



Ramagundam Super Thermal Power Station
CONTRACT SERVICES & MATERIALS DEPARTMENT

Po: Jyothinagar; Dist: Peddapalli – 505 215 (T.S.)

INVITATION FOR BID / NIT
(Domestic Competitive Bidding)

NIT Ref. No. 09/CS/20-21/9900216622

Dated: 02-03-2021

NTPC Ltd, Ramagundam invites Bids / Tenders / Proposals from eligible Bidders / Parties for the below:

Description of Work: Rate contract for Deployment of Vehicle on Hire basis for NTPC Ltd, Ramagundam.

Tender Fee: Rs.900/-, **EMD:** As per tender documents.

Last date for request of tender document : 16/03/2021 17.30hrs

Last date for downloading of tender documents: 17/03/2021 17.30hrs

Bid submission last dt: 18/03/2021 at 15:00 Hrs.

BOD: 18/03/2021 15.30 Hrs

Contact details: Sr. Manager(C&M), psivakumar@ntpc.co.in /
AGM (C&M), knmrao@ntpc.co.in

For detailed IFB/NIT, please visit at www.ntpctender.com and download the tender documents. All corrigenda, addenda, amendments, clarifications, time extensions etc. if any to above tenders will be hosted in the NTPC websites mentioned above only.



NTPC Limited
(A Government of India Enterprise)
Ramagundam Super Thermal Power Station
PO JYOTINAGAR
DISTRICT PEDDAPALLI
Telangana- 505215, India

Telephone No. : 08728-272645/272674 Fax No. : 08728-272656/272094

CST No : ADB/06/02/1096/88-89

TIN No : 36920137354

ENQUIRY TO VENDORS AS PER ATTACHED ANNEXURE

NIT Number : 9900216622/049/1033
NIT Date : 20.02.2021
EMD Amount in INR : Not Applicable
EMD Amount in US\$: Not Applicable
Bid Opening Date : 18.03.2021
Bid Opening Time : 15:30:00 Hrs

Subject: Rate contract for Deployment of Vehicle on Hire basis for NTPC Ltd., Ramagundam.

Dear Sir,

With reference to your request for issue of tender documents vide your letter number , the tender papers consisting of the following documents are enclosed.

1. Bidding Process.
2. Scope of Work and Special Terms & Conditins.
3. General Terms and Conditions for Deployment of Vehicle on Hire basis.
4. BOQ cum Quote Sheet.
5. Bid Security Declaration Form
6. Details of Vehilce.
7. Undertaking.
8. Vendor code request
9. EFT Form

Tender Document consist of _____ no. of pages.

Your offer should reach this office latest by 15:00:00 Hrs on BOD.

In case, you find any difficulty in submitting your offer in person, following officials may be contacted :

- | | |
|---|---|
| 1. Mr KNM Rao
AGM(C&M)
1st Floor, Administrative Building,
NTPC Ltd,Ramagundam Super Thermal power
Dist:Karimnagar, Telangana State
Tel No. : 08728-264201 | 2. Mr P Sivakumar
Sr Manager(C&M)
4th Floor, Administartive Building
NTPC Ltd,Ramagundam Super Thermal Power
Dist:Karimnagar, Telangana State
Tel No. : 08728-264214 |
|---|---|

Tender shall be submitted in sealed envelope by Regd post/Hand Delivery super scribing Enquiry No. & Date and Bid Opening Date.

Thanking You,

For & behalf of NTPC Limited

SIVAKUMAR
PENUGONDA

P. SIVA KUMAR
Sr. Manager (CnM)

Digitally signed by SIVAKUMAR
PENUGONDA
Date: 2021.03.02 12:36:32 +05'30'

BIDDING PROCESS

1. PROCEDURE FOR BID OPENING: The Bids comprise two parts. One, Technical bid and the other Price (Commercial) bid. Both have to be submitted at a time by the bidder in separate envelopes. Technical bids shall be opened first and the price (commercial) bids of the qualified bidders will be opened.
2. PROCEDURE FOR SUBMISSION OF BIDS: The Bids shall be submitted in **TWO (2) Parts**, with each part in separate superscribed-envelope as mentioned below:

PART-A : Technical Bid, comprising of:

- a). **Tender Fee Rs.900/-** and
- b) **Bid security / EMD Declaration** in the form specified in the Bid documents
- b) **Documents in support of meeting Qualifying Requirements (QR)**: The bidder should enclose (i) Letter of Undertaking or (ii) Details of vehicle.
- c). Eligible Micro and Small Enterprises submit MSME certificate like Udyog adhaar, Udyam adhaar etc.
- d) All documents of tender enquiry.

All these documents shall be kept in a single envelope; duly sealed and superscribed as: **"Part-A: Technical Bid"** "NIT Ref No. 09/CS/20-21/9900216622".

PART-B: Commercial Bid, comprising of duly filled-in "Bill of Quantities Cum Quote Sheet".

The bidder has to quote for the BOQ available in the bid document. Any price mentioned at places other than the "Bill of Quantities Cum Quote Sheet" shall not be considered

Quote sheet shall be kept in a single envelope; duly sealed and superscribed as: **"Part-B: Commercial Bid"** "NIT Ref No. 09/CS/20-21/9900216622".

All above documents of Part-A & Part-B should be duly signed and stamped on each page.

3. Both the envelopes i.e. **Part-A** (Technical bid) and **Part-B** (Commercial Bid), as above, shall be placed in one-common-envelope; and this common-envelope should be duly sealed and addressed /superscribed as given below:

Sub: Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam.

Bid Opening Date: 18/03/2021

Addressed to

**Sr. Manager, Contracts Services Department,
4th Floor, Administrative Building
NTPC-Jyothinagar – 505 215.
Ramagundam, Dist: Peddapalli (T.S)**

4. **Procedure of Bid Opening: For submission of bids, the time (i.e. 15:00 Hrs.) and scheduled Bid Opening Date mentioned above, shall be treated as cut-off line. Subsequent changes to Commercial Bid shall not be entertained; by any manner such as supplementary letters / offers etc.** On the scheduled Bid Opening Date mentioned above, the envelope of Part-A of Bid shall be opened, from **15:30 Hrs** onwards; in the presence of participant Tenderers (who wish to be present). If the scheduled Bid Opening Date happens to be a closed-holiday, the next working day shall be treated as Bid Opening date. Bids not accompanied with the technical documents; shall not be entertained and such bids will be returned to the bidders subsequently. NTPC takes no responsibility for delay, loss or non receipt of bids sent by tenderer through post/courier.

