



Eastern Coalfields Limited
(A Subsidiary of Coal India Limited)
Office of the General Manager, Jhanjra Area
P.O: Jhanjra (B.O), Dist: Burdwan (W.B.)

Ref.No.GM/JNR/ADMN/11-12/**1306**

Dated: 21-01-2012

TENDER NOTICE

Sealed Tenders are invited in two-part cover system. Part-A (Tech. bid) & Part-B (Price bid) for engagement of 11 (Eleven) Numbers Diesel Cars/ light Vehicle, 1 (One) Number S.U.V and 2 (Two) Numbers Ambulance (with facility for keeping Bed, Oxygen, Stretcher and First aid Box) on hired basis for 24 hours per day from reliable and reputed- transport contractors having their own vehicles with valid vehicle Registration Book for use at Jhanjra Area Office and different Units of Jhanjra Project Colliery. The vehicles should have commercial pass as per MV Rules. The model of the Vehicles should not have 1st registration earlier than 01-01-2008. The vehicles shall be hired for the period from 01-03-2012 to 29-02-2016.

1. Original R.C. book of the concerned vehicle should be produced at the time of issuing of Tender document from Admn.Deptt.
2. Tenderers will have to produce the concerned vehicle at Area Office premises before Tech. Committee members on the day of opening of Part-A for physical verification, from 3.30 p.m. to 4.30 p.m.
3. Vehicle Registration Book, Road Tax, Insurance paper, Fitness & Pollution certificate should be produced at the time of opening of Part-A in original for verification.

The engagement shall be normally 7 (Seven) days in a week. The management reserves the right to engage the vehicle at any time, if required.

Tenderers should submit the tender in 2 (two) parts i.e. Part-A will be commercial terms and conditions as mentioned in the tender, any other conditions will not be taken into consideration. Part-B shall contain the rates only.

A. Information in Part-A should include the following and all Xerox copies should be duly signed by the tenderer:-

- I.
 1. Registration number of the Vehicle.
 2. Make & Model (the bid for new model will be preferred)
 3. Validity of Road Tax (Photo copy of Tax Receipt).
 4. Validity of Insurance (Photo copy).
 5. Xerox copy of Blue Book (Vehicle Registration Book).
 6. Copy of partnership deed in case of partnership Firm.
 7. Copy of Memorandum and Articles of Association in case of Ltd. Co.
 8. Valid Certificate of pollution control authority (with proof).
 9. Xerox copy of PAN Card.
 10. Validity of Certificate of Fitness.
 11. Copy of Certificate of Registration under MV Authorities to use the vehicle for commercial purpose.
- II.
 1. Two Diesel cars should have Inter State Permit.
 2. Bids for diesel car with interstate permit may be dropped separately along with the documents in clause A-I.

Bids of successful tenderers in Part-A only will be considered for opening of Part-B of tender.

B. Information in Part-B should include only information regarding charges for hire per day and the consumption of Diesel and Engine Oil per K.M. should be indicated in the appropriate columns in Part-B. Any other condition in Part-B of the tender will not be taken into consideration and tender may be liable for rejection.

C. ISSUE OF TENDER DOCUMENTS :

The date of Sale of tender documents will be from 20-02-2012 to 22-02-2012 between 10.00 a.m. to 1.00 p.m. from Administration Department after deposition of Rs. (250+34)=284/- (Rupees Two Hundred Eighty Four Only) including VAT, for each vehicle, with the Sr.Cashier, Jhanjra Area Office (On working days except on Saturday, Sunday & Holiday). Tender documents will be displayed through Web site from 20-02-2012 to 22-02-2012. Tender documents can also be downloaded from website www.easterncoal.gov.in for participation in the tender process. Cost of tender documents shall be paid in cash, which is non-refundable. In case of tender documents obtained by downloading from the web site, cost of the tender documents shall have to be deposited by the tenderers in the form of demand draft at the time of submission of the tender alongwith the EMD. Tenderers shall be solely responsible for the correctness of the downloaded tender documents. Submission of incomplete down loaded tender document will be rejected. No tender document will be issued or received by post.

