

**TENDER NOTICE OF
JOINT PLANT COMMITTEE (JPC),
REGIONAL OFFICE (RO)
NEW DELHI
301- 306 AUROBINDO PLACE
HAUZ KHAS,
NEW DELHI- 110 016
FOR
APPOINTMENT OF TRAVEL AGENTS
FOR SUPPLY OF AC CARS
AT
JPC, RO, NEW DELHI**

Dear Sirs,

Sealed Quotation is invited for *Appointment of Travel Agents for Supply of AC Cars at Joint Plant Committee (JPC) Regional Office (RO), New Delhi*. The details of the tender are as the following:-

1.	ITEM DESCRIPTION	:	Supply of AC Cars at Joint Plant Committee, Regional Office, New Delhi, 301- 306 Aurobindo Place, Hauz Khas, New Delhi – 110 016.
2.	DATE OF PUBLICATION OF THE ADVERTISEMENT		08. 07. 2019
3.	PRE – BID MEETING: VENUE, DATE, TIME		<i>Date: 12. 07. 2019; Venue: Joint Plant Committee, Regional Office, New Delhi, 301- 306 Aurobindo Place, Hauz Khas, New Delhi – 110 016; Time: 3 p.m.</i>
4.	LAST DATE, Time & PLACE OF SUBMISSION OF THE TENDER		17. 07. 2019 by 2:30 p.m at Joint Plant Committee, Regional Office, New Delhi, 301- 306 Aurobindo Place, Hauz Khas, New Delhi – 110 016.
6.	DUE DATE & TIME FOR OPENING OF OFFERS PART- I & II – EMD & TECHNICAL BID		Date: 18. 07. 2019; Time: 2 p.m. Venue: JPC HQs, Ispat Niketan, 1 st Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019
7.	PART - III – COMMERCIAL BID		Date & Time will be conveyed after opening of the technical bids. Financial bids of only technically qualified bidders would be opened.
8.	EARNEST MONEY DEPOSIT		Rs 15,000/- (Rupees fifteen thousand only)
9.	SALE/COST OF TENDER DOCUMENT		Between 11 AM to 1.00 PM and 2:30 p.m. to 3:30p.m. on any working day from Joint Plant Committee, 301- 306 Aurobindo Place, Hauz Khas, New Delhi – 110 016 from 08. 07. 2019 to 16. 07. 2019 Or Download from www.jpcindiansteel.nic.in/ Cost of this paper is Rs.500/- (Rupees five hundred only). If however, the tender is downloaded from website, a separate Demand Draft of Rs.500/- may to be drawn from any Scheduled/Commercial/Nationalised Bank (except Cooperative and Gramin Bank) , in favour of 'Joint Plant Committee', payable/en-cashable at New Delhi.
10.	PERIOD OF CONTRACT		THREE YEARS from the effective date of contract i.e 1 st August, 2019 to 31 st July, 2022, extendable for a period of another 3 (three) months at the option of JPC on same terms & conditions.

1. SUBMISSION OF TENDER

Tender shall be prepared and submitted in three separate sealed covers superscribing :

Envelope I : "EARNEST MONEY DEPOSIT (EMD) FOR INVITING RATES/QUOTATION FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT JOINT PLANT COMMITTEE, REGIONAL OFFICE, NEW DELHI."

PART I-EMD – This part shall contain:

Earnest Money Deposit (EMD)

EMD of Rs.15000/- (Rupees Fifteen thousand only) by Demand Draft/ Pay Order / Banker Cheque drawn on any Scheduled Commercial Bank except Gramin Bank/ Co-operative Bank drawn in favour of "JOINT PLANT COMMITTEE" payable at New Delhi. This amount of Rs.15,000/- will be refunded (without interest) after the expiry of the contract unless otherwise forfeited on the ground of breach of contract during the contract period for successful bidder. EMD will be refunded to the unsuccessful participants on the spot.

Receipt for Rs.500/- : In case the tender documents are downloaded from JPC website, Demand Draft/ Pay Order / Banker Cheque drawn on any Scheduled Commercial Bank except Gramin Bank/ Co-operative Bank drawn in favour of "JOINT PLANT COMMITTEE" payable at New Delhi for Rs.500/- (Rupees five Hundred only) towards the cost of tender document.

Non submission of EMD in a separate envelope as already mentioned will lead to the cancellation of the whole tender. The 2nd envelope of the Technical bid in this case will not be opened at all.

"Considering the nature of the service sought vide this tender being a consolidated one, JPC is not in a position to consider allowing MSMEs to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non-MSME and the MSME has quoted price within the price range of L1 +15 per cent."

SECURITY DEPOSIT

Earnest Money Deposit by the successful vendor will be retained as Security Deposit. In case of unsatisfactory performance, JPC reserves the right to forfeit the Security Deposit. However, after the period of contract for car hire is over, the vendor may request vide letter for the Security Deposit. The Indenting Department in this case will give a no-objection certificate of the vendor, on production of which, the vendor will get back the Security Deposit.

Signature with date :
Name :
Designation :
Name of the Firm :
Seal :

Envelope II: "TECHNICAL BID FOR INVITING RATES/QUOTATION FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT JOINT PLANT COMMITTEE, REGIONAL OFFICE, NEW DELHI"

Part-II (Technical Bid)- This part shall consist of following items:

Please fill up **Annexure I** accordingly. In reference to the Annexure, the following must be furnished in the Technical Bid

1. Statement with details of the vehicles owned by the participant together with the vehicles in their pool to be provided including the date of Registration, Status of Insurance, Road Tax etc. in the enclosed format.
2. Photocopies of statutory documents like Registration Books, valid Insurance Policy, Road Tax & Pollution Under Control Certificate (PUC) in respect of own cars.
3. The participant needs to have a minimum of ten (10) numbers of own (Swift Dzire) cars.
4. **The cars offered should not be more than three years old.**
5. A list of other organizations with whom the Agency has business dealings.
6. A photocopy of PAN Number.
7. A photocopy of the valid Trade Licence as Transport Contract.
8. Photocopy of GST Certificate must be submitted by the agencies along with HSN Code.
9. Meter Taxis will not be allowed.
10. Work Orders- The bidder should have an experience of seven (7) years. Work order/Successful completion certificate of the last seven years for supply of cars to government organisations/ well reputed organisations. Work Order from any individual entity will not be entertained.
11. The participant must be a registered Company/Partnership firm authorized to carry out the business as mentioned in the tender. In case the participant's is a company, Memorandum and Articles of Association of the Company along with the Certificate of Incorporation from the Registrar of Companies is to be submitted. In case of a Partnership firm, an authenticated copy of the Partnership Deed together with Certificate of Registration issued by the Registrar of Firms (if the firm is registered) is to be submitted. In case the vendor is a Proprietary concern, name of the Proprietor and proof of proprietorship is to be submitted. The vendor should have own offices in New Delhi and requisite evidence for the same should be furnished.
12. Last three years' Financial Report supported by Audited Balance Sheet.
13. All the pages of the tender document must be self attested and stamped as a token of acceptance of the terms & conditions of the tender and for having understood it. This should also be included in the Technical Bid. Absence of seal and signature of the vendor on all pages of the tender including the pages of the Financial bid.
14. The Company must not be blacklisted by any PSUs. A letter confirming this must be issued by the bidder.
15. No employee of JPC or his/her kin will be allowed to participate in this tender. If so found, JPC can take any stern action against the employee as it deems fit. A letter confirming this must be issued by the bidder.

Signature with date :
Name :
Designation :
Name of the Firm :
Seal

Envelope III: “COMMERCIAL BID FOR APPOINTMENT OF TRAVEL AGENT FOR SUPPLY OF AC CARS AT JOINT PLANT COMMITTEE, REGIONAL OFFICE, NEW DELHI”

- Commercial bid should indicate each head and shall be submitted as per price format enclosed at Annexure –II and is liable to be rejected if submitted otherwise.
- **Column 2 of the table in Annexure II named, “Full Day 8 hrs. & 80 Kms” will be the deciding factor of L1 vendor. Basis of L1 price – bid will be decided based on rates for Swift Desire only.** For Airport Drop & Pick-up L1 price will be considered based on Column 6 of the Price Bid.
- Conditional offers will not be accepted and the Financial Bid will be rejected in such a situation.
- In case of a tie, the vendors in tie will be asked to quote once more on the spot. The vendor who quotes the lowest rate then will be selected subject to the clause “Considering the nature of the service sought vide this tender being a consolidated one, JPC is not in a position to consider allowing MSMEs to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non-MSME and the MSME has quoted price within the price range of L1 +15 per cent.”
- An agreement with JPC, Regional Office, New Delhi on a Non-Judicial Stamp Paper of Rs.100/- is to be done within 30 days of receipt of the Work Order.
- The quoted price should be filled in the format provided with the Tender Notice. No other formats will be accepted.
- Rates shall be exclusive of GST. Tax shall be paid on actual on submission of documentary evidence.
- Financial bid of the participating vendors shall be opened on their qualifying in the Technical Bid.
- Each paper of the Tender Report where prices shall be included must be signed and stamped. If not stamped and signed, the submission of the prices will not be considered at all.

All the above three envelopes will have to be put in a single sealed envelope superscribed as “Tender for Appointment of Travel Agent for Supply of AC Cars at Joint Plant Committee, Regional Office, New Delhi” and addressed to Regional Officer, Joint Plant Committee, Regional Office, New Delhi. Technical bids of the participants shall be opened only if the EMD deposited is in order. Non submission of EMD in separate envelope will lead to the cancellation of the respective tender. Technical bid should not contain price bid, otherwise the tender shall stand rejected.

Late/Delayed Tender-Late/delayed offers due to any reasons whatsoever will not be accepted / considered at all under any circumstances.

Validity of offer-The offer of contractor/vendor must be valid for two months from the date of the opening of the Financial Bid.

2. Capacity of the Participating Vendor

Technical Capacity -The vendor shall satisfy Joint Plant Committee that he possesses the necessary experience and qualification and that he has at his disposal, suitable cars and competent drivers to ensure that he can undertake the work to the best of quality and satisfaction of Joint Plant Committee, Regional Office, New Delhi. The vendor shall furnish necessary particulars in this regard according to the Tender Report.

Legal Capacity - Vendors shall satisfy Joint Plant Committee that he is competent and authorized to submit Tender and/or to enter into a legally binding Contract with Joint Plant Committee, Regional Office, New Delhi. To this effect, any person submitting the Tender shall render documentary evidence that his signature on the Tender submitted by him is legally binding upon himself, his firm or company, as the case may be.

Signature with date :
Name :
Designation :
Name of the Firm :
Seal

JPC reserves the right to accept / cancel any / all Tender without giving any reason whatsoever.

3. THE CONTRACTOR SHOULD PROVIDE

1. The Contractor has to provide AC cars like Swift Desire and shall quote the rates as per the categories accordingly. Furthermore, the contractor shall furnish rates for Tavera/ Innova/ Scorpio/ Honda City/Honda Amaze,/Etios. These rates shall be for records only and necessary use of RJPC, New Delhi for future requirement if any.
2. The Contractor shall provide all the cars in excellent road-worthy conditions. **The cars should not be more than three years old.** They must have their relevant papers and documents indicating their purchase date, etc. Smart Cards/Blue Books should be produced whenever required.
3. Drivers should be well behaved, wear uniform and should have knowledge of Hindi and English languages. **All the car drivers must wear clean and tidy uniform.**
4. Drivers must not attend work in inebriated state. JPC will take dire measures in such situations.
5. **Under no conditions should the drivers be repeatedly changed for a particular vehicle.**
6. Irrespective of the type of cars, all drivers must have a mobile connection facility while on duty.
7. The cars should be provided with 'car deos' like Ambi Pure/Aer or of other similar make in order to maintain a mild fragrance in the car. In case the car stinks, the vendor will be penalized as per point no. (ii) of 'Penalty Clause'.
8. Mileage and time will be calculated & paid at the time of bill settlement from Garage to Garage basis for reporting/releasing places other than JPC office / guest house and maximum limit of 5 (five) Km./half an hour or actual whichever is lower each for to and fro garage, when released from JPC office/guest house will be considered.
9. While submitting the bills, the agencies will quote GST registration no. and HSN Code.
10. Booking of cars by JPC, Regional Office, New Delhi will be done over telephone which will be regularized by giving written requisition subsequently.
11. Agencies shall be liable to supply vehicles at a very short notice even on Sundays/ holidays for the use of Joint Plant Committee's officials.
12. Drivers must have valid driving license and requisite papers with due validity. These should be kept in the vehicle while in service, as per Traffic /Motor Vehicles Rules.