BIDDING PROCESS

5. **Benefits To Micro and Small Enterprises (MSEs):**

Award shall be made as follows:

- a) Award shall be given to L1 bidder if L1 bidder is MSE.
 - b) In case L1 bidder is not MSE, then all the MSE vendor(s) who have quoted within the range of L1+15%, shall be given the opportunity in order of their ranking (starting with the lowest quoted MSE Bidder and so on) to bring down its price to match with L1 bidder. Award for the full quantity (of one vehicle) shall be placed on the MSE Vendor who matches its price with L1 bidder at the price quoted by L1 bidder.
 - c) If no MSE vendor who has quoted within the range of L1+15% accepts the price of L1 bidder then the award shall be made on the L1 bidder.
6. The bidders who wish to participate in the bidding shall satisfactorily establish that they fulfil the stipulated requirements and should furnish appropriate supporting documentary evidence, along with the bid as explained.
 7. **"If the rates/ prices quoted by the successful bidder for certain items of the Bill of Quantities (wherever such rates/ prices have been called for in the bids,) are found to be abnormally high or low in relation to the NTPC estimate of the cost of work to be performed under the Contract. Then NTPC may require the bidder to produce detailed rate/ prices analysis for any or all items of the Bill of Quantities to demonstrate the internal consistency of these rates / prices with the construction methods and schedule proposed. After evaluation of the rate/ price analysis NTPC may require that the amount of performance security be increased at the expense of the successful bidder to a level sufficient to protect NTPC against financial loss in the event of default by the contractor under the Contract, if award is placed on recommended bidder".**
 8. NTPC reserves the right to evaluate operational part of any or all the bids found technically and commercially acceptable. The decision of NTPC shall be final and binding in this regard.
 9. NTPC reserves the right to ban the party from the business if the party withdraw the offer after becoming the lowest valued bidder and also if the party does not execute the order after placement of purchase order.
 10. All bidders must **mandatorily provide their registered E-mail id's**. For any future requirements against this tender or tenders for subsequent requirements for hiring of any vehicles at NTPC Ramagundam/Telangana may be made by e-mail only.
 11. While placing the Order, NTPC reserves the right to allot any vehicle to any section/ department at the premises of NTPC. It shall be at the sole discretion of NTPC.
 12. Your Offer shall be valid upto 180 days from the date of Bid Opening.
 13. **Tender Fee:** A Crossed DD / Bankers Cheque for **Rs 900/-** in favour of 'NTPC Limited' payable at Ramagundam/ Godavarikhani. MSME bidders can avail exemption in Tender Fee by submitting self certified copy of Ugyog adhaar / Udyam adhaar etc
 14. **Earnest money deposit (EMD):** EMD not applicable. However **All Bidders shall have to submit Bid security / EMD Declaration as per enclosed format.**

BIDDING PROCESS

15. **Additional Security Deposit (ASD):**

(A) The successful bidder shall have to submit Additional Security Deposit for **Rs 50,000/- (for Vehicles deployed with drivers for 24hrs duty) and 25,000/- (for other vehicles)**, for issue of Brief Letter of Award.

(B) The ASD offered shall, at bidder's option, be in the form of:

(i) A Crossed Demand Draft / Bankers Cheque in favour of NTPC Limited payable at State Bank of India, NTPC Ramagundam branch.

(ii) Fixed Deposit Receipt issued by Nationalized Banks endorsed in favour of NTPC Ltd.

ASD SHALL NOT BE ACCEPTED IN ANY OTHER FORM.

16. **Checklist for Bid submission:**

SI No		Attached (Yes/No)
1	Part-A (Technical Bid) consisting of : a) Tender Fee / MSE Certificate b) EMD Declaration c) Details of Vehicle and undertaking d) Vendor code Request Form, EFT form, Cancelled Cheque (for new bidders) e) Scope of work f) General Terms and Conditions of the Contract for hiring of vehicles	
2	Commercial Bid consisting of a) Bill of Quantities Cum Quote Sheet	

SCOPE OF WORK AND SPECIAL TERMS & CONDITIONS

1. Scope of Work for BOQ sl no 10:- Deployment of closed Vehicle with driver for 36 months on 10 hrs basis [Category 1]

- 1.1 The make and model of the vehicle(s) shall be: Mahindra Bolero (Diesel) and year of manufacture shall be 2021, brand new and BS-VI version
- 1.2 The normal daily deployment of vehicle shall be for 10 hours (i.e. 8:30AM to 6:30PM) along with driver on all working days of NTPC/RSTPS. The vehicle is to be deployed on immediate basis. However, total 10 hour deployment in a day shall be with adjustment of timings in consultation with EIC.
- 1.3 The agency shall deploy the vehicle on 10 hrs basis. However, the driver shall work for a period of 8 hours (during this 10 hours period) as per the instructions of EIC. Overtime charges shall only be paid @ 80/- per hour, if the vehicle is deployed beyond the normal 10 hours period.
- 1.4 For deployment of vehicle on Sundays and holiday extra payment will be paid @Rs 1100/- per day.
- 1.5 For out station trips, following allowances shall be paid (i) driver batha @ Rs.200/- per trip/day (ii) night halt charges of Rs 250/- per night stay. No overtime charges shall be paid during outstation trips. Journey beyond 70km radius from Administrative building, NTPC/RSTPS only shall be treated as outstation trip.

2. Scope of Work for BOQ sl no 20:- Deployment of closed Vehicle with driver for 12/24 months on 10 hrs basis. [Category 2]

- 2.1 The make and model of the vehicle(s) shall be: Mahindra Bolero (Diesel) and year of manufacture shall be 2019 or later (KM travelled: Upto 50,000 KM and vehicle should be in good running condition).
- 2.2 The normal daily deployment of vehicle shall be for 10 hours (i.e. 8:30AM to 6:30PM) along with driver on all working days of NTPC/RSTPS. The vehicle is to be deployed on immediate basis. However, total 10 hour deployment in a day shall be with adjustment of timings in consultation with EIC.
- 2.3 The agency shall deploy the vehicle on 10 hrs basis. However, the driver shall work for a period of 8 hours (during this 10 hours period) as per the instructions of EIC. Overtime charges shall only be paid @ 80/- per hour, if the vehicle is deployed beyond the normal 10 hours period.
- 2.4 For deployment of vehicle on Sundays and holiday extra payment will be paid @Rs 1,000/- per day.
- 2.5 For out station trips, following allowances shall be paid (i) driver batha @ Rs.200/- per trip/day (ii) night halt charges of Rs 250/- per night stay. No overtime charges shall be

paid during outstation trips. Journey beyond 70km radius from Administrative building, NTPC/RSTPS only shall be treated as outstation trip.

3. Scope of Work for BOQ sl no 40:- Deployment of AC Car with driver for 36 months, on 10 hrs basis [category-3]

- 3.1 The make and model of the vehicle(s) shall be: Maruti Swift D'zire VXI A/C and year of manufacture shall be 2021, brand new and BS-VI version
- 3.2 The normal daily deployment of vehicle shall be for 10 hours (i.e. 8:30AM to 6:30PM) along with driver on all working days of NTPC/RSTPS. The vehicle is to be deployed on immediate basis during above period. However, total 10 hour deployment in a day shall be with adjustment of timings in consultation with EIC.
- 3.3 The agency shall deploy the vehicle on 10 hrs basis. However, the driver shall work for a period of 8 hours (during this 10 hours period) as per the instructions of EIC. Overtime charges shall only be paid @ 80/- per hour, if the vehicle is deployed beyond the normal 10 hours period.
- 3.4 For deployment of vehicle on Sundays and holiday extra payment will be paid @ **Rs 1,000/-**.
- 3.5 For out station trips, following allowances shall be paid (i) driver batha @ Rs.200/- per trip/day (ii) night halt charges of Rs 250/- per night stay. No overtime charges shall be paid during outstation trips. Journey beyond 70km radius from Administrative building, NTPC/RSTPS only shall be treated as outstation trip.

