



**INDRAPRASTHA POWER GENERATION COMPANY LTD.**  
(A Government of NCT of Delhi Undertaking)

**C & M Department,  
Pragati Power Station,  
IP Estate, Ring Road,  
New Delhi-110002  
Fax: 011-23370533**

Ref.100005082

**Subject:**Contract for hiring of 01 no. Mini truck Tata 407 or equivalent for CISFUnit IPGCL.  
**Enquiry No.** 100005082

**Earnest Money Deposit:**Rs.34800.00 "in f/o IPGCL".  
**Bid Opening Date** 20.03.2014 **Time of Opening** 12:30:00  
**Cost of Tender Documents:** RS 750.00 #in f/o IPGCL”

**Qualifying Requirement:**1. The average annual turnover of the bidder during the last three financial years ending 31st March, 2013 should be at least Rs. 5.21lacs.2. The bidder should be a transporter having executed satisfactorily work for hiring of Mini Truck & equivalent capacity vehicle, to reputed organization during the last 07 years ending the last day of the previous month in which bids are invited, with either of the following:-a), Three job orders costing not less than Rs. 6.95 lacs. OR b), Two job orders costing not less than Rs. 8.69 Lacs. OR c), One job order costing not less than Rs. 13.90 lacs.3. Transporter should possess valid Service Tax Registration

Dear Sir/Madam,

Please send your sealed offer in the enclosed annexure as per the given instructions; otherwise your offer shall be ignored.

Important Guidelines:

Downloading/Sale of Document: From 10.02.2014 to 20.03.2014 upto 10:30:00.  
Last date of submission of tender: 20.03.2014 upto 11:00:00.  
Bid Opening Date: 20.03.2014 Time of Opening: 12:30:00 .

Tender opening activity shall take place at Pragati Power Station, CM Department, IP Estate, Ring Road, New Delhi # 02. You may deput e your representative to witness the bid opening.

Bids are to be submitted (online) in two parts viz # Part A # Techno-commercial bid and Part B- Price bid. EMD as applicable shall be accompanied (soft copy) with techno-commercial bid. Only techno-commercial bids will be opened on the due date. After evaluation of techno-commercial bids, price bids shall be opened after due intimation to all the bidders.

The bidder shall submit the scanned copy of following documents towards the proof for meeting the QR in Part-1 bid:

- 1) Visible self attested scanned copy of EPF, Service tax & TIN registration no as per essential and mandatory requirement.
- 2) Visible self attested Scanned copy of Work Experience Certificate with executed amount from end user, actual date of start, actual date of completion as per Qualifying Requirements mentioned in the Tender Document and under essential & mandatory requirement of special terms and condition.
- 3) Visible self attested Scanned copy of Turn Over as per Qualifying Requirements in the Tender Document.
- 4) Visible self attested Scanned copy of EMD submitted.
- 5) Visible self attested Scanned copy of Tender Fee submitted.
- 6) The Bidder should either submit document in respect of having registration with ESI or shall have to give an undertaking that the employees will be covered by group personal accident/mediclaim policy in

addition to public liability & work men compensation policy before start of work.

7) The bidder should certify that the firm is not blacklisted/debarred by any Govt. /Semi-Govt. /Board/Corporate/Pvt. Organization and also certify that he will show the originals of self attested copies of submitted/uploaded documents for verification if called for.

Our NIT document, containing the detailed terms & conditions and other instructions is attached herewith.

Thanking You,

Yours Faithfully

Assistant Manager/Manager(C&M)

**Bill of Quantity (Service)**

S.NO	Service Code	Service Description	UOM	Qty	Unit Rate
Item no.10	Hiring of mini truck				
10.10	AD10001124H	Hiring of Mini Truck	DAY	730.000	
10.20	AD10001127S	Charges for Extra KM (Mini Truck)	KM	7300.000	

**Total Value**.....

**Bidding Type** : Single Bid

**Evaluation Criteria**: OVERALL BASIS L1

**Scope of work :**

Hiring of 01 no. Mini Truck TATA - 407 or equivalent for CISF Unit IPGCL for two years (for 100 KM and 24 Hour/ per day).

**Special Terms & Conditions:**

Terms and conditions

- 1) Job Description: Hiring of one no. CNG Driven Mini Truck Tata 407 or equivalent for CISF Unit at RPH for 100 Kms/day for a period of two years.
- 2) Period of contract / Completion of work: Two years from the date of start of contract
- 3) The payment of extra KMs will be made on actual basis restricted to 7300 KMs for 2 years.
- 4) Experience: The intending tenderer must have an experience of having successfully executed works of similar nature giving to different organizations like Central Govt./ state Govt./ Public Sector Organizations.
- 5) The vehicle is required for 24 hours with two trained drivers (valid driving licence of the drivers). The approx time of engagement of the vehicle will be 08 AM to 08 AM on all working days.
- 6) The vehicle should be in good working condition and should not be more than 3 years old at the time of opening of tender.
- 7) Payment will be made on monthly basis after certification of bills depending upon no. of days and availability of vehicle.
- 8) Repair/maintenance/Insurance/taxes, etc will be on vehicle owner's A/c.
- 9) No CNG/Diesel/Lubricant shall be issued from our company.
- 10) Rates will be quoted inclusive of all incidental charges to be paid to the Govt. Authorities, cost of fuel, wages of driver/conductor and maintenance charges, oil, etc.
- 11) Any statutory levies/taxes if required will be on account of vendor.
- 12) Separate log book are to be maintained by the Driver with due entries on daily basis and to be submitted to HR Deptt. with the Bills for payment.
- 13) The driver shall not be intoxicated condition when on duty.
- 14) Drivers should be literate, courteous, should have pleasing manners and having valid Driving Licence and competent to run and maintain the vehicle and log book
- 15) Any accident to vehicle and damages will be at the cost and risk of the owner of the vehicle.
- 16) The transporter should provide alternative vehicle or arrangement in case of the vehicle goes under breakdown/maintenance at no extra cost. In case of failure to provide vehicle, penalty at double the contract charges on pro-data basis will be recovered from the contractor.
- 17) Conditional offer shall not be considered.

18) Company shall not be under any obligation to accept the lowest tender and also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

19) Partnership: In case of partnership firm/company, the tenderer is required to submit a copy of partnership deed/article of association also & Registration Certificate.

20) The tenderer should have relevant documents i.e. PAN Card, professional Tax, Service Tax registration, RTO registration, RTO tax receipt with comprehensive insurance, pollution certificate, RTO Taxi permit certificate, RTO Fitness certificate.

21) Scope of work:

- i) The staff and the truck shall function under the control/supervision/direction of CISF in charge based at IPGCL-PPCL.
- ii) The truck should be covered hood with temporary/ permanent arrangement and also have seating arrangement for 4 persons.
- iii) The transporter will be responsible regarding insurance of vehicle during pendency of contract.
- iv) Transporter shall not engage any sub-contractor/ not sub-let or transfer this contract to any other contractor.
- v) All other terms and conditions as per NIT.
- vi) Daily tour diary shall be maintained by the transporter and journey shall be verified by Asstt. Commandant, CISF Unit. Payment for extra KM shall be made on actual KM travelled basis.
- vii) The required manpower shall be provided by the transporter for smooth running of the truck.

**Remarks :**

All others Terms & conditions as per NIT of IPGCL.

## Annexure :

### Detailed specifications

Item no: 10		Hiring of mini truck	
S.NO	Service Code	Service description	Detailed Description
10	AD10001124H	Hiring of Mini Truck	ANNUAL CONTRACT FOR HIRING OF MINI TRUCK TATA-407, OR EQUIVALENT
20	AD10001127S	Charges for Extra KM (Mini Truck)	Charges for Extra KM (if required).