D. DATE & TIME OF SUBMISSION OF TENDER: On 24-02-2012 from 9.30 a.m. to 1.00 p.m. at the Office of the General Manager, Jhanjra Area (Personnel Department)

E. DATE & TIME OF OPENING OF TENDER (PART-A): On 24-02-2012 at 3.30 p.m. at the Office of the General Manager, Jhanjra Area. ***If the Office happens to be closed on the date of opening of tender as specified, the tender will be opened on the next working day at the same time and venue.***

F. Earnest Money for each Diesel Car/ Light Vehicle Rs. 3872/- , for each Ambulance Rs. 3784/- and for each S.U.V Rs. 6312/- should be deposited in the form of A/C Payee Demand Draft in favour of '**EASTERN COALFIELDS LIMITED**', **JHANJRA PROJECT**, payable at S.B.I., Asansol, and receipt thereof in a separate sealed cover super scribed **EARNEST MONEY**". ***Tender without Earnest Money will be rejected.***

Tenders will be received in two parts i.e., Part-A and Part-B, each in separate sealed covers, besides the third cover containing earnest money scribing the name of the work and the Part of the tender paper it contains. Part-A shall contain the I.T. PAN No. documents in support of fulfillment of eligibility criteria, status of the firm showing type of formation (Proprietorship, Partnership, Limited Company / any other type), audited balance sheet, the commercial & technical condition, etc. and Part-B shall contain Price Bid only. **All the three covers of Part-A, Part-B and Earnest Money are to be put under another cover, duly sealed while submitting the tender super scribing on it the NIT No., Name of work, Name & address of the tenderers and clearly mentioning that this sealed cover contains Part-A, Part-B & Earnest Money Cover for the particular work.**

GENERAL TERMS :

1. The vehicle should be in good operational condition.
2. The vehicles must be available on all working days for 24 hours from morning to cover all duties on each working day.
3. It will be the responsibility on the part of the Contractor's employee to ensure safety to the travelers /passengers
4. In the event of breakdown contractor will be responsible to provide suitable /similar type of vehicle.
5. Unauthorized persons will not be allowed to travel in the vehicles.
6. Final Work Order will be issued to the contractor subject to verification of physical condition of the vehicle and approval of the Committee.
7. Preference will be given to those who are having a fleet of vehicles of their own and have the experience of such type of job.

8. If under any circumstances vehicle does not report for duty any day, penalty at the rate of four times of hiring charges will be deducted from the bill and no hire charges will be paid for that day.
9. It is presumed that the tenderers have made themselves aware of all rules and regulations of all statutory bodies and local Government bodies likely to be complied with. The feigning or ignorance on this account shall not be taken as excuse.
10. Canvassing in connection with tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable to rejection.
11. If the tenderers deliberately give wrong information in their tenders and create circumstances for acceptance of the tender, the Company reserves the right to reject such tenders.
12. In case more than one tenderer quotes same rate for a particular vehicle, the latest model will be considered.
13. Owner of the Vehicle shall identify Jhanjra, ECL on non Judicial Stamp paper that following will be the responsibility of the owner of the Vehicle:
 - a) Damage cause due to any accident of the vehicle
 - b) Payment for any legal action/ Court Cases of compensation payable arising out of any act of the vehicle.
 - c) Payment of taxes/ surcharges levied by Central/ State Govt.
 - d) Vehicle may be used beyond office hours for that purpose no overtime allowance will be paid.
14. The owner of the Vehicle will be liable to pay the compensation to their employees in case of accident as per Workmen's Compensation Act.
15. If the performance of the Vehicle or the behavior of the driver is not found satisfactory the company may terminate the contract.
16. Log Book should be maintained by official using car. The meter reading for the daily Journey and fuel used by the vehicle should be entered into the log book. If meter for mileage are found out of order, travelled distance should be calculated as practicable and entry made in log book. If the owner should not make repair the meter within 02 (two) days, the fuel supply would be stopped, as it will be considered that the vehicle is not reported for the duty.
17. The vehicle owner shall pay his employees as per payment of minimum wages act. The Management reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

**Sr. Manager (Personnel),
Jhanjra Area.**

Distribution:

1. GMs /GMs of all Areas, ECL. ! With a request to have this displayed
2. All In charges of Workshops, ECL ! on their Notice Boards.
3. Estate Manager (Admn.), ECL, HQ. !
4. Motor Vehicle Section, ECL, HQ.
5. Addl. General Manager, Jhanjra Area.
6. Area Finance Manager, Jhanjra Area.
7. Area Engineer (E&M), Jhanjra Area.
8. All Tender Committee Members, Jhanjra Area.
9. Agent, Jhanjra Project / 3&4 Incline.
10. All Notice Boards, Jhanjra Area.
11. Sr.Cashier, Jhanjra Area Office.
12. Chamber of Commerce, NSB Road, Raniganj / President, Asansol Chamber of Commerce, G.T.Road, Asansol.
13. Asansol / Durgapur Bus Owners' Association
14. General Manager (Admn), ECL, HQ
15. PRM, ECL, HQ, Sanctoria – with a request to kindly publish in Website.
16. C.V.O., ECL, HQ, Sanctoria.



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P.O: Jhanjra (B.O), Dist: Burdwan (W.B.)

PART- A

Tender document No.	:	
Tender Notice No.	:	Ref.No.GM/JNR/ADMN/11-12/1306 dated 21-01-12
Name of Work	:	Engagement of 11 (Eleven) Nos. Diesel Cars/Light Vehicles, 1 (One) No. S.U.V and 2 (two) Nos. Ambulance for use at Jhanjra Area Office and different Units of Jhanjra Project Colliery.
Date & Time of Closing of Tender	:	At 1.00 p. m. on 24-02-2012
Date & Time of Opening of Tender	:	At 3.30 p. m. on 24-02-2012
(Part-A)		
Date of Issue	:	
Cost of Tender paper	:	Rs. (250+34)=284/- including 13.5% VAT (For each vehicle)
Cash Receipt No. & Date	:	
Name of the Tenderer to whom issued	:	

Signature of Officer / Dealing
Asstt. Issuing Tender Paper.

TO BE FILLED BY THE TENDERER

1. Name of the Tenderer :
2. Whether individual proprietor-ship., Partnership :
or Limited Company
3. Postal address of the Company proprietor :
together with Telephone No. etc.
4. In respect of Partnership of Limited company :
the norms of other partner / Director together
with their address
5. List of other Firms / Partnership doing business :
in E.C.L wherein the above Firm /Partners /
Director.
6. Whether Proprietor / Partners/Directors were :
connected with any employees working in
E.C.L, if so, the details of the employees
designation & place of working etc.
7. Any contract being carried on in E.C.L by the :
above Firm / Proprietor/ Partnership/ Limited
Company in his own name & if so, the details
of the contract being executed .
8. Details of VAT Registration Number, if any :
9. Whether tenderer is an Income Tax assessee and :
if so, the year up to which the last assessment
has been made (Income Tax clearance
certificate should be enclosed)
10. Financial Status :
Latest Assessment order or Tenderer's account
From Income Tax Department.
OR
Latest balance sheet audited by a Chartered Accountant.

11. Experience in connection with similar work during last two years :-

Sl. No.	Year	Name of work with Work Order reference & amount.	Organisation for which work executed	Photostat copy of Work Order enclosed	Photostat copy of completion certificate
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(Photostat copy of work order and completion certificate in respect of each work should be attached)

12. Details of work presently in hand :-

Sl. No.	Name of work with work order reference and Amount.	Organisation for which work being executed	Photostat copy of work order enclosed
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13. Details of Earnest money :-

SIGNATURE OF TENDERER

SPECIAL TERMS AND CONDITIONS

1. Tender should be submitted indicating Type and Serial No. of the vehicle. For example, D-1 indicates Diesel Car/Light Vehicle, S-1 indicates S.U.V, A-1 indicates Ambulance.
2. One tenderer may quote for one or more vehicles.
3. The Earnest Money should be deposited as per the number of vehicles quoted.
4. There should be more than one participant for each vehicle. Otherwise it will be treated as single tender.
5. The L-1 rate for each Type of vehicle finalized through this tender should be accepted by others.
6. In case more than one tenderer quotes same rate for a particular vehicle, the latest model will be considered.
7. Only those vehicles having proper valid registration and other documents and in working order and of good condition will be allowed.
8. The registration number of the vehicle engaged along with the name of the Owner of the vehicles so employed shall have to be furnished to the respective HODs under whom the vehicle is placed. In case any change in the deployment of these vehicles is made, the number and ownership of the replacing vehicles have to be immediately furnished to the respective HODs under whom the vehicle is placed.
9. The authority reserves the right to call for all documents, relating to ownership, registration, renewal of tax, insurance, certificate of pollution, etc., of vehicles. These documents shall have to be produced by the contractor within 48 hours of such notice.
In case of break-down of his vehicle he shall arrange alternative vehicle in time failing which the contractor is liable for penalty at the rate of four times of hiring charges from the bill and no hire charges will be paid for that day.
10. Log book shall be signed by the concerned HODs / authorized persons.
11. The vehicle must be available on all days.
12. Final work order will be awarded to the contractor subject to the verification of physical condition of the vehicle and approval of the committee.
13. Preference will be given to those who are having a fleet of vehicles of their own and have the experience of such type of job.
14. The engagement shall be normally 07 (Seven) days in a week.
15. The Contract may be terminated on 30 days notice by either side.

Signature of the Tenderer

Date :

SPECIAL INSTRUCTIONS TO THE TENDERER

1. The tender document will be issued in two parts. The Part-A will contain Bio-data (the full details of Firm) and information regarding qualification, experience of the contractor with testimonials and documentary evidence in support of execution of such job including Earnest money details, income tax clearance certificate, financial status etc., Earnest money draft and cash money receipt should be given in a separate sealed envelope.
2. The earnest money will not carry any interest and will be refunded after expiry of the Work Order.
3. The Part-B will consist of terms and conditions and item rate or prescribed bill of quantities.
4. Tenderers should submit three envelopes in one envelope three separate sealed covers indicating clearly on the face of the cover as Earnest money, Part-A & Part-B and also mentioning on each of the parts the tender No. and date on top of each cover. The cover containing the rates and terms and conditions will be opened in case of only such contractors who will be found having adequate experience and who will fulfill the condition of the tender which will be decided on the basis of information furnished by the tenderer in first cover i.e. Part-A . The date and time of opening of Part-B of tender shall be intimated on the eligible parties. Subsequently, and the same shall be opened in the presence of the tenderer or their authorized representative who choose to be present.
5. The Part-B of the tender of such tenderers who will not qualify for opening shall stand rejected.
6. The authority reserves the right to cancel any or all the tenders full or partly and also split the work without assigning any reason whatsoever.



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PART-B

- Tender Notice No. : Ref.No.GM/JNR/ADMN/11-12/1306 dated 21-01-12
- Name of Work : Engagement of 11 (Eleven) Nos. Diesel Cars/Light Vehicles, 1 NOo. S.U.V and 2 (One) No. Ambulance for use at Jhanjra Area Office and different Units of Jhanjra Project Colliery.
- Date & Time of Closing/Receiving of Tender : At 1.00 p. m. on 24-02-2012
- Date & Time of Opening of Tender (Part-A) : At 3.30 p. m. on 24-02-2012
- Cost of Tender documents : Rs. (250+34)=284/- including 13.5% VAT (For each vehicle)
- Name of the Tenderer to whom issued :
- Remitted vide Cash Receipt : No. Dated:
- Issued to :

Signature of Officer / Dealing
Asstt. Issuing Tender Paper



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- Schedule of work : Engagement of 11 (Eleven) Nos. Diesel Cars/Light Vehicles, 1(One) No. S.U.V and 2 (two) Nos. Ambulance for use at Jhanjra Area Office and different Units of Jhanjra Project Colliery.
- Earnest Money deposit : Earnest Money for each Diesel Car/ Light Vehicle Rs. 3872/- , for each Ambulance Rs. 3784/- and for each S.U.V Rs. 6312/- should be deposited in the form of A/C Payee Demand Draft in favour of '**EASTERN COALFIELDS LIMITED**', **JHANJRA PROJECT**, payable at S.B.I., Asansol

Deposited vide D.D. No.

Sl. No.	Type of Vehicle	RATE QUOTED		
		Hire Charges Per day	Mobil Consumption per Liter (Loose/Sealed)	Diesel Consumption per Liter
D-1	Diesel Car/ Light Vehicle1 No. for Jhanjra Project Colliery.			
D-2	Diesel Car/ Light Vehicle1 No. for Jhanjra Project Colliery.			
D-3	Diesel Car/ Light Vehicle1 No. for Jhanjra Project Colliery.			
D-4	Diesel Car/ Light Vehicle1 No. for Jhanjra Project Colliery.			
D-5	Diesel Car/ Light Vehicle1 No. for Jhanjra Project Colliery.			
D-6	Diesel Car/ Light Vehicle1 No. for Jhanjra Area Office.			
D-7	Diesel Car/ Light Vehicle1 No. for Jhanjra Area Office.			
D-8	Diesel Car/ Light Vehicle1 No. for Jhanjra Area Office.			

D-9	Diesel Car/ Light Vehicle1 No. for M.I.C, Jhanjra Project Colliery.			
D-10	Diesel Car/ Light Vehicle1 No. 1&2 Incl., for Jhanjra Project Colliery.			
D-11	Diesel Car/ Light Vehicle1 No. for 3&4 Incl., Jhanjra Project Colliery.			
S-1	S.U.V. 1 No. for Jhanjra Area office			
A-1	Ambulance 1 No. for MIC, J.P.C			
A-2	Ambulance 1 No. for 3&4 Incl., J.P.C			

*Please Tick and quote rate where applicable.

Signature of the Tenderer.



ABRIDGE

Eastern Coalfields Limited
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Name of the work	:	Engagement of 11 (Eleven) Nos. Diesel Cars/Light Vehicles, 1(One) No. S.U.V and 2 (Two) No. Ambulance for use at Jhanjra Area Office and different Units of Jhanjra Project Colliery.
Cost of Tender documents	:	Rs. (250+34)=284/- including 13.5% VAT (For each vehicle)
Estimated Cost	:	Rs. 387165/- for each diesel car/ Light Vehicle Rs. 378399/- for each Ambulance Rs. 631152/- for each S.U.V.
Earnest Money	:	For each Diesel Car/ Light Vehicle Rs. 3872/- & for Ambulance Rs. 3784/- and for S.U.V Rs. 6312/-
Sale of Tender documents	:	From 20-02-2012 to 22-02-2012
Date of submission of Tender	:	On 24-02-2012 from 9.30 a.m. to 1.00 p.m
Date of opening of Tender	:	On 24-02-2012 at 3.30 p.m
Period of Contract	:	01-03-2012 to 29-02-2016

Tender documents can be purchased in Cash from the Sr.Cashier, Jhanjra Area Office, (On working days except on Saturday, Sunday & Holiday) between 10.00 am. to 1.00 p.m., from 20-02-2012 to 22-02-2012 or tender documents can be down loaded from our website www.easterncoal.gov.in

All other details will be available in the tender documents. No postal transaction shall be accepted for obtaining tender documents.

Sr. Manager (Personnel),
Jhanjra Area.