4. Scope of Work for BOQ sl no 70:- Deployment of AC Car on 24 hrs basis with driver on 10 hrs basis for 36 months [Category 4]

- 4.1 The make and model of the vehicle(s) shall be: Maruti Swift D'zire VXI A/C and year of manufacture shall be 2021, brand new and BS-VI version
- 4.1 The deployment of vehicle shall be for 24 hours on all working days of NTPC/RSTPS along with driver for 10 hrs. However, the driver shall work for a period of 8 hours (during this 10 hours period) as per the instructions of EIC.
- 4.2 The vehicle is to be deployed on immediate basis. Vehicle is to be deployed on all 365 days and hence no extra payment shall be applicable for vehicle deployment on Sunday / holidays.
- 4.3 For out station trips, following allowances shall be paid (i) driver batha @ Rs.200/- per trip/day (ii) night halt charges of Rs 250/- per night stay. No overtime charges shall be paid during outstation trips. Journey beyond 70km radius from Administrative building, NTPC/RSTPS only shall be treated as outstation trip.

5. Scope of Work for BOQ sl no 50:- Deployment of Vehicle without drivers on 24 hrs duty basis for 36 months [Category-5].

- 5.1 The make and model of the vehicle(s) shall be: Mahindra Bolero (Diesel) and year of manufacture shall be 2021, brand new and BS-VI version.
- 5.2 The vehicle to be deployed for 24 hours on all days including Sundays and holidays.
- 5.3 No extra payment shall be paid for the Sundays/holidays.
- 5.4 The vehicle deployment shall be without driver.

6 Scope of Work for BOQ sl no 60:- Deployment of Vehicle along with drivers on 24 hrs duty basis for 36 months [Category-6].

- 6.1 The make and model of the vehicle(s) shall be: Mahindra Bolero (Diesel) and year of manufacture shall be 2021, brand new and BS-VI version.
- 6.2 The deployment of vehicle shall be on 24 hours duty basis with **three drivers** on all days (365 days) throughout the year. Additional drivers to be deployed on contingency basis to accommodate the weekly off/holidays/leave/rest for the drivers. No separate payment shall be made by NTPC for additional drivers or Over time charges for existing drivers. Bidders have to consider this aspect and include the costs while developing their bid prices.
- 6.3 For out station trips only driver batha @ Rs.200/- per trip/day shall be paid. Journey beyond 70km radius from Administrative building, NTPC/RSTPS only shall be treated as outstation trip.

7 Scope of Work for BOQ sl no 30:- Deployment of closed Vehicle (Mahindra Scorpio A/c) with driver for 36 months on 10 hrs duty basis [Category-9].

- 7.1 The make and model of the vehicle(s) shall be: **Mahindra Scorpio A/c (Diesel)** and year of manufacture shall be 2021, brand new and BS-VI version
- 7.2 The normal daily deployment of vehicle shall be for 10 hours (i.e. 8:30AM to 6:30PM) along with driver on all working days of NTPC/RSTPS. The vehicle is to be deployed on immediate basis. However, total 10 hour deployment in a day shall be with adjustment of timings in consultation with EIC.
- 7.3 The agency shall deploy the vehicle on 10 hrs basis. However, the driver shall work for a period of 8 hours (during this 10 hours period) as per the instructions of EIC. Overtime charges shall only be paid @ 80/- per hour, if the vehicle is deployed beyond the normal 10 hours period.
- 7.4 For deployment of vehicle on Sundays and holiday extra payment will be paid @Rs **1400/-** per day in case of Vehicles.
- 7.5 For out station trips, following allowances shall be paid (i) driver batha @ Rs.200/- per trip/day (ii) night halt charges of Rs 250/- per night stay. No overtime charges shall be paid during outstation trips. Journey beyond 70km radius from Administrative building, NTPC/RSTPS only shall be treated as outstation trip.

8 Scope of Work for BOQ sl no 80:- Deployment of Closed Vehicle on 24 hrs basis with driver on 10 hrs duty basis for 36 months [Category-12]

- 8.1 The make and model of the vehicle(s) shall be: Mahindra Bolero (Diesel) and year of manufacture shall be 2021, brand new and BS-VI version.
- 8.2 The deployment of vehicle shall be for 24 hours on all working days of NTPC/RSTPS along with driver for 10 hrs. However, the driver shall work for a period of 8 hours (during this 10 hours period) as per the instructions of EIC.
- 8.3 The vehicle is to be deployed on immediate basis. Vehicle is to be deployed on all 365 days and hence no extra payment shall be payable for vehicle deployment on Sunday / holidays.
- 8.4 Fuel charges shall be borne by user (Police station)

9 Scope of Work for BOQ sl no 90:- Deployment of closed Vehicle with driver on 10 hrs basis for 36 months [Category 1 on Owner cum Driver basis]

- 9.1 The make and model of the vehicle(s) shall be: Mahindra Bolero (Diesel) and year of manufacture shall be 2021, brand new and BS-VI version
- 9.2 The normal daily deployment of vehicle shall be for 10 hours (i.e. 8:30AM to 6:30PM) along with driver on all working days of NTPC/RSTPS. The vehicle is to be deployed on immediate basis. However, total 10 hour deployment in a day shall be with adjustment of timings in consultation with EIC.
- 9.3 The agency shall deploy the vehicle on 10 hrs basis. However, the driver shall work for a period of 8 hours (during this 10 hours period) as per the instructions of EIC. Overtime charges shall only be paid @ 80/- per hour, if the vehicle is deployed beyond the normal 10 hours period.
- 9.4 For deployment of vehicle on Sundays and holiday extra payment will be paid @Rs 1000/- per day.
- 9.5 For out station trips, following allowances shall be paid (i) driver batha @ Rs.200/- per trip/day (ii) night halt charges of Rs 250/- per night stay. No overtime charges shall be paid during outstation trips. Journey beyond 70km radius from Administrative building, NTPC/RSTPS only shall be treated as outstation trip.
- 9.6 As the deployment of vehicle is in Owner Cum Driver basis, the person on whom the contract is awarded only shall drive the vehicle. In case of any other person driving the vehicle without prior intimation to EIC or unjustified reasons, the contract can be terminated or penalty @ 25% of the hire charges shall be levied for period of violation of contract terms and the same is limited to maximum one week. However, driver/owner unable to operate due to Medical or other extreme conditions of self or dependants, he may run the vehicle with alternate driver with suitable information to and approval of EIC, limited to a period of maximum one month. Decision of EIC is final and shall be binding on the contractor. The driver (engaged for temporary period) to be paid semi skilled wages (as per minimum wage circular from time to time) along with

statutory components PF @ 13% & ESI @3.25% in case of such deployment by the owner/contractor and NTPC shall not pay any additional amount for such deployment. If the same is not complied by the owner, suitable action shall be taken including termination of contract without any notice at the discretion of EIC.

