company's right to deducts / appropriate its due against the contractor under this contract or under any other contract between NCL and the same contractor.
34. On receipt of Work order the contractor shall accept work order within ten working days from the date of issue of Work Order. Failure to accept the work order issued by NCL within ten working days work order shall entail the hiring office to cancel the letter of acceptance of work order and forfeiture of the earnest money.

H. TAXES AND DEDUCTION

35. hiring of vehicle service is covered under the Revenue Charge Mechanism as defined under Rule 2(1) (d) of Service Tax Rule 1994. Thus service tax will be paid / reimbursed as per Service Tax Rule.
36. The CMPF deduction will be as per the norms of CIL i.e. @ 12% of Wages. Employer's contribution including administrative charge is to be reimbursed by NCL on submission of documentary evidence with the Subsequent month's bill. It will be applicable in case of continuous Hiring of vehicles. (It will not be applicable in case of day / KM basis hiring).

CMPF Including administrative charge per day:

For normal duty (12 hrs- Rs. 44.26 / 24 hrs- Rs.88.52)

For OT per hours Rs.5.53.

37. The TDS as per Rules / Norms will be made from the running bills.
38. Availability of the vehicle at the time of need by allotted /demanding officer must be ensured. Routine / checkup / daily maintenance of the Vehicles should be done by the contractor during idle time / hours, pre-Arranged after discussion with user / controlling officer.
39. In case of non- availability of vehicle for more than four hours proper substitute of the vehicle to the Management's satisfaction will be provided by the contractor immediately without any extra charge, failing which NCL management will recover the additional amount due to hiring from alternative source in addition to the deduction of rental charge for the vehicle unavailable period.

I. OTHER CHARGES PAYBLE TO CONTRACTOR

40. Diesel is to be arranged by the contractor. The vehicles must have sufficient diesel to run 250 Km at any moment. For vehicles hired on monthly basis the cost of diesel shall be reimbursed on KM basis as indicated in c.18 above as per actual or as per Singrauli outlet price whichever is less on submission of cash-memo / receipt from authorized outlet on fortnightly / monthly basis
41. **Night allowance** of Rs. 150.00 per night will be paid if the vehicles run during the trip is more than 200 Km Per day for out station duty . Also if the night stay is required the same must be recorded by the controlling officer / User in the log book .
42. Night halt charge will not be paid in any case for the vehicles hired for Duty within mine area.
43. No OT will be paid for more than two hours in addition to normal 12 Hours duty, excluding outstation duty . In the log book specific entry of OT duty is essential. For 24 hours duty vehicles no OT is admissible.
44. The incidental charge other than repairs and maintenance like Toll Tax, Parking Charge, Other state entry Tax, etc. will be reimbursed on the Production of original receipt. Other than above all statutory payment Like Road Tax Permit, insurance, Non- pollution certificate etc. will be borne by the contractor.

J. CONTRACT AGREEMENT

45. After acceptance of offer by hiring office and issue of work Order to the Contractor to proceed with the work , the contractor shall enter into and Execute contract agreement (for the awarded value of Rs. 5.00 Lakhs and above) in the company's prescribed form.

46. The cost of the stamp papers for the contract agreement shall be borne by the contractor. Required number of sets of contract document / agreement shall be prepared by the contractor at contractor's own cost and signed by both the parties . One set will be supplied to the contractor and the other copies will be retained by the company which shall be distributed to the concerned departments.
47. All additional copies should be certified by the Engineer – In – charge Otherwise the copies document will not be taken into consideration for any purpose.
48. The process for entering into the agreement within NCL and the Contractor will be done as per the prevailing manual system. Following Document are to be submitted for vehicle hiring along with the vehicle Offer Letter of the contractor –
 - a) Vehicle Registration Card (RC).
 - b) Fitness certificate.
 - c) Valid Taxi permit.
 - d) Valid first party comprehensive insurance
 - e) Pollution clearance certificate
 - f) Valid driving license of drive.
 - g) Notarized Affidavit indicating non-involvement of the contractor in any criminal case (Annexure-E4)
49. The Agreement will incorporate all agreement between NCL and the Contractor. Following document must be combined, banded and signed within one month following issuance of work Order-
 - a. hiring notice (Annexure-E2)
 - b. Vehicle offer letter from contractor (Annexure-E3,)
 - c. Terms And Conditions For Vehicle Hiring (Annexure-E)
 - d. Work Order issued to the contractor,
 - e. All document as indicated in J.48 above.