Signature with date :
Name :
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13. If any vehicle on hire breaks down or gets out of service, the Agencies shall provide an alternative vehicle immediately on receipt of intimation so that service continues uninterrupted. In case of failure to deploy another suitable vehicle, a penalty of Rs.800/- shall be imposed.
14. The agency shall not transfer or assign the present contract to any person or firm without obtaining written consent of JPC. JPC reserves the right to appoint more than one agency for hiring of car subject to their qualifying the tender terms and conditions and agreed to work at the rate fixed by the JPC.
15. Smart Cards of the cars should be produced the moment they are asked for by JPC, RO, New Delhi.
16. The agency shall have to change the driver/car if the same is found unfit / inconvenient by the user.
17. Any other pertinent document required by JPC, RO, New Delhi must be furnished by the vendor.
18. Prior to the journey, sending SMS is a must mentioning the Driver's name and cell number and the vehicle's number.

4. Penalty Clauses

If the Contractor fails to supply the car against requirement (i.e., timeliness, condition of car, e.g foul odor etc.), penalty shall be imposed as under, which shall be deducted from the amount payable to the Contractor against their bills.

- (i) Rs. 800/- (Rupees eight hundred only) for failure/non-reporting in time per incident. Delayed reporting shall also be construed as failure of duty and liable to attract penalty at same rate.
- (ii) Rs. 800/- (Rupees eight hundred only) for per car per day if the car stinks and is dirty. A letter to this effect from JPC would lead to the penalty.
- (iii) The cars supplied by the agencies should not be more than **three (3)** years old. If it is found that old cars are being used, a penalty of Rs.800 will be sought per day basis.
- (iv) If three complaint letters are served to the vendor, the contract will be cancelled and the security deposit would be forfeited.**

In case of such cancellation of contract with the vendor if the latter fails to abide by duties as per the terms of the Tender Report or work order, the job may be given to the L2 vendor, who will have to work at the L1 rate according to the same terms and conditions. This may be done without going for a fresh tendering procedure in order to save time and to facilitate proper working of the Committee.

It is essential to have contact persons(s) with telephone no. (s), including Cell Phones, available beyond office hours for booking of the car, so that at any point of time booking can be made.

Signature with date :
Name
Designation
Name of the Firm
Seal

5. PAYMENT TERMS

1. Bills are to be prepared on kilometer as well as hourly basis and shall be payable as per price bid Column 2 (80 km/8hrs, whichever is higher).
2. Total Parking Fees on actual as duly signed by the users to be claimed along with respective bill.
3. The Contractor shall submit bills, in the 1st week of every month at JPC, payment will be made, after verification of the bill within 15 days of receipt of the bills. All bills should indicate registration no. of vehicle and its year of manufacture. In case the vehicle provided is outside the list submitted by the vendor, the photocopy of valid registration certificate should be attached with the bill to ensure that the car provided is not more than four years old as on date of submission of tender.
4. The parking facility will be provided during duty hours by the organisation when the vehicle is in use by JPC. In case, the car is parked somewhere else, necessary payments for parking will be reimbursed by JPC against payment slips issued by the Delhi Municipal Corporation/authorised agent along with monthly bills.
5. Separate duty slip will be issued for each vehicle to be allotted for duty. Kilometer/time at the starting and the end of the duty will be noted neatly and to be checked and signed by the user of the vehicle. The service provider shall prepare monthly bills with a consolidated statement of each vehicle and original copies of duty slips.
6. The car's being fined for violation of traffic rules or any other such fines will not be the liability of JPC. These have to be borne by the agency itself.

7. GENERAL CONDITIONS OF CONTRACT

Price Escalation/De-escalation

- (i) There will be no increase / decrease in hourly rates during the entire period of the contract.
- (ii) The diesel / petrol / CNG price prevalent as on the date of award of contract shall be the reference point for working out increase /decrease of percentage of oil price.
- (iii) JPC reserves the right to reject any or all the tenders without assigning any reason at any point of time.
- (iv) In case of any dispute, the decision of JPC would be final and binding on all the vendors.

Signature with date :
Name
Designation
Name of the Firm
Seal

(v) JPC shall have no liability whatsoever for the cars / drivers or any other personnel deployed by the agencies in JPC premises during the tenure of the contract.

(vi) The agency shall not transfer or assign the present contract to any person(s) or firms (s) without obtaining a written consent of JPC.

8. RESOLUTION OF DISPUTE

In the event of any dispute/ difference whatsoever arising between the parties relating to or arising out of the contract, the parties shall endeavour to resolve such dispute/difference through conciliation as per the provisions of the SCOPE Forum of Conciliation Rules 2003.

CONCILIATION

Any dispute or difference whatsoever arising between the parties relating to or arising out of the contract, shall be settled first by conciliation in accordance with the Rules of Conciliation of and the settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties.

ARBITRATION

- (i) In the event of dispute/difference is not resolved through conciliation either party may, upon giving notice to the other party refer the dispute to the Arbitration under the SCOPE Forum of Conciliation Rules 2003.
- (ii) Any dispute or difference whatsoever arising between the parties and of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity of the breach thereof, shall be settled by arbitration in accordance with the Rules of Arbitration of the "SCOPE" and the award made in pursuance thereof shall be final and binding on the parties.
- (iii) Excepted matter as per contract shall not be subject matter of Conciliation /Arbitration.
- (iv) The venue of Arbitration shall be at New Delhi.
- (v) The court of New Delhi shall have a jurisdiction over all the matter of dispute.

9. TENURE OF CONTRACT

- This contract will remain valid for a period of three years w.e.f 1st August, 2019 to 31st July, 2022. However, the contract may be extended for a period of up to three (3) months if JPC so desires on same rates, terms and conditions.
- In case of unsatisfactory performance by the vendor, JPC may terminate the contract having served one month's notice. JPC even reserves the right to blacklist the vendor if it so decides. On the other hand, if the vendor decides to discontinue its services, three months' advance notice must be served to JPC.

For further queries relating to the above mentioned Tender, please contact the undersigned at Tel Nos : 011 4659 - 5881.

**(Bimla Negi)
Regional Officer,
Joint Plant Committee, Regional Office,
New Delhi**

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Signature with date :
Name :
Designation :
Name of the Firm :
Seal

1. Name of the Vendor/Agency. :
2. Status of the vendor - Proprietorship/
Partnership/Pvt. Ltd./Ltd. Co. (Relevant Documents
to be submitted) :
3. Address of the Registered Office. :
4. Year of establishment with Regn. No.
and Date **(Trade Licence)**. :
5. No. of cars owned by the vendor/
Proprietor(s)/Partner(s) (category wise/makewise)
and the copies of Regn. Certificate, Insurance Policy,
Road Tax & PUC. :
6. No. of Cars in Pool (List with Regn. Nos./ make,
km run etc.). :
7. Address of Garage.
8. No. of Own Car :
9. Names of other organizations with whom
the agency has business dealings. :
(In case space is not sufficient, separate
sheet may be enclosed) Work order is to be provided.
10. PAN No. (self attested documentary evidence to be
Submitted). :
11. Name of the contact person (s) and telephone :
No. (s), including cell phones, during beyond office hours.
12. Last three years' Financial Report supported by Audited Balance Sheet :
13. Name of the Banker(s).
14. Details of Bank Draft/P.O. for EMD :

Name and Address of Bank	DD/PO No. & Date	Amount

DATE :

SIGNATURE WITH SEAL

COMMERCIAL BID FOR SUPPLY OF AC CARS**(Rate to be quoted in multiple of Re.0.10 only)**

Category of Car (AC) (Column 1)	Full Day 8 hrs. & 80 Km. (Column 2)	Half Day 4 hrs. & 40 km. (Column 3)	Extra Per Km. (Column 4)	Extra Per Hrs. (Column 5)	Airport drop & Pickup (Column 6)
	(a)	(b)	(c)	(d)	(e)
	(₹)	(₹)	(₹)	(₹)	(₹)
Swift DeZire					
Tata Indigo CS/Tata Manza					
Travera/Scorpio/ Innova					
Honda City/ Honda Amaze					
Etios					

Note:

- In case, the car is used for more time than that stipulated in (a) or (b), payment for more time than (a) or (b) will be based on (c) and (d), whichever is higher [only one of (c) & (d) will be taken for calculation and both will not be paid].
- If against requisition of *Swift DeZire* higher class car is sent, payment will be made @ Swift DeZire only.
- Single rate to be quoted for each category. In case more than one rate is quoted by vendor for a category of car, minimum of the rates will be taken as the rate quoted for that category. The contractor shall also furnish rates for Tavera/ Innova/ Scorpio/ Honda City/Honda Amaze,/Etios. These rates shall be for records only and necessary use of JPC for future requirement if any.
- The rates quoted should be exclusive of GST which would be reimbursed by JPC,RO, New Delhi to the Agency on prevailing rates.
- **L1 vendor will be decided based on column 2 for Swift DeZire only. As for Airport Drop & Pick-up column 6 will be considered.**
- No other cars of lower range, other than the ones already mentioned in the above table will be accepted.

DATE:

SIGNATURE WITH SEAL