Special Terms & Conditions common to all categories:-

1. The vehicle deployed shall be run as per the instruction of Engineer-in- Charge(EIC) and to any destinations.
2. The cost of the fuel (if in scope of NTPC) will be reimbursed at the rate of
(a) 12KMPL for Bolero non-AC (Diesel).
(b) 10KMPL for Scorpio A/C (Diesel).
(c) 15KMPL for Swift Dzire A/C car (Petrol).

The agency shall produce bill of the fuel filled for the relevant period from local IOC outlet.

3. The vehicle should be registered as TAXI and should be on **Owner-Driver's/Agency's name only.**
4. The vehicle shall be deployed as per the terms & conditions of contract.
5. The vehicle shall be deployed within 30 (Thirty) days from the date of issue of Letter of Intent.
6. Journey within 70km radius from Administrative building, NTPC/RSTPS shall not be treated as outstation trip.
7. Toll taxes and parking fee paid shall be reimbursed by NTPC during outstation trips, for which proper cash receipt shall be produced and duly certified by EIC.
8. Period of work: The period of work shall be 12/24/36 months as per scope of work (of the respective categories). However, NTPC reserves the right to extend the contract on requirement and shall be based on satisfactory performance of the vendor.
9. Drivers Salary to be paid by the agency as semi skilled wages as per the minimum wage circular from time to time along with statutory components PF @ 13% and ESI @3.25%. Payment to the drivers shall be through bank and the statement to be submitted to EIC along with the monthly Bill. EIC shall ensure submission of Wage sheet with statutory components paid to the driver with copy of proof of deposit of Provident Fund and ESI in the name of driver, without which the monthly bill shall not be processed by EIC. In case of Owner cum Driver Vehicles, PF and ESI are not applicable.

Bidders should ensure payment of minimum wages to drivers from time to time during the contract period (12/24/36 months period, as may be) and extended period if any. Keeping this in view, bidders have to develop their bid prices and quote their rates on firm price basis only.

10. Contractor shall ensure that the vehicle placed shall be in perfect running condition and without any defects.
11. The vehicle shall report to the Engineer-in-charge or, his authorized representative at the specified place and specified time. The vehicle shall be deployed as and when required even at very short notice.

12. The driver performing the duty has to record the starting KM and closing KM reading daily in the Logbook as per the NTPC issued format. Log book is to be kept with the driver with care and in no case the pages are to be torn or misplaced.
13. The journey details are to be entered regularly by the driver and it is to be closed at the end of the journey. Signature of the person to be taken by the driver in the logbook, for whom the journey/deployment was made. Fuel charges shall be paid according to the usage of vehicle/Kms run based on the certification of EIC.
14. All cost of repairs for spare parts, tyres, tube and lubricants, brake fluid, coolant whether minor or major shall be borne by the contractor and corporation will not have any liability for the same. Spare tyre in healthy condition & Tool kit supplied by manufacturer shall be available with the vehicle.
15. All payments to the drivers engaged including salary, overtime, batha etc.. shall be borne by the contractor. NTPC shall not have any liability for the same.
16. The contractor shall obtain Workmen compensation Insurance for the driver engaged which shall remain valid during the period of contract.
17. In case of any breakdown of the vehicle during the duty hours, the agency has to arrange similar type of alternate vehicle within one hour at the spot where the vehicle got Breakdown.
18. In case of absence of vehicle on any day of the month, 1 1/2 times penalty i.e. one day hire charges of the vehicle + half of the same will be imposed on agency.
19. It is the agency's responsibility to arrange required numbers of drivers to run without any hindrance and extra payment.
20. The vehicle shall run to destinations even it fall in other districts and the agency shall have proper license for running the vehicle. All toll taxes paid shall be reimbursed.
21. NTPC shall in no way be responsible for any claim that may arise out of employment of drivers with the contractors. Should at any stage NTPC be made responsible for any claim on this account, NTPC shall have the right to recover such amounts & liability from the contractor in full.
22. The contractor shall engage only competent driver with valid driving license. NTPC reserves the right to approve the performance of drivers at any time as deemed fit and in the event the driver's performance is found unsatisfactory, the contractor should replace the driver suitably.
23. Copies of Driving license of the drivers, Registration Book of the vehicle, ownership details and other relevant documents like road tax payment, valid taxi permit, insurance payment details connected with the vehicle will have to be provided by the contractor, including originals of the same is to be produced for verification.
24. The driver should have minimum amount as imprest cash which is equivalent to the cost of one tank full of diesel plus Rs.1000/- to attend any break down / maintenance / to arrange a vehicle in case the vehicle is stopped. In case, the vehicle owner is not able to

arrange the fuel, and was required to be paid by the NTPC user in case of exigency, in such cases Fuel charges plus 25% extra charges of fuel shall be deducted from the vehicle bill as penalty.

25. The Odometer & Speedometer of the vehicle must be in working condition. However, if it is not found in working condition, the vehicle will be treated as out of service till such time the same is put back in working condition and shall be considered as "not reported". In no case the ODOMETER should be tampered or manipulated for manipulating running kilometres. In such cases the contract shall be terminated without any notice. Safety of the passenger, pedestrians, other vehicles, man & materials are to be taken care of by the driver.
26. The required speed limits mentioned in the plant and township areas are to be strictly followed. In no cases driver should be engaged in Rash driving or cause any type of men and material damages in duty hours.
27. All lights with indicators should be active in all times as a mandatory safety measures. The turning indicators, horns/reverse horn, wipers should be also in active in all conditions.
28. If any vehicle contracted on hire by the Company (NTPC Ltd.), is not made available to the Engineer-in-charge or, his authorized representative during the duty period at the required place within 30 minutes, from the time specified by the authorized officer, the Engineer-in-charge shall recover penalties @ 20% of the daily rates.
29. Security Deposit @ **3%** of hire charges (or % as revised by guidelines of GOI) shall be retained from monthly bills. The same shall be released after final bill if there are no dues by the contractor to NTPC.
30. The vehicle shall be used for movement of persons of the department/others and material as per the instructions of EIC. The contractor/agency/driver can't have any rights for objection. In case of any such objections, the deployment of vehicle for the day shall be treated as "not reported" and no payment for the same shall be paid. In addition additional 50% of charges for the day shall be deducted as penalty for non compliance.
31. The contractor shall ensure that any vehicle hired should possess valid permit/license as may be required by the Road Transport authority for such duration of hire as a Taxi. Such permits should be maintained current and valid during the total period of contract.
32. The Contractor shall arrange to pay all taxes and dues to the Government from time to time and shall abide by statutory requirements for operating and providing such hire services. The Contractor shall indemnify NTPC against all claims arising out such demands and NTPC takes no liability on this accounts.
33. The Corporation reserves the right to extend the contract in writing on the same rates, terms and conditions of the contract for further period as are mutually agreed upon by the corporation and the contractor. The corporation further reserves the right of terminating the contract at any time after giving 7 days notice in writing as deemed necessary and the contractor shall have no claim whatsoever on this account.