K. CONTRACTORS RESPONSIBILITY

50. Contractor must be the owner of the vehicle or a power of attorney holder from the owner of the vehicle to run the vehicle under contractor period.
51. Hiring office will ensure that drivers are paid as per norms and then Only payments will be disbursed. Contractor should ensure Driver's Salary to be paid as per notification of Minimum wages by respective State Government.

52. Drivers shall have experience of not less than three years with valid LMV Drivers License on the date of submission of offer. Valid LMV Driving License shall be submitted before start of work failing which NCL will have full right to cancel the work order.
53. **Accidents:-** It is an unlikely situation but in case of an accident of hired Vehicle, no claim on account of damage to the vehicle, driver or Damages to any third party shall be admissible by NCL. The liability of any such damage / loss will be of the contractor and NCL shall in no Way be liable for any such loss of damage.
54. The contractor shall not use the vehicle under contractor for any other Purpose during existence of contract without written consent of the Company.
55. The contractor will be responsible for meeting all statutory obligations Like registration of vehicle, road tax fitness and comprehensive Insurance, permit etc. of the vehicle. Timely renewal and submission of The renewed document's copy is the responsibility of the contractor.
56. The contractor will be responsible for meeting & complying with all Statutory obligations of their Drive of their staff with regard to payment Of salary / wages, bonus, overtime, P.F, Gratuity, compensation and leave etc. as provided in various Labour laws of Central / State Govt.
57. The contractor will be responsible for any legal action by police / RTO Etc. against the driver or vehicle given under the contract.
58. The vehicles will have to be made available for all the Calendar days of The month including Sunday . hire charge payment for engaging the vehicle on Sunday / holiday , if required , will be the same as that for Normal working days.
59. Hiring office is to ensure the deployment of one / two Drivers for Twelve / twenty four hours of duty respectively. No Driver should be Allowed to operate in two consecutive shift.
60. The contractor will arrange accommodation for his / her/ their staff at His / her / their own cost.
61. Vehicles shall be kept washed cleaned and in excellent running Condition, failing which the vehicle will not be engaged on duty.
62. An affidavit certifying that the contractor is not involved in any Criminal case & there is no any legal/ police case against the vehicle Or Driver or its substitutes or owner of the vehicle. (annexure- E4) .

63. Any damage caused to the user or the company's property or any Other third party shall have to be compensated by the contractor.
64. The outstation journey will be treated as normal duty for vehicles engaged on monthly basis. No additional payment will be made for out station duty unless otherwise mentioned in this document elsewhere.
65. The speedometer and milometer of the vehicle must always be in good Working condition whenever it is not in working condition, the vehicle will be treated as out of service till such time the same is not put in working order.
66. Any taxes or duties to be levied by the state / Central Govt. during the Currency of the contract / extended period are to be borne by the contractor.
67. The contractor shall comply with all the provisions of motors vehicle Act.1988 rules, guidelines etc. of Central / state Govt.
68. In case the vehicle is detained by R.T.O. or any other state authority for Any reason; the contractor shall make alternate arrangement without Any financial implication to NCL. For the above reason i.e. in case Where vehicle is detained or taken into custody by RTO / or any other State authority, it liability arises to NCL same shall be met by the Contractor. it NCL is made liable to pay any amount toward any Losses , penalty etc. the same shall be recovered from the bills of the Contractor and the contractor shall not make any objection.
69. **Compliance of Labour laws:** During continuance of the contract ,the Contractor shall abide at all times by all exiting Labour enactments and rules Made there under. Regulation, notification and bye laws of the state Or Central Government or local authority and any other Labour law, including rules, regulations, bye laws that may be passed Or notification that may be issued under any Labour law in future either by the state or Central Government or the local authority .
70. The employees of the contactor in no case shall be treated as the employees of the NCL at any point of time.

L. Termination of contract

71. The NCL shall, in addition to other remedial steps to be taken as Provided in this document, be entitled to cancel the contract in full or In part if the contactor.

- a. makes default in proceeding with the works with due diligence and continues to do so even after a notice in writing from the In- charge – light Vehicle ,then on the expiry of the period as specified in the notice.

OR

- b. Commits default / breach in complying with any of the terms and conditions of the contract and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the In- charge Light Vehicle section then on the expiry of the period as specified In the notice by In- charge light Vehicle Section in a notice in writing.

OR

- c. Fails to complete the work or items of work with individual dates of completion , on or before the date / dates of completion or as extended by the company ,then on the expiry of the period as may be specified by the In- charge –light vehicles.

OR

- d. Fails to company with terms and conditions of the contact .The In- charge Light Vehicle / SO(E&M) may give a notice in writing to terminate the contract.

