

**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 NRL at Numaligarh location

**Tender No: NRL/ADMIN/16-17/VEH/02**

## **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/16-17/VEH/02**

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:

| <b>Name of the Work</b>                                                                                          | <b>Due Date &amp; Time of Submission</b> | <b>Earnest Money Deposit</b> | <b>Validity of Empanelment</b>                                      |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------|---------------------------------------------------------------------|
| Empanelment of Agencies for Hiring of Vehicles on Call Duty/ Ad-hoc Duty Services for NRL at Numaligarh location | 20-07-2016<br>up-to<br>3.00 P.M.         | <b>Rs. 1,00,000.00</b>       | 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 or Jorhat Districts in case of sole proprietorship entity. In case of firm/ company/ society the bidder should have establishment in Golaghat or Jorhat Districts. As proof of this the bidder shall submit any of the following documents
  - a) PRC (permanent residence certificate),
  - b) Ration Card
  - c) Driving License
  - d) Voter's I-card
  - e) Electricity Bill (in own name)
  - f) Trade license or any such document to establish having office in these 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 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 agency's banner. No vehicles should be more than 5 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 PAN copy in the name of the bidder. In case of sole proprietorship firm, if the PAN does not have in the name of the bidder then the bidder need to furnish notarised affidavit correlating the name specified in the PAN and the name of the bidder.

**Offers from blacklisted agencies will be rejected.**

Tender document is uploaded in the NRL Website [www.nrl.co.in](http://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 to the office of Chief Manager (Admin), HR Dept., Numaligarh Refinery Limited, Ponka Grant, PO: Numaligarh Refinery Project, Golaghat, Assam till the due date and time of submission of offers specified above. 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 General Manager (HR)  
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 Chief Manager (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:** The Rates shall be shown in the SOR and the bidder has to quote its %age Discount or %age Premium on the rates at the bottom of the SOR. The quote should be quoted both in figures and words as per enclosed “Offer” i.e. Priced bid.

4. **Price, Taxes, Duties:** The successful bidder shall have to be registered for VAT and Service Tax. The agency should quote firm prices inclusive of all taxes, duties, value added tax on works contract and other levies on which no variation will be allowed, except statutory variation in taxes/duties.
- Quoted rates should be exclusive of Service Tax.
  - Service Tax, as applicable from time to time, shall be loaded to the quoted price by NRL.
  - Service Tax shall be paid to the agencies subject to submission of Service Tax Invoice as per Rule-4A of Service Tax Rule.
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 empanelled agency if the later fails to provide desired service. Repeated failure to maintain desired service shall be one of the reasons for termination of contract. Decision of Officer-In-Charge (OIC) in this regard shall be final and binding.
- **Condition of the vehicle:** The condition of the vehicle will be acceptable to the user. User will have the choice of rejecting the vehicle or a penalty of 20% on the fixed charge shall be levied. 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 with 1 hour within the mentioned reporting time, then the penalty will be levied one day fixed charge.
8. For any clarification, please contact –
- Mr. Akshay Jyoti Baruah  
Assistant Manager (Admin)  
HR Department, Admin Building  
Numaligarh Refinery Limited  
P.O. NR Project  
Cell No. 9435120712  
E-Mail: [akshay.baruah@nrl.co.in](mailto:akshay.baruah@nrl.co.in)
9. **Other terms and conditions:**
- a) The agency of their 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 into a contract for the subject job.
  - b) 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.
  - c) Variation in the value of the work will not vitiate the agreement for empanelment.
  - d) 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.
  - e) Agencies will have to abide by the instructions of Officer-in-Charge as given from time to time.
  - f) Offer in which any of the required particulars and prescribed information is missing or is incomplete, is liable to be rejected.
  - g) One authorized representative of the agency may be present during the opening the offers on the due date, time and venue.

- h) No escalation of contract value, in any form whatsoever will be entertained during the execution of the contract. However, there is a provision for revision (both increase or decrease) of the running charge per KM as below in case the fuel cost is increased or decreased by more than 10%.
  - i. Revised Running Charge = Original Running Charge x (Revised cost of fuel/ original cost of fuel)
  - ii. Present rate of fuel per liter considered for estimation is Rs.55.84 for Diesel as on 29/06/2016.
- i) 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.
- j) 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.
- k) 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 selection procedure of two agencies will be as follows:

- a) If there is a single L1 bidder, the same will be accepted as first agency.
- b) If there are two L1 bidders then both will be accepted.
- c) If there are more than two L1 bidders then two bidders will be selected through lottery.
- d) In case of only one L1 bidder, negotiation shall be made with L2 bidder for bringing him to L1 rate as the 2nd agency.
- e) If the L2 bidder disagrees to accept L1 rate then negotiation shall be made with L3 bidder for bringing him to L1 rate as the 2nd agency and so on.
- f) In case of more than 1 bidder in any L2 or L3 or L4 and so forth (i.e. same quote in each position), then serial order for negotiation shall be prepared through lottery.
- g) In the event no second bidder agrees to match L1 bidder rate, then there will be no second agency selected and the only sole L1 bidder shall be empanelled as successful agency for the job.

\* \* \* \* \*

## 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/16-17/VEH/02

**1. Background:**

Numaligarh Refinery Limited is a Govt. of India Undertaking and subsidiary of Bharat Petroleum Corporation Ltd. It has a 3MMTPA capacity refinery in Golaghat District, Assam with its Registered Head Office in the refinery campus. 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, it is decided to empanel agencies (preferably two agencies) for providing these call duty/ adhoc vehicles for Numaligarh location.

**2. Officer-in-Charge:**

Assistant Manager (Admin) or his authorized representative shall be the Officer-in-Charge (OIC) of this job. Bidders may contact him for any clarification on any issue of the tender. Successful bidders shall have to work in close coordination with the OIC for day to day activities/ instructions.

**3. Type and models of vehicles:**

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

a) Regular Vehicles:

Economy Range AC Cars for JG 'A' to 'E' with CC< 1200

Mid Range AC Cars for JG 'F' and 'G' with CC>1200 to 1399

Compact Higher Range AC Cars for JG 'H' & 'I' with CC>1400 to 1699.

Super Premium Range AC Cars For Directors with CC>1700

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

b) Special vehicles:

For long distance travel of GMs and above or for any other official requirements to VIP or official guests, SUV, like Toyota Innova, Mahindra XUV, Mahindra Zyro, Mahindra Scorpio, Toyota Fortuner, Ford Endeavour, Hyundai Creta, Tata Safari, Nissan Terrano, Renault Duster, etc., shall be provided as per direction of OIC.

c) Emergency and long time adhoc 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:

- i. Traveller (6 wheeler): Maximum 26 Seater.
- ii. Traveller (4 wheeler)/Winger: Maximum 15 Seater.
- iii. Tata Magic: Maximum 10 Seater.

- iv. Pick Up Van: Mahindra Bolero Camper, Tata Di/Xenon or equivalent
- v. Pick Up Van :Tata Ace or equivalent
- vi. SUV (AC & Non AC) e.g. Sumo / Bolero or equivalent

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 if he does not refund the same to the user within three (3) days upon return from the trip.**

6. **Misc. Expenses during trip:**

Expenses, like parking, toll fee or any kind of payments that required to pay by the vehicle shall be borne 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 if he does not refund the same to the user within three (3) days upon return form the trip.** The agencies shall be reimbursed the above payments along with their bills subject to certification by the users.

7. **Statutory Documents:**

The agencies deploy vehicles along with all valid statutory documents e.g. Registration Certificate, Insurance Policy, Pollution Certificate, Fitness Certificate, Driving License, etc. In case of the user lands up with troubles due to shortfall of any such documents 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

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 with 1 hour within the mentioned reporting time, then the penalty will be levied one day fixed charge.

10. **Cleanliness & Uniform:**

The agency shall ascertain cleanliness of the vehicle interior as well as exterior at the time of reporting and shall maintain it daily before put in use. The drivers should wear clean uniform with the users of JG: H and uniform with cap for Directors and VIPs.

11. **Over Time:**

Normal duty of the vehicle shall be not more than 10.5 hours per day from the time of reporting to the user. In case of the vehicle is used more than aforesaid duty of 10.5 hours then overtime of Rs.87.00 per hour shall be provided to the agencies from which the agencies should cater the cost to the driver towards his food, tea & snacks, etc.

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 OIC or 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 Officer-in-charge 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 vehicle.
- Valid Insurance document of the vehicle. The insurance shall be package policy where driver and passengers are also covered.
- Drivers' license along with the driver
- NOC / Power of Attorney from the original owner of the vehicle

Whenever sought by the Officer-in-charge, 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 O-I-C.

14.4 Vehicles shall have to operate within any place of State of Assam/North East region as per instruction of Officer-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.
- Authorised 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 10<sup>th</sup> 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. Consolidated weekly report in this regard shall be furnished by the agency. **Non-submission of bills as stated above shall be treated as violation of contract.**

14.8 The successful agencies shall provided 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 closing duty, etc, are duly filled.
- c) The driver should take signature of the users in the Log Sheets should be taken immediately at the closing of duty so that the agency can submit it along with the bill to Admin Dept. within stipulated time.
- d) Details of movement have to be clearly mentioned in Log Sheet.
- e) In case of use of call duty vehicles by external guests or vendors, the agencies shall get counter signature of the Indenting Officer in the Log Sheet as informed by the OIC.

OIC will accept bills of empanelled agencies supported by Log Sheets and approved indents from the only after compliance of above points. Incomplete bills shall be returned to the agencies for resubmission after fully 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 vehicles 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. Non compliance 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 Officer-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 Officer-in-Charge 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 Officer-in-Charge.
- 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 Officer-in-Charge have the authority to impose penalty on account of defaulting 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 All arrangements in outstation duties with night stay i.e. parking of 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.
- 14.24 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.                                                   | : | <input type="checkbox"/> |
| 2. Submission of bid letter along with one set of bidding document.                                             | : | <input type="checkbox"/> |
| 3. Validity of bid for 6 (six) months from the date of opening of bid as per format.                            | : | <input type="checkbox"/> |
| 4. Earnest Money Deposit.                                                                                       | : | <input type="checkbox"/> |
| 5. Copy of valid STCC                                                                                           | : | <input type="checkbox"/> |
| 6. Copy of Service Tax Registration Certificate (PAN based)                                                     | : | <input type="checkbox"/> |
| 7. Organogram with qualification and experience of the personnel to be deployed at site as mentioned in the SCC | : | <input type="checkbox"/> |
| 8. Details of Address Proof                                                                                     | : | <input type="checkbox"/> |
| 9. Copy of PAN card.                                                                                            | : | <input type="checkbox"/> |
| 10. Copy(ies) of work order(s) and completion certificate(s) in support of the similar work(s) mentioned by you | : | <input type="checkbox"/> |
| 11. Compliance to the requirement of bidding document                                                           | : | <input type="checkbox"/> |
| 12. Copy of Audited Trading and profit & loss accounts as proof of turnover.                                    | : | <input type="checkbox"/> |
| 13. Each page of the submitted tender document duly sealed & signed.                                            | : | <input type="checkbox"/> |

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

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**(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/16-17/VEH/02

| 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,<br>Designation |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.3     | Postal Address                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.4     | Phone, Fax, e-mail                        | Phone _____<br>Fax _____<br>e-mail _____                                                                                                                                                                                                                                                                                                                                                                                |
| 3.      | Total Executed Value                      |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4.      | Time Schedule                             | Date of Award of Work -<br>Time Schedule -<br>Schedule Date of Completion -<br>Actual date of Completion -<br>Reasons for extension, if any -                                                                                                                                                                                                                                                                           |
| 5.      | Documentary supports                      | Confirm that following documents have been submitted:<br><br>(a) Copy of Work Order and /or relevant pages of Contract document mentioning scope of work, contract value, time schedule, etc.<br>(b) YES <input type="checkbox"/> NO <input type="checkbox"/><br><br>(c) Completion Certificate mentioning date of completion, value of completed work etc.<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |

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/16-17/VEH/02

| SL.NO. | CLIENT NAME &<br>ADDRESS | DESCRIPTION OF<br>THE WORK | NAME OF OFFICER-<br>IN – CHARGE AND<br>DESIGNATION | SCHEDULED<br>COMPLETION<br>PERIOD | SCHEDULED<br>DATE OF<br>COMPLETION | DATE OF<br>STARTING<br>THE WORK | EXECUTED<br>VALUE TILL DATE<br>(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/16-17/VEH/02

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

| <b>FINANCIAL YEAR</b> | <b>ANNUAL TURNOVER (Rs.)</b> |
|-----------------------|------------------------------|
| 2015-16               |                              |
| 2014-15               |                              |
| 2013- 14              |                              |

**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/16-17/VEH/02

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 5 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 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 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/16-17/VEH/02**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.) |
|-----------------------------------------------------------------------------|----------------------------|-----------------------------|
| XUV 500, Innova, Xylo, Scorpio or equivalent                                | 2,200.00                   | 7.38                        |
| Tata Safari, Renault Duster, Terrano, Creta, Brezza or equivalent           | 1,900.00                   | 7.38                        |
| Nissan Sunny, Volkswagen Vento, Hyundai Verna or equivalent                 | 1,500.00                   | 4.92                        |
| Nuvosport, Ecosport or equivalent                                           | 1,200.00                   | 4.92                        |
| Fiesta, Indigo, Zest, Dzire, Hyundai Xcent, Verito, i20 Elite or Equivalent | 1,100.00                   | 4.92                        |
| Vista, Swift, Ritz, Micra, Celerio, Tiageo or Equivalent                    | 1,000.00                   | 4.92                        |
| Bolero or equivalent.                                                       | 1,200.00                   | 7.38                        |
| Sumo, Bolero Non AC or Equivalent                                           | 1,100.00                   | 7.38                        |
| Winger                                                                      | 1,800.00                   | 7.38                        |
| Traveller (4 wheel)                                                         | 2,000.00                   | 7.38                        |
| Traveller: 6 wheeler: 26 Seater                                             | 2,600.00                   | 7.38                        |
| Tata ace, Magic or equivalent.                                              | 900.00                     | 4.92                        |

Note:

- 1) For running in hill KMs (in hill states only) the above running charge shall be enhanced by 12.5%.
- 2) Running Charge per KM is calculated considering HSD Price as Rs.55.84/Liter

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**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/16-17/VEH/02**

**PART-II : PRICED BID**

**PREPARED & ISSUED BY**

**NUMALIGARH REFINERY LIMITED**

(A Govt. of India Enterprise)

## **Price Offer**

**Tender No.:** NRL/ADMIN/16-17/VEH/02

**Date:** 20.05.2016

| <b>Description</b>                                                                                | <b>%age Discount / Premium on Fixed Charge</b> |                 | <b>Mention whether Discount or Premium</b> |
|---------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------|--------------------------------------------|
|                                                                                                   | <b>In Figure</b>                               | <b>In Words</b> |                                            |
| Offer against the range of cars and other vehicles mentioned in the SOR mentioned in Annexure - H |                                                |                 |                                            |

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

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Signature of Bidder

Date:

Name of Bidder

Address:

(Seal)