34. The Contractor and his employees are liable to be physically searched at the time of entry-exit and also at any time needed by the corporation's security staff and by the CISF personnel.
35. Vehicles hired to the NTPC shall also be liable for all such security checking at the gates of the plant as well as at other places as per requirements of the NTPC. The contractor shall ensure strict compliance of this and shall co-operate with the corporation's security staff/CISF personnel.
36. In the event of any accident to the vehicle, NTPC shall not be responsible for payment of compensation whatsoever to any of the parties involved as the case may be and the contractor shall solely be responsible for any compensation under all circumstances arising out of such accidents and the contractor shall indemnify the corporation against such claims arising out of the above.
37. The corporation is not liable for any claim on account of damages to the vehicle or injuries to the driver or payments due to the third party. The contractor shall be solely responsible on this account. The agency/contractor shall take comprehensive insurance policy for the deployed vehicle(s) with suitable additional premium as be required to cover liabilities / expenditure on the driver, passengers, any third party and the vehicle in the event of accidents / incidents during deployment.
38. NTPC reserves the right to cancel the hiring of vehicle either due to poor service of vehicle or drivers or for any other reasons whatsoever it may be without giving any prior notice.
39. The agency shall be solely responsible for fulfilling statutory or non-statutory obligations under various Enactments, labour laws, MV Act and other statutory Acts and Rules as applicable for the drivers and vehicle deployment on hire basis.
40. PMJJY and PMSBY as applicable for driver to be taken by the agency, which shall be reimbursed by NTPC as a separate line item (applicable only if driver is to be engaged as per scope of work).
41. One day maintenance per month is allowed with prior intimation to EIC. However, the agency has to arrange a suitable substitute vehicle of the same specifications on the day of maintenance and ensure work shall not suffer.
42. In the event of non-availability of vehicle at any time as per requirement of Engineer-in-charge/Officer-in-charge and/or in the event of failure of the contractor to perform any or all obligations under the contract, owner reserves the right to hire vehicles from any other agency at the risk and cost of the contractor and/or carry out any or all obligations at the risk and cost of the contractor and all expenditure thus incurred by NTPC shall be reimbursed by the contractor and/or NTPC shall recover such expenditure from any payments due to contractor under this contract or any other contract or any other securities of the contractor or any other payment due to the contractor. The decision of the NTPC shall be final and binding on the contractor.
43. Other terms and conditions as per NTPC's General Conditions for Hiring of Vehicles.

**General Terms and Conditions for
Deployment of Vehicle on Hire basis**

- 1.0 In these conditions of contract the following terms shall have meanings assigned to them except where the context otherwise requires:
- a) "The corporation/ company "mean NTPC Limited., Ramagundam Super Thermal Power Station, Jyothinagar.
 - b) "General Manager" means General Manager of the NTPC Limited, Ramagundam Super Thermal Power Station, Jyothinagar.
 - c) "Engineer-in-charge" mean the authorised officer of the NTPC Limited, Ramagundam Super Thermal Power Station, Jyothinagar, mentioned under the head "Engineer-in-charge" in the schedule or his authorized representative to act in this behalf.
 - d) "Contractor" means the individual or firm or Company whether incorporated or not who enters into contract with NTPC Limited, Ramagundam Super Thermal Power Station, Jyothinagar, for the proper execution of the works and shall include their executors, administrators, successors and permitted assigns.
 - e) "Contract" shall include the Notice Inviting Tenders, the tender and acceptance thereof and the formal agreement, if any, executed between the owner and the Agency together with the documents referred to therein including these conditions, the letter of award, the accepted schedule of rates of Corporation as modified duly taking into account the Tender rates quoted/negotiated for items of work, the specifications of work, if any, other tender forms, if any.
 - f) "Work" shall mean the works to be executed in accordance with the contract or part(s) thereof as the case may be and shall include all extra or additional, altered or substituted works or temporary and urgent works as required for performance of the contract.
 - g) "Specification" shall mean specifications for materials and work issued under the authority of Engineer-in-charge or as amplified added or specified by special specifications, if any.
 - h) "Work Site" shall mean the areas of premises or other places on, under, in or through which the work is to be executed including other lands or places, which may be allotted by the Owner or used for the purpose of the work.
- 2.0 The headings in these conditions are solely for the purpose of facilitating reference and shall not be deemed to form part thereof or be taken into consideration in the interpretations or construction thereof or of the contract.
- 3.0 The acceptance of the Tenders will rest with the Corporation, which does not bind itself to accept the lowest tender and reserves to itself the right.
- i) to reject any or all tender OR
 - ii) to accept the tender among 2 or more tenderers by splitting the work OR

- iii) to accept the tender in part and not in its entirety if considered expedient by the Owner without assigning any reason or giving any explanation thereof
 - iv) to invite tenderer to negotiate on lowest tender rate
 - v) to award contract on one agency for one vehicle of same type.
- 4.0 On account of the following, the tender may be liable to summary rejection:
- a) Tenders submitted by Tenderers who resort to canvassing.
 - b) Tenders which do not fulfill all or any of the conditions laid down in the tender document or incomplete in any respect.
 - c) Tenders, which contain uncalled for remarks or any alternative/additional conditions.
 - d) The rates quoted shall hold good for a period of (Six months) 6 months from the date of opening of tenders and no tenderer can withdraw his tender within the said period of (six months) 6 months. If it is felt necessary the Corporation may seek extension of validity of the rates quoted.
- 5.0 **Sufficiency of Tender:**
The agency shall be deemed to have satisfied himself before tendering as to the corrections and sufficiency of his tender for works and of the rates and percentages quoted in the schedule, which rates and percentages shall, except as otherwise provided, cover all his obligations under the contract.
- 6.0 **Discrepancies and Adjustment of Errors :**
The several documents forming the contract are to be taken as mutually explanatory to one another. If there are varying or conflicting provisions made in any document(s) forming part of the contract, Engineer-in-charge shall be the deciding authority with regard to the intention of the document(s).
If on check, there are found to be differences between the rates given by the Agency in words and in figures or in the amount worked out by him in the schedule, the same shall be adjusted in accordance with the following rules:
- a) In the event of discrepancy between description in words and in figures quoted by a tenderer, the description in words shall prevail.
 - b) In the event of an error occurring in the amount column of schedule as a result of wrong extension of the unit rate and quantity, the rate shall be regarded, as FIRM and extension shall be amended on the basis of the rate.
- 7.0 **Firm Prices:**
The contract shall be on Firm Price Basis. Accordingly, the rates quoted shall be firm and valid for the entire period of contract including the extended period of contract if any. No escalation in the contract prices, whatsoever shall be payable to contractor on any account whatsoever notwithstanding any increase in cost of inputs and wages to labourers etc.
- 8.0 **EMD/ASD/Security Deport (if applicable as per tender conditions):**
The tenderers should deposit Earnest Money Deposit along with tender by way of a Crossed Demand Draft drawn in favour of NTPC Ltd., Jyothinagar payable at State Bank of India, Ramagundam. EMD of the unsuccessful tenderer will be refunded

without interest by the corporation. The Earnest Money Deposit of the successful bidders will be retained by the corporation as Initial Security Deposit.