72. Notwithstanding anything contained herein above, if the contractor Fails / or neglects to carry out any of the terms of the agreement Thereby commit breach of the contract the company shall have the right not only to terminate the agreement but also bring the dues of the contractor at its disposal after adjustment of company's dues loss and damages .it any suffered by the company due to such breach on the part of the contractor.
73. Management reserve right to cancel the work order at any time during The contract period without giving any notice.
74. The contractor shall keep the vehicle insured against fire, theft ,injury Accident and also third party risk under comprehensive Insurance and punctually Pay each premium as an when the same shall become due. A copy of such Document must be submitted within three working days to the hiring Office . Re- occurrences of the incidents of non- conformity may also lead to terminate of the contract of the vehicles.
75. The smoke emission from vehicle shall be as per norms laid down by motor Vehicles Act. Which is subject to change from time to time. Non- Conformity to the above specified limit of smoke emission may lead to Imposition of suitable penalty. Re- occurrences of the incidents of non- Conformity may also lead terminate of the contract of the vehicles.

76. During the contract period ,it the contractor does not fulfill terms And conditions / instructions as stipulated in this document, the contract will be short closed and security money will be forfeited.
77. Foreclosure of contract : It at any time after acceptance of the offered Vehicles the company decide to abandon for any reason whatsoever, The company through SO(E&M) / Light vehicle In- Charge shall give Notice in writing to that effect to the contractor. In the event of abandonment the NCL shall be liable to pay the contractor at the rate of full amount for works executed up to the date of such abandonment.

M. PENALTY CLAUSES

78. Breakdown shall be attended by the contractor immediately and penalty Equivalent to the hourly rate Hiring cost per day / (12/ or 24 hrs. as the Case may be) shall be imposed for the breakdown period, if it exists for More than 4 hours and suitable substitute is not provided.
79. In the event of breakdown, needing repair time beyond four hours and Suitable substitute vehicle is not provided by the contractor within 24 Hours, NCL may hire alternative vehicle and shall recover the expense From contractor's bill (but if it continues continuously for more than 10 Days the work- order is liable to terminate.)

In case of any interpretation of any clause, the interpretation of the GM (IED) in consultation with the GM(E&M) , Shall be final and binding.

80. In no case the vehicle availability should be below 95% in any calendar Month. For availability below 95 in any calendar month Proportionate deduction will be made double the hiring rate for Total shortfall.
Availability = actual working hours worked by the vehicle in the calendar month without OT hours / Total working hours in the month as per contract without OT Hours.

N. SETTLEMENT OF DISPUTES

- 81.It is incumbent upon contractor to avoid litigation and disputes during the course of execution however, if such disputes take place between the contractor and the user / department , effort shall be make first to settle the disputes at the unit / company level. The contractor shall make request in writing to the officer In- charge for settlement of such disputes / claim, with 30(thirty) days of arising of the cause of dispute / claim failing which no disputes/ claim of the contractor shall be entertained by NCL. If differences still persist, the settlement of the dispute with Govt. agencies shall be dealt with as per the guide line issued by the Ministry of finance, Govt. of India in this regard . In case of parties other than Govt. agencies the redressal of the disputes may be sought in the court of law.

82. A. If the L1 bidder does not offer for the entire quantity of vehicle required as per NIT. Provision may be made for offering counter offer with L1 rate to the other bidders (subsequent to L 1 i.e. 1.2, L3.....) for balance quantity of Vehicles required till the entire requirement is met (Same should be mentioned in NIT).
- B. If L1 rate is offered by more than one bidder, L1 status shall be considered on the basis of latest model (in terms of date of registration) for award of work..
83. As per manual for civil Engineering Works (MCEW), EMD shall be Considered for exemption to the Project Affected people (PAP) as preference to them submission of relevant documents.
84. If is proposed applicability for deposition of EMD shall be made for the Vehicle to be hired for more than 3 month time.
85. a. Provision for seeking shortfall documents giving 10 days time from the L1. bidder may be made if the documents submitted by the bidder has some deficiency as per requirement of the NIT. In case of L1 bidder fails to submit requisite document. EMD Submitted by the bidder shall be forfeited and subsequent offer shall be considered for evaluation.
- b. Same procedure shall be adopted in case of evaluation of offer of L2 and subsequent bidders in case of offering with the L1 rate.

Authorized Signatory

Sample Vehicle Offer Letter

To,
The Staff Officer (E&M)
NCL Amlohri Project
PO. Amlohri Dist. Singrauli M.P
Pin – 486887

Sub:- Letter of offer for the work “Hiring ofNos.

