



जूट कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का एक लक्ष्य)

The Jute Corporation of India Limited

(A Government of India Enterprise)

BHADRAK-R.L.D./भद्रक-रालोद

LANGUDI, ARNAPAL, BHADRAK, PIN- 756116 (ODISHA)/लैंगडी, अरण्यपाल, भद्रक, पिन- 756116 (ओडिशा)

CORPORATE IDENTITY NUMBER/कॉर्पोरेट पहचान संख्या - U17232WB1971GOI027958

0 of 9

TENDER

ENGAGEMENT OF CAR RENTAL AGENCISES

FOR

THE JUTE CORPORATION OF INDIA LTD.

AT

LANGUDI, ARNAPAL, BHADRAK

ODISHA-756166

TENDER REFERENCE - JCI/RLD/BDK/2020-21/02 DATED 16.07.2020

TENDER NO: - JCI/RLD/BDK/Tender/2020-21/02

Last Date of Submission 02PM on 18/09/2020

Opening of Tender 04PM on 18/09/2020



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1. Sealed Tenders are invited from car agencies for engagement of car rental agencies for Regional office of Bharak of **The Jute Corporation of India Ltd. Langudi, Arnopal, Bhadrak, Odisha-756116**, within stipulated date and time as mentioned in the tender notice. The tender's documents along with its accompanying terms and conditions can be downloaded from the website of the Corporation www.jci.gov.in.
 2. Any amendment /corrigendum in the above would be hosted on the website www.jcicorp.in only.



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TENDER FOR CAR HIRING OF OFFICIAL USAGE

INSTRUCTION TO TENDERERS

- A. All bidders have to deposit an amount of Rs. 10,000/- (Rupees Ten Thousand Only) in favour of The Jute Corporation of India Limited by DD as Earnest Money (EMD) along with the tender which will be converted to Security Deposit for successful bidders and will be refunded to unsuccessful bidders within one month from the opening of tender. Running contractors have to enclose the Xerox copy of Money Receipt as proof of EMD already deposited. Such Security Deposit will be refunded within one month of completion of entire transport job by the contractor on written application. Corporation reserves the right to adjust of forfeit in partial or full of such Security Deposit with amount of any damage during travel or any other recoveries as deemed necessary. Non-submission of EMD will lead to the cancellation of the tender.
- B. The tenders should submit sealed offer in a manner as mentioned below super-scribed "Tender for Providing cars on hire" in one main Envelope including Envelope No.1 & Envelope No. 2. into the drop box placed at the reception area of JCI BHADRAK, LANGUDI,ARNAPAL,BHADRAK-756116

Envelope No.1 (Techno Commercial Part)

- i. Tender Form.
- ii. Demand Draft for **Rs.10, 000.00(Rupees Ten thousand only)** to be paid as Earnest Money Deposit.
- iii. Acceptance of Terms & Condition for Care Hire Contract.
- iv. Acceptance of Instruction to tenders.
- v. Latest Certificate of Registration for traveling agency issued by the appropriate authority.
- vi. Declarations of Tenders as mentioned in Appendix-I(Part-II)
- vii. The travel agency should have at least three years' experience and valid trade/operating license. A self-declaration for this to be submitted.
- viii. Copy of PAN Card.
- ix. GST Registration Certificate (if any)
- x. Copy of last three years audited P&L and Balance sheet (Financial Statement) or copy of last three years" Income Tax Return Acknowledgement (if any).



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Envelope No.2 (Commercial Bid) as per prescribed from (Appendix-II)

C. The tender shall remain valid for acceptance for a period of 90 days from the date of submission of tender.

D. Tenders not submitted as above or incomplete tenders will be rejected. JCI reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

(Signature of Tender with Seal)



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SUB: TERMS AND CONDITION FOR CAR HIRE CONTRACT

1. The "Corporation" shall mean JCI with office at Langudi, Arnopal, Bhadrak, odisha-756116
2. The agency shall maintain an office within Odisha, duly manned with adequate staff with mobile phone and land phone facilities, which are always attendant.
3. Our Endeavour is to select at least Three Car agencies to match with the L1 rates. JCI also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason. The decision of JCI, Bhadrak in this regard shall be final and binding on all.
4. The Tender must have an office in Bhadrak and which can be contacted at all times.
5. The drivers must wear neat uniform should be polite and courteous and should have a good communication skill.
6. All the cars should be excellent road worthy condition.
7. The duty hours of the vehicles is for 12(Twelve) hours and from 9 AM to 9 PM on all the days in a month or as may be required by the office of JCI to whom car will be assigned.
8. In case of absence of the regular car and/or driver on any day similar car and/or driver is to be arranged by the contractor at his cost.
9. All rights are reserved by the representative of The Jute Corporation of India Ltd. to reject any tender/s or all without specifying any reason. The Company reserves the right to increase / decrease the area/ services during the period of the contract.
10. All the cars must carry first aid box, toolbox and necessary spares.
11. All the facilities should be running and useable condition.
12. Drivers shall avoid by the rules let down by the Transport Authority or any other Authority relevant to the subject and should always strictly follow the Traffic Rules and Regulation, so as to ensure the safety of the passengers.
13. Drivers provided by the agency should be holding a valid Driving License. The driver should also have knowledge of car mechanism, so as to attend minor repairs and should be well conversant with roads and routes of Kolkata.



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14. Driver should keep the vehicle neat and clean daily before reporting for duty.
15. Drivers shall not smoke/drink while on duty.
16. Drivers shall always remain with the vehicle during the time of duty and in case of any urgency he should seek permission from the administration department before leaving the vehicle.
17. The agency shall maintain the opening meter reading and time of the car on the Log –Book. Driver shall inform and show the opening and closing meter reading and get it counter signed by the user. Unless specifically approved, distance and hours of travel from garage to first reporting place or from last dropping place to garage will not exceed 10 Kms and one hour in each case (provided actual distance and hour are not less than these).
18. Bills having over-writings and cuttings shall be rejected at the sole discretion of JCI.
19. Not more than three years old car are to be supplied on due date of the Tender.
20. Yellow number plate vehicles with valid road tax and insurance certificate would be placed.
21. The rates quoted by the tenders shall be valid for Diesel/Petrol Cars with commercial license & number plate.
22. The Company gives no guaranty about the definite volume of work to be entrusted to the contractor at any given time or even throughout the tenure of the contract.
23. No payment shall be made against bills partnering to those travels, where any complaint with regard to quality of the car or misbehavior of the driver is received from the user in this regard, the decision of JCI shall be final.
24. Agencies having MSME registration will get “Purchase Preference” and “EMD exemption” etc. as per applicable policy of Govt. of India, on production of photocopies of said registration certificate.
25. If any of the terms and conditions provided hearing or any discretion issued is not complied with or agency is found to have committed any breach thereof the contract shall be terminated and security deposit will be forfeited. The decision of JCI in this regards shall be final. Work Order for two cars may be placed on 2 different agencies (1 car each).



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26. Selection of the 1st agency will be based on L1 basis. For appointing the Second Contractor/Agency opportunity will be given to other bidders who have quoted, for matching the L1 rate. The appointment of second contractor/ agency will be made sequentially based on the original ranking (Like L-2, L-3 etc.) however in case where others tenders are not agreed to match L-1 rates, only one contractor / agency i.e. original L-1 contractor/agency will be appointed.

27. VALIDITY:

The contract shall remain valid for a period of 1 (One) year with effect from the date of commencement of the contract, which can be extended for a further period of 1 (one) year subject to satisfactory performance and mutual consent of both the parties.

27(A). Penalty levied by the government department /statutory body for violation of any norms or regulation shall be sole responsibility of the agency/contractor. JCI in no way will be responsible for such payment.