The successful bidder shall have to submit Additional Security Deposit (if applicable as per tender conditions) for issue of Brief Letter of Award. The ASD shall be converted to Security Deposit.

Further, 3% of the value of the work done will be also recovered from each bill. Alternatively security deposit for 3% of the contract value may be submitted by way of DD from Nationalised bank, where after there shall be no deduction from the RA bills on this account. The Security deposit so deducted shall be refunded to the contractor after production of "No Dues Certificate" from the Engineer-in-charge

- a) on completion of contract period including extended periods or
- b) on termination, if the contract is terminated for whatsoever reasons.

If the contractor fails to undertake the work within the specified period after the same has been awarded to him, the entire ASD / SD amount will stand forfeited without any further reference to him. No interest will be payable to the contractor on ASD / SD.

- 9.0 The contractor shall furnish his full name, full address and contact details (mobile number, email id etc) in the tender form.
- 9.1 The agency shall furnish to the Engineer-in-charge, the name, designation and address of his authorized representative (if applicable) and all complaints, notices, communications and references shall be deemed to have been duly given to the agency if delivered to such authorized representative.
- 10.0 **Scope of Work:** The Contractor on communication in writing from the Engineer-in-charge, shall supply the vehicle at the time and place as directed by the Officer-in-charge.
- 11.0 The Contractor shall be responsible for security identity card for himself or his staff required by the corporation and at the rates prescribed by the corporation from time to time.
- 12.0 The contractor shall make his own arrangements for housing himself and his staff for which the corporation will neither provide accommodation nor give any land for this purpose.
- 13.0 The contractor shall supply at his own cost spare tyre, tools etc.,
- 14.0 If the corporation sustains any loss due to any action/incident caused by the Agency or its staff, the same shall be compensated by the agency as decided by the corporation. In case the agency fails to do so, the corporation reserves the right to recover such amounts from the running bills and any payments of the agency. The decision of corporation shall be final and binding in this regard.
- 15.0 **Income Tax :**
Income tax and other statutory deductions will be deducted from each bill of the agency as per the rate and rules applicable on the date of payment of the bills.
- 16.0 **Sub-Letting :-**

~~No part of the contract shall be sublet without prior approval of the Engineering in-charge nor shall transfer be made by power of Attorney by authorising others to receive payment on behalf of the agency.~~

- 17.0 The contractor shall be responsible to secure compliance with all Central and State Government laws as well as Rules, Regulations, Bylaws, and orders of the local authorities, statutory bodies and MV act as may be in force from time to time as applicable. The contractor shall also be responsible for giving the required notices to any statutory or local bodies as required by laws and obtain requisite license as applicable to him under the contract.

Without limiting his obligations and liabilities as above provided, the contractor shall insure and obtain insurance policy/policies against damages or compensation payable under the workmen's compensation act. 1923 or any modification thereof or any other law relating thereto. The contractor shall provide to the Engineer-in-charge from time to time that he has taken out all insurance policies referred above and has paid all the necessary premiums for keeping the policies alive till expiry of the contract.

- 18.0 The contractor shall be responsible for the safety of all workmen employed by him from time to time and he shall be responsible for payment of any compensation that may arise from time to time as a legal obligation or otherwise whatsoever if may be.

19.0 **Termination of Contract:**

If the work is found to be unsatisfactory or if the agency commits default in complying with any of the terms and conditions of contract, the corporation reserves the right to terminate the contract including banning of business at any stage with or without notice and can get the work done by another agency at the risk and cost of the agency.

20.0 **Termination of Contract for Death:**

If the contractor is an individual or a proprietary concern and the individual or the proprietor dies and that the contractor is a partnership concern and one of the partners dies then unless the accepting authority is satisfied that the legal representative of the individual contractor or the proprietary concern and in case of partnership, the surviving partners are capable of carrying out and completing the contract, accepting authority shall be entitled to cancel the contract as to its uncompleted part without the corporation being liable any way to payment of any compensation in the state of the contractors firm on account of the installation of the contract, the decision of the accepting authority that the legal representative of the deceased contractor or the surviving partners of the contractors firm cannot carry out and complete the contract shall be final and binding on the parties. In the event of such cancellation, the corporation shall not hold the estate of the deceased contractor and the surviving partners of the contractors firm liable for damages for not completing the contract.

21.0 **Arbitration:**

In the event of any question, dispute or difference arising under these conditions or in connection with this contract (except as to any matters decision of which is specially provided for by these conditions) the same shall be referred the sole Arbitration of an Arbitrator appointed by the General Manager of the project. There will be no objection if the Arbitrator so appointer is an employee of NTPC Ltd., and that he had to deal with the matters to which the contract relates and that in the

course of his duties as such he had expressed views on all or any of the matters in dispute or difference. In the event of such an Arbitrator to whom the matter is originally referred to being transferred or vacating his office by resignation or otherwise or becoming unable to act for any reason, the General Manager as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as Arbitrator in accordance with the terms of this agreement. Such person shall be entitled to proceed from the stage at which his predecessor left it. The award of Arbitrator shall be final and binding on the parties to this contract.

It is further a term of this contract that no person other than the person appointed by the General Manager of the corporation as aforesaid should act as Arbitrator. Arbitrator may from time to time with the consent of all the parties to the contract enlarge the time for making the award. The cost of arbitration shall be borne by the parties to the dispute as may be decided by Arbitrator.

The venue of the arbitration shall be as decided by the Arbitrator.

Subject to as aforesaid, the Indian Arbitration Act 1996 and the rules there under and any statutory modification thereof shall apply to the arbitration proceedings in this clause.

22.0 Laws Governing the Contract:

The Indian Laws shall govern this contract for the time being in force and all disputes arising out of or touching this enquiry shall be subject to the jurisdiction of Courts situated in Peddapalli District only.

CONTRACT SERVICES DEPARTMENT

Ref. No: 09/CS/20-21/9900216622

Sub: Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam.