Diesel

Covered Jeep / car /Utility van on 12/24 hours per day basis without diesel, Registered in MP/UP/UP& M.P With valid Taxi Permit.

Ref. :- Vehicle Hiring Notice No:-

Dear Sir,

I / We Offer to execute the work in accordance with the conditions of the above referred notice as available in the Notice Board. The details of the EMD being submitted by us has been furnished along with this offer.

The offer and your subsequent Letter of Acceptance / Work Order shall constitute binding contracts between us.

I / We hereby confirm our acceptance of all the terms and conditions of the above referred notice document unconditionally.

Vendor code of NCL:.....
(It already exists)

Yours faithfully

(Signature of Vehicle owner)/
(Signature of contractor)/
(authorized Signatory)/

01. Name of Signature :
02. Mobile /Telephone Number :
03. E- Mail Address:
04. Postal Address:

**NON –JUDICIAL STAMP PAPER OF RS.50 /-
AFFIDAVIT**

I Sri (Vehicle owner / authorized

I / We are submitting offer for the work

..... Against

Vehicle hiring Notice No. Dated

.....

I or my other partners do not have any relative working in NCL

Sri / Smt (Name of the relative)my (Relation) ...No.....is
Working in ...NCL..... (Name of Project) of NCL as
.....No.....(Designation / position) in
(Name of department).

All information furnished by me / us in respect of fulfillment of eligibility criteria and information given in this offer is complete, correct and true. All document / credentials submitted along with this tender are genuine, authentic, true & valid. The vehicle offer is unconditional .The provision of CMPF and misc. act shall be complied by us / me.

The firm is / I am not banned or debarred by and Govt. or PSUs.
I hereby enclose service tax registration certificate.

Or

My firm / I am not covered under the preview of service tax rule. (strike out which are not applicable).

There is no any police / legal case against the Vehicle or Driver, or Substitute or owner of the vehicle.

It any information or document submitted is found to be false / incorrect , department my cancel my Tender and action as deemed fit may be taken against me / us including termination of the contracts, forfeiture of all dues including Earnest money and blacklisting of me/ our firm and all Partners of the firm etc.

Seal of Notary

**Seal & Signature of the vehicle Provider
Date**

**SAMPLE MANDATE E-PAYMENT FORM FOR ELECTRONIC FUND
TRANSFER / INTERNET BANKING PAYMENT**

To,
The General Manager,
NCL Amlohri project
Po:- Amlohri Dist – Singrauli (M.P.)
Pin -486887

Dear Sir,

Sub: - AUTHORISATION OF ALL OUR PAYMENT THROUGH ELECTRONIC
FUND TRANSFER SYSTEM / RTGS / CBS / INTRA BANK TRANSFER.

We, hereby authorize Northern Coalfields Limited to make all our payments against Our bills, Refund of Earnest Money deposit and security deposit, through Electronic Fund transfer system / RTGS / CBS / Intra Bank transfer. The details for facilitating the payment are given below:-

(TO BE FILLED IN CAPITAL LETTERS)

01	NAME OF THE BENEFICIARY	
02	ADDRESS (WITH PIN CODE)	
03	TELEPHONE NO. (WITH STD CODE)	
04	BANK PARTICULARS	
	a. BANK NAME	
	b. BANK TELEPHONE NO. (WITH STD CODE)	
	c. BRANCH NAME	
	d. BANK BRANCH CODE	
	e. BRANCH ADDRESS	
	f. BANK FAX NO. (WITH STD CODE)	

	g. 9 DIGIT MICR OF THE BANK BRANCH (ENCLOSE COPY OF A CANCELLED CHEQUE)	
	h. 11 DIGIT IFSC CODE OF BENEFICIARY BRANCH	
	i. BANK ACCOUNT NUMBER	
	j. BANK ACCOUNT TYPE (TICK ONE)	SAVING / CURRENT / LOAN / CASH CREDIT / OTHERS
	IF OTHERS, SPECIFY	
05	PERMANENT ACCOUNT NUMBER (PAN)	
06	E-MAIL ADDRESS FOR INTIMATION REGARDING RELEASE OF PAYMENT	
07	VENDOR CODE (if available)	

I / We hereby declare that the particulars given above are correct and complete. If the Transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect Information, I / We would not hold the company responsible. We also agree to bear the bank charges, if any for enabling such transfer .

(AUTHORISED SIGNATORY)

NAME:-

DATE:

Official Stamp

