

**NUMALIGARH
REFINERY
LIMITED**



A GOVERNMENT OF INDIA ENTERPRISE

TENDER DOCUMENT

FOR

**Empanelment of Agencies for Hiring of Vehicles on
Call Duty/ Ad-hoc Duty Services
for**

Numaligarh Refinery Limited at Numaligarh Location

Tender No: NRL/ADMIN/2022/VEH/01

PART-I: UNPRICED BID

PREPARED & ISSUED BY

**NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)**



NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)

NOTICE INVITING TENDER

Tender No. **NRL/ADMIN/2022/VEH/01**

Sealed offers in **two bid system** are invited by Numaligarh Refinery Limited (NRL) from competent and experienced agencies having sound logistical and financial capabilities for the following service at Numaligarh:

Name of the Work	Due Date & Time of Submission	Earnest Money Deposit	Validity of Empanelment
Empanelment of Agencies for Hiring of vehicles on Call Duty/ Ad-hoc Duty Services for NRL at Numaligarh location	20.05.2022 up-to 3.00 P.M.	Rs. 1,00,000.00	03 (three) years with provision for extension with mutual agreement

BRIEF SCOPE OF WORK:

Selected agencies will provide vehicles on hire against call duty/ ad-hoc duty services of certain category of vehicles mentioned in this tender hereunder and as per the requirement of NRL.

PRE-QUALIFYING CRITERIA (PQC) OF BIDDER:

The bidders shall have to meet the following Pre-Qualification Criteria:

- 1) Bidder should be permanent resident of Golaghat District in case of sole proprietorship entity. As proof of this the bidder shall submit any of the following documents:
 - a) Aadhar Card
 - b) Driving License
 - c) Voter's I-card
 - d) Electricity Bill (in own name)

The bidder must submit the following document as a proof of having their firm/ company/ society in Golaghat District:

- a) Trade license or any such document to establish having office in Golaghat districts.
- 2) Bidder should have at least 2 years of experience continuously in operating call duty / adhoc vehicles in Govt. Departments or Public Sector Undertakings during last 10 years. Experience Certificate of client to be submitted as per Form-B along with the bid for evaluation for last 10 years.
 - 3) Should have minimum 20 vehicles (as enclosed in Annexure-G of offer document of NRL) under their full control in the form of either ownership of the vehicle or agreement with the owner of the vehicle to operate under agencies banner. No vehicles should be more than 3 years old and operated more than 1, 00,000 KMs, whichever is achieved earlier
 - 4) Should have minimum average annual turnover of Rs.60.00 Lacs in last three years. Bidder has to submit audited Balance Sheet along with Profit & Loss Statement for last three years.
 - 5) Bidder is required to furnish a copy of PAN card in the name of the bidder/firm/company/ society

Offers from blacklisted agencies will be rejected.

Tender document is uploaded in the NRL Website www.nrl.co.in and interested bidder may download the same for onward submission.

SUBMISSION AND OPENING OF OFFER:

The offers, duly completed as per requirement with all documents, shall be submitted at the designated Drop Box at Administrative building at NRL Numaligarh as per the following schedule:

Date : On or before 20.5.2022

Time : 3:00PM

Address: DGM (Admin),
Administrative Building,
Numaligarh Refinery Ltd.,
P.O. NR Project,
Golaghat District,
Assam, PIN- 785699

Un-Priced Bid (Part-I) of the offer shall be opened on the date of submission of offers after 15-00 hrs. Price Bids (Part-II) of the qualifying bidders will be opened at a later date, which shall be notified.

GENERAL

NRL will not be responsible for delay, loss or non-receipt of offers sent by post. NRL reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Senior Manager (Admin)
Numaligarh Refinery Limited, Numaligarh

Instruction to Bidder

1. Submission of offer:

- 1.1. Offer shall be dropped in the designated tender box placed in the office of DGM (Admin), HR Department, Admin Building, Numaligarh Refinery Limited within the last date and time of submission of offer mentioned in the Notice Inviting Tender. If the last date of receipt of offer happens to be a non-working day due to any unavoidable reason, the last date will be the next working day at the aforesaid time. NRL takes no responsibility for delay, loss or non-receipt of offers sent by post/courier.
- 1.2. **Bid Validity:** Offer shall be valid for a period of six months from the due date of submission of offer. Form-A has to be submitted along with the Un-Priced Bid of the tender.