Part-A: Bill of Quantities Cum Quote Sheet (For Agencies)

I quote against the BOQ items as given below:

(PERCENTAGE QUOTE BASIS)

Sl. No	Description	Duration/ Basis	NTPC Estimate Rate per month per vehicle (in Rs.)	Percentage (%) Quote Above (+) or Below (-) on Estimate In figures and words
10	Deployment of 1no closed Jeep , Mahindra Bolero –2021 BSVI model with driver on 10 hrs basis.	36 Months	28,968/-	Above Percentage ____% (_____ Percentage) or Below Percentage ____ % (_____Percentage)
20	Deployment of 1no closed Jeep , Mahindra Bolero – BSVI 2019 or later model <u>with driver</u> on 10 hrs basis.	12 Months	27,101/-	Above Percentage ____% (_____ Percentage) or Below Percentage ____ % (_____Percentage)
30	Deployment of 1no closed Jeep , Mahindra Scorpio A/C –2021 BSVI model with driver on 10 hrs basis.	36 Months	37,170/-	Above Percentage ____% (_____ Percentage) or Below Percentage ____ % (_____Percentage)
40	Deployment of 1no Swift Dzire AC Car 2021 BSVI model with driver on 10 hrs basis.	36 Months	26,806/-	Above Percentage ____% (_____ Percentage) or Below Percentage ____ % (_____ Percentage)
50	Deployment of 1no closed Jeep , Mahindra Bolero – BSVI 2021 model <u>without driver</u> on 24 hrs duty basis.	36 Months	19,270/-	Above Percentage ____% (_____Percentage) or Below Percentage ____ % (_____ Percentage)
60	Deployment of 1no closed Jeep , Mahindra Bolero – BSVI 2021 model <u>with drivers</u> on 24 hrs duty basis.	36 Months	72,309/-	Above Percentage ____% (_____Percentage) or Below Percentage ____ % (_____ Percentage)

CONTRACT SERVICES DEPARTMENT

Ref. No: 09/CS/20-21/9900216622

Sub: Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam.

70	Deployment of Maruti Swift D'ZIRE AC Car (BSVI 2021) for Commandant (CISF) on 24 hours basis and Driver for 10 Hrs.	36 Months	31,243/-	Above Percentage ____% (_____ Percentage) or Below Percentage ____ % (_____ Percentage)
80	Deployment of closed Jeep, Mahindra Bolero – 2021 BSVI model on 24 hours basis and driver for 10 Hrs.	36 Months	34,382/-	Above Percentage ____% (_____ Percentage) or Below Percentage ____ % (_____ Percentage)

Part-B: Bill of Quantities Cum Quote Sheet (For owner cum driver)

I quote against the BOQ items as given below:

(PERCENTAGE QUOTE BASIS)

Sl. No	Description	Duration/ Basis	NTPC Estimate Rate per month per vehicle (in Rs.)	Percentage (%) Quote Above (+) or Below (-) on Estimate In figures and words
90	Deployment of 1no closed Jeep , Mahindra Bolero–2021 BSVI model with driver for 36 months on 10 hrs basis.	36 Months	26,855/-	Above Percentage ____% (_____ Percentage) or Below Percentage ____ % (_____ Percentage)

Note: At present 11 no vehicles shall be considered for award on Owner cum Driver basis. NTPC reserves the right to change the number vehicles to be awarded under this category.

CONTRACT SERVICES DEPARTMENT

Ref. No: 09/CS/20-21/9900216622

Sub: Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam.

Instructions and basis of evaluation:

- 1) Quoted rate shall be exclusive of GST (presently @5%).
- 2) Tender Fee of Rs 900/- is applicable. EMD is NOT applicable.
- 3) Evaluation shall be done on **Category wise basis**.
- 4) **Applicable for BOQ Part-B (Owner cum driver) :**

As the vehicles are being awarded on "Owner driven basis", the bidder / person on whom the contract is awarded only shall drive the vehicle. Further, the vehicle shall be registered in his name only. **One bidder shall be awarded one vehicle only.**

If any bidder is awarded a LOA/contract under 'owner cum driver type enquiry' in any previous tenders which is under execution, that bidder shall not be eligible for award under this enquiry. Further, the bidder who is awarded a vehicle under this tender shall not be considered for award of any vehicles under any future tenders floated on "Owner driven basis", till the completion of this contract. However, the bidder shall be free to participate in other vehicle tenders floated by NTPC, Ramagundam.

- 5) If a bidder quotes for more than one category vehicle and also become L₁ (lowest quoted) for multiple category vehicles, evaluation and award shall be decided as given below:
 - i) Vehicles will be awarded to the bidders based on their relative position in the tender for that category i.e. L₁, L₂, L₃ etc. All bidders shall be required to match the respective category L₁ price (or negotiated L₁ rate). The L₁ rate (or the negotiated L₁ rate) will be valid for a period of one year for that category. Any future requirement will also be considered and awarded at L₁ rate (or the negotiated L₁ rate of respective category) to the unsuccessful bidders in the tender based on their relative position.
 - ii) The contract shall be awarded on firm price basis for 02/ 03 years (details as per BOQ sheet) and may be extended for a period of 1 year or more as per requirement of NTPC and subject to satisfactory performance of the contractor. The bidders have to consider this factor in developing their quoted percentage. Rate once considered for award **shall remain firm** during the tenure of the contract (including the extension period if any). Accordingly, **no price escalation** whatsoever so will be considered towards hire charges.
 - iii) The successful bidder shall have to submit Additional security deposit (ASD) for issue of brief LOA / Letter of Intent. If the bidder fails to deploy the vehicle within **30days** of issue of brief LOA, the ASD shall be forfeited without any further notice/communication about the same.
 - iv) The above ASD amount shall be converted into SD after issue of PO.
 - v) NTPC reserves the right to allot vehicle to any section/ department at the premises of NTPC. It shall be at the sole discretion of NTPC.

CONTRACT SERVICES DEPARTMENT

Ref. No: 09/CS/20-21/9900216622

Sub: Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam.

Instructions for Tender Fee submission:

1. A Crossed DD / Bankers Cheque for **Rs 900/-** in favour of 'NTPC Limited' payable at Ramagundam/ Godavarikhani.
2. MSME bidders can avail exemption in Tender Fee by submitting self certified copy of Ugyog adhaar / Udyam adhaar etc

Instructions for EMD submission: EMD not applicable. However All Bidders shall have to submit **EMD Declaration** as per enclosed format.

Instructions for Additional security submission:

1. Additional Security Deposit (ASD):
 - (A) The successful bidder shall have to submit **Additional Security Deposit for Rs 50,000/- (for Vehicles deployed with drivers for 24hrs duty) and 25,000/- (for other vehicles)**, for issue of Brief Letter of Award.
 - (B) The ASD offered shall, at bidder's option, be in the form of:
 - (i) A Crossed Demand Draft / Bankers Cheque in favour of "NTPC Limited" payable at Ramagundam / Godavarikhani.
 - (ii) Fixed Deposit Receipt issued by Nationalized Banks endorsed in favour of "NTPC Ltd."

Additional Security Deposit (ASD) SHALL NOT BE ACCEPTED IN ANY OTHER FORM.