27(B) In case of any breakdown of the car during the time of duty, the agency shall make arrangement promptly for another vehicle and no mileage from the garage to the point of breakdown shall be paid. If user of the car hires another vehicle and the extra amount so incurred shall be deducted from the bills of the agency.

28. PARKING /TOLLCHARGES:

Parking /Toll Charges shall be reimbursed to the contractor/agency on production of valid receipt on monthly basis.

29. TERMINATION:

29(A). JCI reserves the right to summarily terminate the contract due to failure of the Agency to provide satisfactory services and /or repeated failure to provide vehicles against requisition.

29(B). In such cases security deposit shall be forfeited and decision of JCI in this regard shall be final and binding.

29(C). JCI may at any time by giving one month's notice to close the contract without any liability, financial or otherwise on itself.



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30. EARNEST MONEY AND SECURITY DEPOSIT

Earnest Money deposit of **Rs. 10,000 (Rupees Ten Thousand Only)** of the unsuccessful tender will be refunded one month after opening of the price Bid without any liability towards interest. Earnest Money of successful bidder will be converted to Security Deposit, if the work order is awarded. The security Deposit will not be earning any interest and shall be refunded after successful completion of order.

31. Income Tax and Other Taxes will be deducted from each month's bill.

32. In addition to above" JCI's Revised General Conditions of Contract" will also be applicable for this work.

33. The arbitration clause is not applicable. In case of any dispute the decision of JCI shall be final and binding.

34. PAYMENT:

The bills along with Duty Slip/ Log-Book duly signed by the user should be submitted by the agency on monthly basis and the payment shall be made within 30 working days from the date of receipt of the bills after all applicable statutory deduction.

35. Tender offer should be kept valid for acceptance or otherwise for a period of 30 (Thirty) calendar days.

(Signature of Tender with Seal)



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TECHNO COMMERCIAL PART

TENDER FROM

TENDER FOR SUPPLY OF CARS

1. Name of the Tender/Agency :
2. Status of the tender (Proprietorship/
Partnership/Pvt. Ltd./Ltd.) :
3. a) Address of the Agency :
b) Address of the Garage where
the offered vehicles will be kept :
4. Year of establishment with registration
No and Date (**Trade License**) :

5. Details of Registered Vehicle (in the name of tender) :

| Sl.No. | Make/Model | Registration No. | Year of Registration | Name of the owner |
|--------|------------|------------------|-------------------------|-------------------------|
| | | | | |

Copy of Registration Certificate, Insurance Policy, Road Tax & PUC to be attached

(Please use separate sheet if required)

6. PAN No. (Documentary evidence to be submitted):



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7. GST Certificate (Documentary evidence/undertaking to be submitted):
8. a) Name & Address of the Banker(s):
b) Account No. :
c) IFSC Code :
9. Name of the contact person(s) and Telephone No.(s), Including cell phones, during /beyond office hours.:
10. Details of Bank Draft for EMD:

| Name and Address of Bank | DD No. & Date | Amount |
|--------------------------|---------------|--------|
| | | |

Date:

(Signature of Tender with seal)

Place:



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Appendix -1 (Part - II)

“DECLARATION OF THE TENDERER”

- 1) That I/We_____am / are the authorized travelling agency_____hereby submit tender to the company to enter in to rate contract for the providing vehicles on hire for total contact period including extension if any.
- 2) That I am / We are well aquatinted with the facts about the firm and the information provided in the tender form is found true and correct.
- 3) I / We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection my/our tender.
- 4) In case of any dispute the jurisdiction will be Kolkata only.
- 5) I / We carefully read the general and specific terms and condition for providing vehicles on hire for the period from date of signing agreement to Contract period and I solemnly declare that the terms & conditions are acceptable to me / us & binding on me /us.

Name of the Tender:_____

Capacity in which sign_____

Full address of the supplier:_____

With seal &stamp:_____

Place:

Date:

(Signature of Tender with Seal)



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