1.3. DOCUMENTS COMPRISING BID

The Bid should be prepared by the Bidder and shall be submitted in Two Parts with two separate sealed envelopes as per the following details:

PART - I: Envelope-1 shall be properly sealed and super scribed with –

- Un-Priced Bid - Envelope No. 1
- Name of Work
- Tender Number
- Name of the Bidder
- Bid Due Date

The envelope shall contain the following documents inside:

- a) Forwarding letter in Bidder's letter head
- b) Check List i.e. Form-A.
- c) Earnest Money Deposit (EMD)
- d) Tender document duly signed & stamped on each page including NIT and blank SOR (Schedule Of Rates).
- e) Documents related to Pre-Qualification Criteria (PQC)
- f) Documents related to financial qualification
- g) All tax related documents
- h) Any other document that bidder may intend to submit in support of his bid.

PART – II: Envelope-2: Priced Bid duly filled in, stamped and signed in each page of the Offer.

Both the Part-I and Part-II of the bids mentioned above should be put in one single envelope super-scribed with the following:

- Name of Work
- Tender Number
- Name of the Bidder
- Bid Due Date

- 2. Earnest Money Deposit:** The bidder has to furnish Earnest Money Deposit along with Un-Priced Bid for **Rs. 1,00,000.00** in the form of Demand Draft, from nationalized schedule bank in favor of “**Numaligarh Refinery Limited**”, payable at **Numaligarh**. Offer without Earnest Money Deposit will be summarily rejected.

3. **Rate:** Bidder has to quote the daily fixed rate, Running charge per KM and Overtime of driver (in a few categories for handyman also) per hour for each category of car. The rate should be quoted both in figures and words in the Priced bid. In case of discrepancy among the quotes in figures and words, the quote in words shall be considered.

4. **Price, Taxes, Duties:**

4.1 PRICE: The hire charges shall be exclusive of running charges (as per Annexure-H) but inclusive of lubricants, repairs and maintenance expenses, insurance for vehicle, Road Tax, Permit, wages of operating and maintenance staff, establishment charges, dues and levies and any other expenses for providing an acceptable and satisfactory level of service under the contract but exclusive of GST as applicable. GST. Parking charges & Toll charges shall be reimbursed to the agency on submission of its proof to authority along with bill.

4.2 GOODS & SERVICE TAX (GST): The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST from time to time. The quoted rates shall be exclusive of GST. The copy (self-attested) of GST Registration Certificate should be submitted before submission of first invoice or monthly bill. The GST registration code and accounting code must be mentioned on each invoice / hire bill.

No claim on account of penalties, interest etc. if any levied by statutory authorities on account of non-compliance of provision of service tax shall be entertained.

4.3 TAXES & OTHER CHARGES: Income Tax or any other taxes as applicable from time to time shall be deducted as per provisions of the Act from the Bill of Contractor and shall issue requisite TDS certificate.

5. **Security deposit:** The EMD of Rs.1,00,000.00 of successful bidder shall be retained as Security Deposit during the pendency of the contract and shall be released on completion of the contract.

6. **Measurement of work:**

Measurement shall be made based on log sheets duly signed by the concerned user officers/ employees or his/ her representative in conjunction with indent authorized by HR Dept.

7. **Penalty Clause:**

- Penalty as deemed fit by NRL shall be imposed on the empaneled agency if the agency fails to provide desired service. Repeated failure (maximum 3 times) to maintain desired service shall be one of the reasons for termination of contract. Decision of Officer-In-Charge (OIC)/ Engineer-in-charge (EIC) in this regard shall be final and binding.
- **Condition of the vehicle:** The vehicle provided on Hiring with year of manufacture - 2019 onwards or Total KM run less than 1, 00,000 KM shall only be accepted. If any older vehicle i.e. registered before 2019 is provided, penalty @10 % of fixed charges per day against the respective vehicle shall be levied and deducted from bills. The condition of the vehicle should be acceptable to the user. User will have the choice of rejecting the vehicle or a penalty of 10% on the fixed charge shall be levied if the vehicle does not meet the conditions mentioned in the tender. In case of any dispute on the same, the decision of OIC will be final and binding.

- If the reporting time of the vehicle is more than 15 minutes late, a penalty of Rs 500/- shall be imposed for every incident of delay. If the vehicle does not report within 1 hour of the mentioned reporting time, then the penalty to be levied shall be one day's fixed charge.
- The agency must send the vehicle details to the EIC/OIC or repetitive and the User at least 4 hours before the reporting time via SMS/MAIL. Failure to provide vehicle details by the agency as per this timeline shall attract a penalty of Rs. 200/- per occasion

8. For any clarification, please contact –

- Ms. Sikhamoni Deka
SM (Admin)
HR Department, Admin Building
Numaligarh Refinery Limited
P.O. NR Project
E-Mail: sikhamoni.deka@nrl.co.in

9. Other terms and conditions:

- The agency on its own shall examine the job scope and obtain for itself on its own responsibility all information that may be necessary for preparing the offer and entering a contract for the subject job.
- The management of NRL does not bind itself to accept the lowest offer and reserves the right to reject any or all the offers received without assigning any reason thereof.
- Variation in the value of the work will not vitiate the agreement for empanelment.
- The agencies shall abide by all statutory requirements during pendency of the job. In case of any violations of such laws, rules & regulations, the cost involvement thereof, shall exclusively be borne by the agencies and the company shall have no liability whatsoever on this account.
- Agencies will have to abide by the instructions of Engineer-in-charge as given from time to time.
- Offer in which any of the required particulars and prescribed information is missing or is incomplete, is liable to be rejected.
- One authorized representative of the agency may be present during the opening the offers on the due date, time and venue.
- No escalation of contract value, in any form whatsoever will be entertained during the execution of the contract.

However the Running Charge per KM (Rs./KM) will be revised every month automatically as per the average actual fuel price during the month. The current rate of running charge as displayed in this tender for is based on Rate of diesel @ Rs. 84/liter.

- In case any of the document/information(s) furnished by one agency are found to be false/forged, such vendor will be kept in holiday list apart from other penal actions as deemed fit by NRL.
- The agency will be responsible for any liabilities arise out of accident, vandalism, riots, labour dispute, strikes, etc. Those liabilities shall be settled by the agency themselves with their own resources.
- The agency shall take full responsibilities to negotiate issues arise out of driver, their unions, local bodies etc. if any. Failure on the part of the agency in this regard shall be taken as a reason for

termination of empanelment.

10. Selection procedure of agencies:

Basic aim of this tender is to empanel two agencies for the purpose of competition in services as well as fall back arrangement in case one fails to cater the requirement. The procedure of selection of the L1 bidders will be as follows:

- Bidder must quote all categories of vehicles (refer Types and models of vehicles).
- L1 bidder against each category will be accepted as the first agency.
- The quoted price of L1 bidder of each category will be offered to the L2 bidder of that category and on acceptance of L1 price, L2 bidder will also be empaneled as additional agency for that category.
- If L2 bidder does not accept the L1 price of a particular category, then the next lowest bidders will be offered the L1 price and so on.
- Maximum 02 agencies to be empanelled.

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Special Conditions of Contract

Name of job: Empanelment of Agency for Hiring of vehicles on Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location

Tender No. NRL/ADMIN/2022/VEH/01

1. Background:

Numaligarh Refinery Limited, a Govt. of India Undertaking has a 3MMTPA capacity refinery in the district of Golaghat in Assam. There is a need of call duty vehicles for various purposes like, airport dropping/pick up, tours of own or visiting officials, visiting associates, adhoc vehicles for projects, shutdown/RTA activities, etc. Accordingly, NRL wished to empanel agencies (preferably two agencies) for providing these call duty/ adhoc vehicles for Numaligarh location.

2. Engineer-in-Charge (EIC):

DGM (Admin) shall be the Engineer-in-charge (EIC) of this job. SM (Admin) is Officer In Charge (OIC). Bidders may contact him for any clarification on any issue of the tender. Successful bidders shall have to work in close coordination with the EIC-representative for day to day activities/ instructions.

3. Type and models of vehicles:

Type and models of vehicles (indicative) to be deployed, are mentioned below:

- (i) Economy Range AC Cars for JG 'A' to 'E': Suggested vehicles are Maruti Swift, Tata Altroz, Ford Figo, Maruti Ritz, Hyundai I20, Volkswagen Polo, Skoda Fabia, Nissan Micra, Tata Bolt, Indigo ECS, Baleno or equivalent
- (ii) Mid Range AC Cars for JG 'F' & 'G': - Suggested vehicles are Swift Dzire, Hyundai Xcent, S Cross, Aspire, Honda Amaze , Hyundai Aura, Etios, Mahindra Logan, Tata Tigor or equivalent
- (iii) Compact Higher Range AC Cars for JG 'H' & 'I' : Suggested vehicles are Hyundai Verna, Honda City, Mitsubishi Lancer, Nissan Sunny, Volkswagen Vento, Ciaz or equivalent
- (iv) Super Premium Range AC Cars : Suggested vehicles are Toyota Corolla Altis, Honda Civic, Creta or equivalent
- (v) SUV-I: Bolero (AC), Ertiga or equivalent
- (vi) SUV-II: XUV 500, Innova, Scorpio, Tata Safari, Tata Harrier ,MG Hector or equivalent
- (vii) SUV-III: Toyota Innova Crysta or equivalent
- (viii) Special vehicles: Fortuner
- (ix) Other vehicles:

For various long duration requirements of vehicle services in project jobs, consultants or other service providers, visitors, shutdown jobs and short duration requirements of vehicle services in railway station or airport dropping, marketing trip, emergency official requirements etc. the following vehicles shall have to be deployed by agencies:

- Sumo, Bolero Non AC or Equivalent
- Winger or equivalent
- Tata Winger Deluxe 12 / 13 Seater BS6 or equivalent
- Force Traveller 9 / 12 / 13 / 14 /26 Seater BS6 model or equivalent
- Traveller: 6 wheeler: 26 Seater or equivalent
- Tata ace, Magic or equivalent.
- AC Bus 24/26 seater
- AC Bus 35/36 seater

Note: The above models/makes are indicative only as per JG entitlement. Equivalent models/ makes may be considered depending on market availability

4. Areas of Operation:

Local Trip: Within Golaghat & Jorhat District or up to 150KM one way road distance

Outstation Trip: beyond Golaghat & Jorhat District or more than 150KM one way road distance

5. Special Trip Allowances:

Agencies have to provide allowances to the drivers of Call Duty vehicles (other than long duration adhoc vehicles) only as below:

Sl. No.	Description	Food Allowance per day	Accommodation Allowance per day
1	Trips within Local Area more than 8 hours duty but without night stay	Rs.100.00	Nil
2	Trips within Local Area with night stay	Rs.100.00	Rs.500.00
3	Trips to outstation but without night stay	Rs.200.00	Nil
4	Trips to outstation and with night stay	Rs.200.00	Rs.500.00

The agencies shall be reimbursed the above allowances along with their bills subject to certification by the users. The drivers shall not request the user for any kind of financial help or arrangement towards food and accommodation for him and the agencies shall have to ascertain the same. **Failing which the money paid by the user to the driver, double the amount shall be deducted from his bill as penalty. While no supporting document is required for food bill, accommodation allowance shall be reimbursed upto maximum specified amount only against submission of proper supporting bill.**

6. Misc. Expenses during trip:

Expenses like parking and toll fee during a trip shall be paid by the agencies. The driver should not ask for any kind of monetary help from the user, **failing which the money paid by the user to the driver, double the amount shall be deducted from his bill as penalty.** The agencies shall be reimbursed the above payments along with their bills subject to certification by the users and supporting bill.

7. Statutory Documents:

The agencies shall deploy vehicles along with all valid statutory documents e.g. Registration Certificate, Insurance Policy, Pollution Certificate, Fitness Certificate, Driving License, etc. Vehicles provided for duty should not default in payment of any loan installment. In case the user lands up with trouble due to shortfall

of any such documents or non payment of loan installment during the trip then the agency shall be **penalized with Rs 2,000.00** for each such incident upon receipt of such complain from the user.

8. Communication with the agencies:

The OIC or his authorized representative shall communicate with the agencies about requirement of any vehicle preferably through e-mail or SMS. Sometime, only phone call also may be used by the OIC which the agencies have to follow and they will confirm by return mail about deployment of vehicle with the following information:

- a) Make & Model of vehicle
- b) Driver's name and cell no.
- c) Reporting Place & Time
- d) Name of Reporting Person

The agency must send the vehicle details to the OIC/OIC repetitive and the User at least 4 hours before the reporting time via SMS/MAIL. Failure to provide vehicle details by the agency as per this timeline shall attract a penalty of Rs. 200/- per occasion. Repeated failure to provide these information shall attract disqualification. In case any agency failed to provide the required vehicle due to non-availability or reason whatsoever, they should send written communication to NRL office well in advance. Also, the agency should be binding by providing **80% of the ordered vehicle as MIMIMUM GUARANTEE** and will be reviewed on half yearly basis.

9. Timely Reporting:

If the reporting time of the vehicle is more than 15 minutes late, a penalty of Rs. 500/- shall be imposed for every incident of delay. If the vehicle does not report within 1 hour within the mentioned reporting time, then one day fixed charge shall be levied as penalty. **Non-reporting of vehicle shall also attract one day's fixed charge as penalty.**

10. Cleanliness & Uniform:

The agency shall ascertain cleanliness of the vehicle both interior as well as exterior at the time of reporting and shall maintain it daily before putting in use. The drivers of the vehicles should wear clean formal dress. In case of mid-range vehicles, the uniform should be white shirt, black trouser & black leather shoes. For Premium Range, SUV-II, SUV-III and Special vehicles the uniform should be white shirt, black trouser, black leather shoe, tie, and chauffer cap.