Benefits To Micro and Small Enterprises (MSEs):

1. Award shall be made as follows:
 - a) Award shall be given to L1 bidder if L1 bidder is MSE.
 - b) In case L1 bidder is not MSE, then all the MSE vendor(s) who have quoted within the range of L1+15%, shall be given the opportunity in order of their ranking (starting with the lowest quoted MSE Bidder and so on) to bring down their quoted price to match with L1 bidder. Award for that category vehicle shall be placed on the MSE Vendor who matches their price with L1 bidder at the price quoted by L1 bidder.
 - c) If no MSE vendor who has quoted within the range of L1+15% accepts the price of L1 bidder then the award shall be made on the L1 bidder.
2. The bidders who wish to avail MSE benefits shall satisfactorily establish that they fulfil the stipulated requirements and should furnish appropriate supporting documentary evidence (self certified copy of Ugyog adhaar / Udyam adhaar etc), along with the bid as explained.

The above conditions shall supersede all other terms and conditions mentioned elsewhere in the Tender Document.

Contract Services Department

Ref. No: 09/CS/20-21/9900216622

Bid Security Declaration Form

To
The Sr. Manager (CS),
RSTPS, NTPC Ltd.,
Jyothinagar – 505 215.

Dear Sirs,

In accordance with Invitation for Bids under your Bid Document No. 9900216622, We, M/s..... [Bidder's Name]..... having our Registered/ Head Office at (hereinafter called the 'Bidder') wish to participate in the said tender for **"Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam"**.

We confirm that we have read the provisions of the bidding document no..... and we hereby declare the following:

1. We confirm that, in case we withdraw our offer within the validity period of the offer provided in the bidding documents or any extension thereof, then we shall be treated as ineligible for participation in the future tenders issued from NTPC for a period of 06 months from the date of withdrawal of the bid.
2. In addition, we also confirm that in case after having been issued the Notification of Award/Purchase Order of a package, we either do not accept the Notification of Award/Purchase Order or do not sign the Contract or do not submit an acceptable Performance Security as per bidding documents provision, and which result in tender being annulled then we shall be treated ineligible for participation in re- tendering of this particular package and contractual action may be taken against us as per the provisions of the Bidding documents. Further, NTPC shall also be free to take further actions as per the provisions of the policy for Withholding and Banning of Business Dealings.

Date: Signature of the Bidder

Place: Name of the Firm

Address:

NOTE :

Bidder may note that in case they do not submit the aforesaid declaration or no confirmation is indicated by them or statement/any declaration like 'later', 'to be furnished later', 'NA' etc. are indicated against the declaration, then the bid shall be rejected by EMPLOYER as being non-responsive and shall not be opened.

Annexure-1: DETAILS OF VEHICLE

Sub: Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam.

The following details shall have to be submitted by the Bidder along with this Offer.

- a) Name of the Owner of the Vehicle:
(Vehicle should be registered in the name of the contractor / Firm name)
- b) Model of the Vehicle:
- c) Year of Manufacture:
- d) Registration No.:
- e) Whether insured (if yes, documents to be submitted):
- f) Whether Tax has been paid (if yes, documents to be submitted):
- g) Driving license of the **Driver / Owner cum driver**:
- h) Whether valid Public Passenger Transport Vehicle permit to ply in Telangana State is obtained: (if yes, documents to be submitted)

Hence, I request you to kindly consider our offer.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Name:

Address:

Annexure-2: UNDERTAKING

(to be furnished by the bidders along with their bid in lieu of documentary evidence about the vehicles offered for deployment)

Date: __/__/2021.

The Sr. Manager (CS),
RSTPS, NTPC Ltd.,
Jyothinagar – 505 215.

Sub: Rate contract for Deployment of Vehicle(s) on Hire basis for NTPC Ltd., Ramagundam – Undertaking in lieu of documents to be furnished along with the bid.

Dear Sirs,

This has reference to your tender No. _____ dated __/__/2021. I am interested in participating in the above mentioned tender.

1. In line with the Requirements, I hereby confirm that I would buy a Vehicle quoted in the bid under the sole ownership.
2. I undertake to furnish an additional security deposit (ASD) of **Rs 50,000/- (for Vehicles deployed with drivers for 24hrs duty) and 25,000/- (for other vehicles)**, in the event I am considered for award of a contract for deployment of vehicle. I understand that NTPC Ltd will give intimation regarding award of a vehicle (brief LOA or Letter of Intent) to me only after I submit the ASD as mentioned above.
3. I shall buy and deploy a Vehicle within Thirty (30) Days from the date of Letter of Intent / Brief LOA, as per the details mentioned thereof. If I fail to deploy the vehicle as above, NTPC may forfeit the Additional Security Deposit (ASD) submitted by me, without making any reference to me.
4. I have referenced the Terms and Conditions for Hiring of Vehicles, read & understood the bidding process, scope & technical specifications, Details of Vehicle and Undertaking. The rates have been quoted by me taking the same into consideration.

Hence, I request you to kindly consider our offer.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Name:

Address:

Contract Services Department

Ref. No: 09/CS/20-21/9900216622

Annexure-3: Vendor code request
(to be submitted by new vendors who do not have vendor code)

Date: __/__/2021.

The Sr. Manager (CS),
RSTPS, NTPC Ltd.,
Jyothinagar – 505 215.

Dear Sir,

I do not have NTPC vendor code. The following are my details, I may be given new vendor code.

- a) Name of the Contractor/Owner cum Driver:
- b) Firm name:
- c) Mobile number:
- d) Email id :
- e) Registered Address :
(Attach Aadhaar copy, driving licence copy)
- f) PAN Number (Attach PAN card copy) :
- g) GST number (Attach Photocopy if applicable) :
- h) Declaration by GST unregistered bidder :

I _____, S/O _____ having PAN No _____
am not registered under GST as my turnover is low and below prescribed limit. I shall ensure
getting registered myself under GST as and when my annual turnover eligible for GST registration.

- i) EFT details :
(Attach EFT form attested by bank, cancelled cheque)
- j) MSE bidder : Yes / No
(Attach Udyog adhaar / Udhyam Adhaar etc)

I hereby confirm that above details are true to the best of my knowledge.

Thanking you,

Yours faithfully,

(Signature of the Bidder)
Name:

D) BANK FAX NO (WITH STD CODE)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**E). 9 DIGIT MICR CODE OF THE BANK BRANCH
(ENCLOSE ONE CANCELLED CHEQUE LEAF)**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

F). BANK ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

G). BANK ACCOUNT TYPE (TICK ONE)

SAVING	CURRENT	LOAN	CASH CREDIT	OTHERS
--------	---------	------	-------------	--------

IF OTHERS SPECIFY

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. PERMANENT ACCOUNT NUMBER(PAN)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. E-MAIL Address for Intimation regarding release of payments

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information, I/We would not hold the Company responsible.

SIGNATURE

DATE

--	--	--	--	--	--

AUTHORISED SIGNASTORY

Name:

OFFICIAL STAMP

BANK CERTIFICATION:

It is certified that above mentioned beneficiary holds a bank account no..... with our branch and the Bank particulars mentioned above are correct.

IFSC CODE:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BRANCH CODE:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE

--	--	--	--	--	--

(AUTHORISED SIGNATORY)

Authorisation No.....

Name:

OFFICIAL STAMP: