



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

**The Jute Corporation of India Limited**

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

Zonal Office Visakhapatnam Ram Nagar

Visakhapatnam – 530002

सी.आई.एन./C.I.N.:U17232WB1971GOI027958

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**TENDER**

**ENGAGEMENT OF CAR RENTAL AGENCISES**

**FOR**

**THE JUTE CORPORATION OF INDIA LTD.**

**AT**

**ZONAL OFFICE**

**RAM NAGAR,**

**VISAKHAPATNAM**

**ANDHRA PRADESH-530002**

**TENDER REFERENCE – JCI/ZO/VSP/Admin./2020-21/01**

**TENDER NO: - JCI/ZO/VSP/Admin./2020-21/01**  
**DATED 28.01.2021**

**Last Date of Submission 2PM on 19/02/2021**

**Opening of Tender 3 PM on 19/02/2021**



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1. Sealed Tenders are invited from car agencies for engagement of car rental agencies for Zonal office of Visakhapatnam of **The Jute Corporation of India Ltd. Ramnagar Visakhapatnam 530004**, 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](http://www.jci.gov.in).
2. Any amendment /corrigendum in the above would be hosted on the website [www.jci.gov.in](http://www.jci.gov.in) only.



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### Tender For Car Hiring of Official usage

#### Instruction to Tenderers

A. Tenderers shall have to deposit an Earnest Money Deposit of **Rs. 10,000.00( Ten thousand only)** by way of **Demand Draft** drawn on any scheduled bank in favour of „The Jute Corporation of India Limited“, payable at Visakhapatnam. Quotation without Earnest Money Deposit as indicated above shall be refunded to unsuccessful tenderers within 30 days from the date of award of contract. No interest shall be payable on Earnest Money at the time of refund.

B. The tenderers should submit sealed offer in a manner as mentioned below superscripted “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 VISAKHAPATNAM, RAMNAGAR,VISAKHAPATNAM-530004.

#### Envelope No.1 (Techno Commercial Part)

- i. Tender Form.
- ii. Demand Draft for **Rs.10, 000.00(Ten thousand only)** to be paid as Earnest Money Deposit.
- iii. Acceptance of Terms & Condition for Care Hire Contract.
- iv. Acceptance of Instruction to tenderers.
- v. Latest Certificate of Registration for traveling agency issued by the appropriate authority.
- vi. Declarations of Tenderers 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.

#### 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 Tenderer



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### **Sub: Terms and Condition for Car Hire Contract**

1. The “Corporation” shall mean JCI with office at Ramnagar Visakhapatnam, Andhra Pradesh-530004
2. The agency shall maintain an office within Andhra Pradesh, 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**, Visakhapatnam in this regard shall be final and binding on all.
4. The Tenderer must have an office in Visakhapatnam 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.
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.



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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 tenderers 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).
26. Selection of the 1<sup>st</sup> 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 tenderers are not agreed to match L-1 rates, only one contractor / agency i.e. original L-1 contractor/agency will be appointed.



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### 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.

28. 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.

29. 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.

30. Parking /Toll Charges

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

### 31. Termination

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

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

### 32. Earnest Money and Security Deposit

Earnest Money deposit of **Rs. 10,000(Rupees Ten Thousand Only)** of the unsuccessful tenderer 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.

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

34. In addition to above JCIs Revised General Conditions of Contract" will also be applicable for this work.



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35. The arbitration clause is not applicable. In case of any dispute the decision of JCI shall be final and binding.
36. **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.
37. The decision of Chairman-cum-Managing Director of JCI or his authorized nominee in any matter arising out of this tender shall be final and binding.
38. Tender offer should be kept valid for acceptance or otherwise for a period of 30 (Thirty) calendar days.

\_\_\_\_\_  
Signature of Tenderer



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### TECHNO COMMERCIAL PART

#### TENDER FROM

#### TENDER FOR SUPPLY OF CARS

1. Name of the Tenderer/Agency :

2. Status of the tenderer (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 tenderer) :

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) :

7. GST Certificate (Documentry evidence/undertaking to be submitted):





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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 Tenderer

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 Tenderer:\_\_\_\_\_

Capacity in which sign:\_\_\_\_\_

Full address of the supplier:\_\_\_\_\_

With seal & stamp:\_\_\_\_\_

Date:

Place:

\_\_\_\_\_  
Signature of Tenderer



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### Appendix-II (Duly Filled by the Tenderer)

#### PRICE SCHEDULE

SL. NO	TYPE OF THE VEHICLE	AC VEHICLE		NON-AC VEHICLE	
		DAY BASIS( Below 100 Km )	KILOMETER BASIS ( above 100 Km )	DAY BASIS ( Below 100 Km )	KILOMETER BASIS ( above 100 km )
1	Indigo/Swift Dzire Type				
2	Ciaz/Honda city type				
3	Bolero/Tata Sumo Type				
4	Tavera				
5	Innova or Similar Type				

Date:

Place:

Signature of Tenderer