11. Over Time:

Normal duty hours of the vehicle in local duty shall be 10.5 hours per day from the time of reporting to the user. In case the vehicle is used for more than aforesaid duty of 10.5 hours then overtime shall be paid to the agency as per applicable wage rate. The agency will be eligible to claim the same with the bill.

12. Distances of various locations:

The tentative distance chart from refinery is as below for reference, which may be modified by NRL from time to time:

Location		Distance (in KM)
From	To	
NRL Site	Township	7
NRL Site	Numaligarh	11
NRL Site	Dergaon	42
NRL Site	Golaghat	28

NRL Site	Jorhat	70
NRL Site	Jorhat Airport	75
NRL Site	Sivasagar	125
NRL Site	Dibrugarh	200
NRL Site	Digboi/ Duliajan	290
NRL Site	Bokakhat	26
NRL Site	Kaziranga	50
NRL Site	Nagaon	160
NRL Site	Tezpur	120
NRL Site	Guwahati	270
NRL Site	Guwahati Airport	300
NRL Site	Dimapur Airport	105
NRL Site	Bongaigaon	450
NRL Site	Tawang	330
NRL Site	Shillong	330

Garage to reporting place and reporting place to garage, additional 10KM shall be considered.

13. The empanelled agencies will receive detail about duty schedule through email / SMS / telephonic call from EIC/OIC/Representative and will have to confirm the details via return mail / telephone call or SMS to the user.

14. Other Terms & Conditions:

14.1 The agencies shall offer service on 24 hrs basis. It will be agency's responsibility to provide specified vehicles as per indent of EIC/OIC/Representative at any time/at any odd hours for company's business.

14.2 The successful bidder will have to produce all vehicles (as per Annexure-I) physically along with following documents on the day & time as instructed by the Officer-in-charge:

- Original Registration document of the vehicles.
- Valid Insurance document of the vehicle. The insurance shall be package policy where driver and passengers are also covered along with the 3rd party.
- Drivers' license along with the driver
- NOC / Power of Attorney from the original owner of the vehicle

Whenever sought by the OIC/Representative, agency shall produce the above documents.

14.3 In case any vehicle is added / removed by the agency at any point of time, that should be immediately intimated in written along with all documents to the E-I-C.

14.4 Vehicles shall have to operate within any place of State of Assam/North East region as per instruction of Engineer-in-charge for company's business.

14.5 The agency should set up one office 10KM distance from refinery with one dedicated well behaved/educated coordinator along with Telephone/Mobile and PC with internet facility on round the clock basis from where the vehicle will be operated/ controlled.

14.6 The empanelled agency shall comply with all relevant rules & regulations under Motor Vehicle Act etc.

14.7 Payment shall be made on monthly basis against submission of bill by the agency along with:

- Log sheets duly signed by the concerned user officers/ employees.
- Authorized indent of Admin Deptt. of NRL.

The bills (along with indent & log sheet) for the call duty vehicles of the preceding month shall be submitted on or before 7th day of the subsequent month to the Officer-in-charge or his representative. In case the agency fails to submit the bills within the said timeframe, proper justification shall be provided in writing. Bills submitted without signature of user shall not be considered for payment. **Forging user's signature shall attract a penalty of Rs.5000/-. Non-submission of bills as stated above shall be treated as violation of contract.**

- 14.8 The successful agencies shall provide a format for Log Sheet and he shall ensure the following while providing vehicles:
- a) Initial, subsequent, and finishing kilometer readings at close of duty and the differential values are correctly entered in the Log Sheet.
 - b) All other columns/fields of the Log Sheets e.g. Vehicle No., Type of Vehicle, Name of driver, time of reporting, time of closing duty, etc., are duly filled.
 - c) The driver should take signature of the users in the Log Sheets at the closing of duty
 - d) Details of movement have to be clearly mentioned in Log Sheet.

OIC will accept bills of empanelled agencies supported by Log Sheets and approved indents. Incomplete bills shall be returned to the agencies for re-submission after full compliance of the requirements.

- 14.9 Payment shall be made through e-payment (NEFT) mode only to their account.
- 14.10 Monthly reconciliation of accounts shall be initiated by the agency if they want so.
- 14.11 Dress code of all drivers engaged by the agency should be uniformed as per choice of the OIC. Cleanliness and discipline of the drivers of each engaged vehicle shall be mandatory.
- 14.12 The agency shall be responsible for the proper behavior of the driver of the vehicle and shall exercise absolute control over them. The driver should always be properly dressed (as prescribed), maintain punctuality and cleanliness at all time. Noncompliance to any of the above, i.e. dress, punctuality and cleanliness may be a reason for removal of the driver/ vehicle from service.
- 14.13 The vehicle shall be kept in good running condition all the time. Maintenance, servicing, payment of wage, fuel, lubricants, spares, etc., all statutory requirements like taxes, insurance, permits, PUC certificate, police verification etc. shall be carried out/ maintained by the contractor at his own cost.
- 14.14 The vehicle shall be always kept clean, washed regularly to avoid any foul smelling. Seat covers shall be kept clean and washed at regular intervals.
- 14.15 The starting of any vehicle duty will be from Garage to Garage for which an extra 10KM is considered in earlier clauses. The vehicle will move from the reporting point only after checking of & recording of initial KM reading on the Log Sheet by the user as informed by the OIC or his representative. Any violation in KM reading, tempering on log-sheet, misbehavior of vehicle staff may be a reason for barring the vehicle to run with NRL and / or cancellation of empanelment. Agency will be solely responsible for such anomalies if occur during duty at NRL.
- 14.16 Vehicle Log Sheet, bill forwarding, and checklist formats will be issued by the Engineer-in-charge to the agency for printing purpose. All the formats should be mandatory and shall be kept by all vehicles while perform any company's duty. The printing cost of the formats has to be borne by the agency.
- 14.17 No individual vehicle owner, other than authorized representatives of the empanelled agency, will directly or indirectly be allowed to interact with NRL for any financial or non-financial matter. The

agency will be solely responsible for any matter and shall indemnify NRL from any issues arise out of the same.

- 14.18 The EIC/OIC shall have authority to withhold any payment of bill or Security Deposit to realise any amount due from the agency either by way of compensation or any other manner whatsoever.
- 14.19 The vehicles shall deemed to be in services/operation for duration as indented for, including Sunday and Holidays and shall operate as per instructions of the EIC.
- 14.20 In case of accident damage or breakdown or requisition of the vehicle by Govt., the agency shall do all the needful towards replacement of the vehicle to continue the journey without causing inconvenience to the user.
- 14.21 EIC/OIC have the authority to impose penalty on account of defaulting the vehicle as deemed fit.
- 14.22 Service Tax and other statutory taxes and duties shall be as per the act/rule from time to time.
- 14.23 One bottle of sanitizer, one new sealed water bottle and one napkin packet must be available in all vehicles.
- 14.24 All arrangements in outstation duties with night stay i.e. parking of the vehicle and driver's food and lodging shall be arranged by agency. The cost shall be paid as per the clause of this tender mentioned earlier.
- 14.25 Any vehicle may be debarred from service in case of any trouble either from the vehicle or driver.

* * * * *

Annexure

CHECKLIST FOR SUBMISSION OF BIDS

Bidders are requested to fill this checklist and also to ensure that the details/ documents have been furnished as called for in this bidding document.

Please tick (✓) the box for this details furnished in the bid.

1. Power of Attorney in the name of the signatory of the bid. :
2. Submission of bid letter along with one set of bidding document. :
3. Validity of bid for 6 (six) months from the date of opening of bid as per format. :
4. Earnest Money Deposit. :
5. Copy of valid STCC :
6. Copy of Service Tax Registration Certificate (PAN based) :
7. Organogram with qualification and experience of the personnel to be deployed at site as mentioned in the SCC :
8. Details of Address Proof :
9. Copy of PAN card. :
10. Copy(ies) of work order(s) and completion certificate(s) in support of the similar work(s) mentioned by you :
11. Compliance to the requirement of bidding document :
12. Copy of Audited Trading and profit & loss accounts as proof of turnover. :
13. Each page of the submitted tender document duly sealed & signed. :

Bidder should list the exclusion, if any, along with the reasons thereof.

(SIGNATURE OF THE BIDDER)

PAST EXPERIENCE DETAILS OF SIMILAR WORKS EXECUTED DURING LAST 10 YEARS**Name of job:** Empanelment of Agency for Hiring of vehicles on Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location**Tender No.** NRL/ADMIN/2022/VEH/01

SL. NO.	DESCRIPTION OF WORK	NAME OF CLIENT	WO No.	CONTRACT PERIOD	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	TOTAL EXECUTED VALUE
1								
2								
3								

Note: Bidder should submit copies of work orders and completion certificates of each job listed above. The completion certificate should be issued by the client and should consist Name of Work, Name of Client, WO no. & date, total executed value, contractual completion period, actual completion period (with a mention of penalty, if any). Non submission or incomplete completion certificates of any particular job may lead to rejection of that particular job for considering as his experience.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

SEAL : _____

DETAILS OF SIMILAR WORK ORDERS LISTED IN FORM-B

(Bidder should provide job wise separate details listed in Form-A as per the following Format)

(For Applicability Mark Y and Non Applicability Mark X in ☐

Sr. No.	SUBJECT	DETAILS
1.	Name of Work	
2.	Details of Client	
2.1	Name	
2.2	Name of Officer In-charge, Designation	
2.3	Postal Address	
2.4	Phone, Fax, e-mail	Phone _____ Fax _____ e-mail _____
3.	Total Executed Value	
4.	Time Schedule	Date of Award of Work - Time Schedule - Schedule Date of Completion - Actual date of Completion - Reasons for extension, if any -
5.	Documentary supports	Confirm that following documents have been submitted: (a) Copy of Work Order and /or relevant pages of Contract document mentioning scope of work, contract value, time schedule, etc. (b) YES ☐ NO ☐ (c) Completion Certificate mentioning date of completion, value of completed work etc. YES ☐ NO ☐

Confirmed that information furnished as per this Format is correct and in case of any original document required by OWNER / CONSULTANT the same shall be submitted by us for verification

SIGNATURE OF BIDDER : _____
SEAL : _____

PRESENT COMMITMENTS

AS ON..... (Specify the Date)

Name of job: Empanelment of Agency for Hiring of vehicles on Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location

Tender No. NRL/ADMIN/2022/VEH/01

SL.NO.	CLIENT NAME & ADDRESS	DESCRIPTION OF THE WORK	NAME OF OFFICER-IN – CHARGE AND DESIGNATION	SCHEDULED COMPLETION PERIOD	SCHEDULED DATE OF COMPLETION	DATE OF STARTING THE WORK	EXECUTED VALUE TILL DATE (IN RS.)
1							
2							
3							

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL :

ANNUAL TURNOVER STATEMENT

Name of job: Empanelment of Agency for Hiring of vehicles on Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location

Tender No. NRL/ADMIN/2022/VEH/01

The Bidder shall indicate herein his annual turnover during preceding 3 years based on the audited balance sheet/profit & loss account statement.

FINANCIAL YEAR	ANNUAL TURNOVER (Rs.)
2021-22	
2020-21	
2019-20	

NOTE:

Copies of audited balance sheets with Profit & Loss account statement for last 3 years are enclosed along with the Bid.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL :

BID VALIDITY

(On Bidder's Letter Head)

Name of job: Empanelment of Agency for Hiring of vehicles on Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location

Tender No. NRL/ADMIN/2022/VEH/01

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or cancelling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

(SIGNATURE OF BIDDER)

Declaration of Bidder About vehicles Under His Control

Bidder shall have 20 vehicles under their full control in the form of either ownership of the vehicle or agreement/undertaking with/from the owner of the vehicle to operate under agency's banner. No vehicles should be more than 3 years old or operated more than one lakh KMs. If the physical condition of the vehicle is not satisfactory NRL may reject vehicles qualifying this criterion.

The list of vehicles and their registration numbers that owned by the bidder are as below:

Type of the Vehicle	Numbers of Vehicle	Type of Vehicle	Numbers of Vehicle

Note: Photocopy of the Registration Certificate has to be attached with the bid.

The list of vehicles and their registration number owned by others but given undertaking to the bidder is as below:

Sl. No.	Type of the Vehicle	Year of manufacturing	Vehicle Registration No	Name of Owner	Undertaking of vehicle owner submitted (Yes/ no)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Note: Photocopy of the Registration Certificate and Undertaking of the owner has to be attached with the bid.

Schedule of Rates

Tender No.: NRL/ADMIN/2022/VEH/01

Name of the work: Empanelment of Agency for Hiring of vehicles on Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location

Type of Vehicle	Fixed charge per day (Rs.)	Running charge per KM (Rs.)	Overtime per hour (Rs.)
Special vehicles: (i) Fortuner			
SUV-III: Innova Crysta or equivalent			
SUV-II: XUV 500, Innova, Scorpio, Tata Safari, Tata Harrier ,MG Hector or equivalent			
SUV-I: Bolero (AC), Ertiga or equivalent.			
Premium Range Cars: Toyota Corolla Altis, Honda Civic, Creta or equivalent			
Compact Higher Cars: Hyundai Verna, Honda City, Mitsubishi Lancer, Nissan Sunny, Volkswagen Vento, Ciaz or equivalent			
Mid-Range: Swift Dzire, Hyundai Xcent, S Cross, Aspire, Honda Amaze , Hyundai Aura, Etios, Mahindra Logan, Tata Tigor or equivalent			
Economy: Maruti Swift, Tata Altroz, Ford Figo, Maruti Ritz, Hyundai I20, Volkswagen Polo, Skoda Fabia, Nissan Micra, Tata Bolt, Indigo ECS, Baleno or equivalent			
Sumo, Bolero Non AC or Equivalent			
Winger or equivalent			
Tata Winger Deluxe 12 / 13 Seater BS6 or equivalent			
Force Traveller 9 / 12 / 13 / 14 /26 Seater BS6 model or equivalent (1 Driver with 1 Handyman)			
Traveller: 6 wheeler: 26 Seater or equivalent (1 Driver with 1 Handyman)			
Tata ace, Magic or equivalent.			
AC Bus 24/26 seater (1 Driver with 1 Handyman)			
AC Bus 35/36 seater (1 Driver with 1 Handyman)			
AC Bus 24/26-seater for 24hrs duty (duty includes 2 shifts) (1 Driver with 1 Handyman in each shift)			
AC Bus 35/36-seater for 24hrs duty (duty includes 2 shifts) (1 Driver with 1 Handyman in each shift)			

Note:

- 1) 1-day or 1 shift duty is of 12 hrs. and 2 shifts duty in 1 day is of total 24 hrs.
- 2) For running in hill KMs (in hill states only) the above running charge shall be enhanced by 12.5%
- 3) Overtime (Rs.) of driver to mention in all categories. In the categories where clearly mentioned requirement of both driver and handyman, overtime of handyman and Driver to mention separately.

**NUMALIGARH
REFINERY
LIMITED**



**A GOVERNMENT OF INDIA UNDERTAKING
TENDER DOCUMENT**

FOR

**Empanelment of Agency for Hiring of vehicles on
Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location**

Tender No. NRL/ADMIN/2022/VEH/01

PART-II : PRICED BID

PREPARED & ISSUED BY

NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)

Price Offer

Tender No.: NRL/ADMIN/2022/VEH/01

Date:

Description	Fixed charge per day (Rs.)		Running charge per KM (Rs.)		Overtime per hour (Rs.)	
	In Figure	In Words	In Figure	In Words	In Figure	In Words
Special vehicles: (i) Fortuner						
SUV-III: Innova Crysta or equivalent						
SUV-II: XUV 500, Innova, Scorpio, Tata Safari, Tata Harrier ,MG Hector or equivalent						
SUV-I: Bolero (AC), Ertiga or equivalent.						
Premium Range Cars: Toyota Corolla Altis, Honda Civic, Creta or equivalent						
Compact Higher Cars: Hyundai Verna, Honda City, Mitsubishi Lancer, Nissan Sunny, Volkswagen Vento, Ciaz or equivalent						
Mid-Range: Swift Dzire, Hyundai Xcent, S Cross, Aspire, Honda Amaze , Hyundai Aura, Etios, Mahindra Logan, Tata Tigor or equivalent						
Economy: Maruti Swift, Tata Altroz, Ford Figo, Maruti Ritz, Hyundai I20, Volkswagen Polo, Skoda Fabia, Nissan Micra, Tata Bolt, Indigo ECS, Baleno or equivalent						
Sumo, Bolero Non AC or Equivalent						
Winger or equivalent						
Tata Winger Deluxe 12 / 13 Seater BS6 or equivalent						

Force Traveller 9 / 12 / 13 / 14 /26 Seater BS6 model or equivalent (1 Driver with 1 Handyman)						
Traveller: 6 wheeler: 26 Seater or equivalent (1 Driver with 1 Handyman)						
Tata ace, Magic or equivalent.						
AC Bus 24/26 seater (1 Driver with 1 Handyman)						
AC Bus 35/36 seater (1 Driver with 1 Handyman)						
AC Bus 24/26-seater for 24hrs duty (duty includes 2 shifts) (1 Driver with 1 Handyman in each shift)						
AC Bus 35/36-seater for 24hrs duty (duty includes 2 shifts) (1 Driver with 1 Handyman in each shift)						

Note:

- 1) 1-day or 1 shift duty is of 12 hrs. and 2 shifts duty in 1 day is of total 24 hrs.
- 2) Overtime (Rs.) of driver to mention in all categories. In the categories where clearly mentioned requirement of both driver and handyman, overtime of handyman and Driver to mention separately.

Name of the work: Empanelment of Agency for Hiring of vehicles on Call Duty/ Ad-hoc Vehicles for NRL at Numaligarh location

Signature of Bidder

Date:

Name of Bidder
Address:

(Seal)