



9) Additional documents / information

10) **Email ID - farakka.autobase@gmail.com**

*Certified that to the best of our knowledge, the information provided above are correct. Also confirm our acceptance of the Rates (at Annexure – A) and Terms & Conditions mentioned at Annexure-B.*

*Signature of the applicant with Seal*



(D) BANK FAX NO (WITH STD CODE)

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(E) BRANCH CODE

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(F) 9 DIGIT MICR CODE OF THE BANK BRANCH (ENCLOSE COPY OF A CANCELLED CHEQUE)

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(G) BANK ACCOUNT NUMBER

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(H) BANK ACCOUNT TYPE (TICK ONE)

SAVING	CURRENT	LOAN	CASH CREDIT	OTHERS
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IF OTHERS, SPECIFY

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**5. PERMANENT ACCOUNT NUMBER (PAN)**

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**6. E-MAIL ADDRESS FOR INTIMATION REGARDING RELEASE OF PAYMENTS**

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I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, I/We would not hold the Employer responsible. We have enclosed document as mentioned at Sl. No. 4(F) and 5 above.

DATE

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SIGNATURE

(AUTHORISED SIGNATORY)

Name:

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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.

SIGNATURE

DATE

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(AUTHORISED SIGNATORY)

Authorisation No. : .....

**Name:**


OFFICIAL STAMP



## ANNEXURE – 1

### Rates for deployment of different type of vehicles on Contract (monthly Rate) basis

A	B	C		D	E	F	G
Sl	Type of Vehicle	Model		Deployment Hrs	Monthly Hire Charge with Driver (Rounded Value in Rs.)	Required Quantity	Remarks
1	<b>Jeep</b> (Non- AC)	Sumo Gold / Bolero	BS-6, B4	12	₹ <b>34,741</b>	27 Nos	Cost of Fuel will be Reimbursed as per actual consumption for AC Vehicle @ 10 Km/Ltr. and for NON AC Vehicle @ 12 Km/Ltr. as per prevailing market rate
2	<b>Jeep</b> (Non-AC)	Sumo Gold / Bolero	BS-6, B4	24	₹ <b>54,919</b>	16 Nos	
3	<b>Jeep</b> (AC)	Mahindra Scorpio	S3+	12	₹ <b>40,518</b>	04 Nos	
4	<b>Jeep</b> (AC)	Mahindra Scorpio	S3+	24	₹ <b>60,697</b>	01 No	
5	<b>Car</b> (AC)	Maruti Swift Dezire / Tata Zest	VXI /	12	₹ <b>32,381</b>	06 Nos	

Note: Hire charge will be fixed for the entire period of the contract.

**farakka.autobase@gmail.com.**

Interested parties have to submit the EOI Application Form along with all the relevant documents, as mentioned in the “EOI Application Form” in the above email address **on or before 01.08.2022.**



## **Annexure- B**

### **Scope of Work & Terms & Conditions for acceptance by Agency.**

**The basic Scope of Work** include –

1. Mobilization and deployment of Vehicles with driver(s) for 12 hrs daily duty / 24 hrs daily duty on Contract (monthly hire charge) basis, at a Pre-Fixed Rate.
2. The Pre-fixed Rate Contract will be awarded for 3 years, or for shorter duration (say, 6 months/1 year etc.) as per NTPC's Requirement. Same can be extended for another two year subject to revision of prefixed rate based on Minimum wage prevailing at the time of extension
3. The Vehicle hiring rates will be as per NTPC Ltd approved Pre-Fixed Rates, as given in the **attached Annexure - I**. The Prefixed rates will be valid for 03(three) years from the date of start of the Contracts (first starting from 01.09.2022 onwards).
4. Thereafter, in case of further extension of the contract for another 2 (Two) years, the Rate may be reviewed for revision, based on prevailing min wages at that time and such revised rate will be binding for extended period.
5. Cost of Diesel /Petrol will be Reimbursed as per consumption @ 10 Km/Ltr (for AC Vehicle) and @ 12 Km/Ltr (for Non-AC Vehicle), as per prevailing market rate (of diesel), on producing documentary evidence.
6. All other charges for maintenance & consumables, statutory requirements like Insurance, registration, Commercial Taxes etc. and Salary (including PF, ESI, Bonus, Medical, leave etc.) of the Driver(s) will be in the Contractor's Scope.
7. Depending on need/unsatisfactory performance NTPC may temporarily suspend or terminate the service of any vehicles with a prior notice of one month to the contractor.
8. For deployment of Vehicles under contract basis, self-owned vehicles only will be considered.
9. During the tenure of the contract, the vehicle shall not be rented out to any other party even when the vehicle is not in use. In case, EIC is out of station, the concerned vehicle should report to person authorized by EIC or otherwise report to Auto Base.

## **TERMS & CONDITIONS**

1. The Vehicle hiring means the deployment of vehicle along with driver for 12 hrs/ 24 hrs daily duty basis.
2. The vehicle shall not be earlier than December, 2021 Model.
3. For deployment on Contractual basis, the vehicle must be commercially registered.
4. The Agency should have independent P.F Code and GST Registration No.
5. Statutory Tax on hire charges will be paid extra as per prevailing norms & rates.
6. Extra Payment (in case of 12 hrs basis deployment), @ Rs. 59 /- per hr. ( calculated based on Driver's monthly wages / 26 days / 12 hrs. duty) will be paid for beyond normal duty hours in working days and for entire duty hours on Sundays & Holidays, as per certification of the NTPC official / user department, In both the cases,
7. The vehicle, hired, will be deployed for local as well as outstation movement (as per Requirement). Toll Taxes & Parking fee etc., at actual will be reimbursed, on submission of proper relevant receipts.
8. In case of Vehicle is required to be deployed in states other than W.B, necessary Road Permit etc. has to be arranged by the Agency. Applicable Taxes/ Road permit charge etc. shall be reimbursed based on documentary evidence.
9. In case of 12 hrs Jeep/ Car, for occasional night halt at out station (as per requirement of NTPC officials), Night halt charge @ Rs. 500 / per night (based on LPP with escalation 10%) will be paid, on certification of the concerned NTPC officials. The halt at out station, beyond 11:00 p.m. (for more than 02 hrs.), will be considered as Night halt.
10. All statutory requirements like Commercial Registration, Road tax, Insurance, Road permit, Pollution Certificate etc., as applicable as per motor vehicle act, are in the scope of the agency.
11. The contractor shall engage experienced & obeying driver with proper valid driving license for the vehicle. He may preferably engage existing drivers already engaged for the respective department / senior official, under previous contract, with mutual consent.

12. In case, deployed vehicle by contractor is of AC model in place of awarded Non AC Model, the fuel consumption will be @ 12 Km/Ltr and AC should not run during the journey period.
13. In case of requirement, the driver along with the vehicle should report at duty during odd hours and during Sundays & holidays, also. The instruction of EIC in this regard shall be binding.
14. Vehicle parking in the residence of the Senior Officers may be done on mutual consent between the user and the contractor.
15. The final Bill will be paid, after complying the PF related formalities and clearance certificate, as per present practice.

**DUTY REQUIREMENTS:**

1. The Vehicle should be in well maintained (both aesthetically & functionally) condition with overall satisfactory running performance. If the vehicle is found as not up to the mark, the contractor has to immediately arrange for another vehicle with good performance.
2. The vehicle shall remain under control of EIC for 12/24 hours (as per deployment hrs provision of the contract) duty per day. Normally, the vehicle will be used for local duty. However, it may be deployed for outstation duty within a distance of 500 km. The necessary Road Permit etc. has to be arranged by the Contractor, on reimbursement basis, subject to producing of documentary evidence.
3. The vehicle may be deployed at any offices of Farakka Project; however, depending upon requirement, it may be stationed at other offices installations of NTPC - Farakka at Lalmatia, Pathra, Berhait, Kumarpore etc. on temporary basis/ for short duration.
4. Any damage caused to a third party or NTPC property due to negligence of the owner/contractor will be made good by the contractor.
5. Accommodation at site or nearby area etc. for the driver shall be arranged by the contractor at his own cost.

## **INSURANCE:**

1. Comprehensive Vehicle Insurance (covering third party insurance) must have to be obtained from any national Insurance company. The contractor shall keep NTPC free from all type of encumbrances, arising due to any accident throughout the contract period, through such insurance policy.

## **MAINTENANCE & PENALTY CLAUSE:**

1. The quality maintenance, up-keeping and servicing of vehicle shall be the responsibility of the contractor. Specifically, seats shall be maintained properly including interiors. Noise level of the vehicle should be minimum and not disturbing. The vehicle should be cleaned daily and shall be maintained properly.

If any defect/complaint of the vehicle reported by the EIC or his authorized representative remains unattended, the current month's bill would be withheld till the defects/complaints are rectified.

2. In the event of break-down for more than two hours, a deduction of Rs.100.00 (Rupees Hundred only) per hour shall be made for non-deployment hours, from the bill. In case the contractor fails to provide alternative arrangement, the contractor shall not be paid hire charge for non-availability period.

E.g. – A vehicle is under B/D for 3 hrs; and an alternate vehicle is arranged for the rest of the day. Then the hire charge for the day will be given but there will be a deduction of Rs. 300.00, from the monthly bill. If no alternate vehicle is arranged, day's hire charge will not be given.

3. In any day, for Non-deployment of Vehicle without any valid reason and /or unauthorized absence of the Driver(s), the contractor shall not be paid hire charge for the non-availability period and an additional deduction @ Rs.1000.00 (Rupees One thousand only) per day/vehicle will be made from the monthly bill.
4. Speedometer & kilometre of the vehicle must always be in working condition. However, if it is not in working condition, the vehicle will be treated as out of service, till such time, the same is put back in working condition. NTPC reserves the right to inspect and test the kilometre calibration of each vehicle at any point of

time and any tampering of the instrument noticed, shall attract a levy of penalty of Rs.1000.00 (Rupees one thousand) per instance. NTPC shall have the right to adjust the kilometre reading accordingly, in such a case.

**PAYMENT OF WAGES:**

1. The contractor should pay his driver(s) Wages and PF, at par Semi-skilled worker Category (as per monthly payment of minimum wages act and as prevailing at NTPC/Farakka).
2. Contractor shall have to give weekly Off/rest (generally on Sunday) and off on closed Holidays to his driver as per Factory Act and shall comply with the labour laws as applicable from time to time. No deduction of Wages & PF, from the monthly salary of the driver, is allowed for those Weekly Offs and Closed Holidays.
3. The contractor shall ensure timely payment of wages as per provisions of payment of wages act and labour laws.
4. The Wages amount should be deposited in the respective Bank A/C of the driver(s), with in 7th day of each month and the Record (Bank statement etc.) must be produced with each R.A Bill.
5. The hire charge rates are inclusive of contractor's contribution (Employer's Contribution) towards Provident Fund payable to his employees. PF should be deposited in the very next month (of the month, in which Wage is given) and Record (Bank statement etc.) must be produced with each month's R.A Bill.
6. The Agency must ensure the compliance of ESI provisions as per ESI Act.

**COMMERCIAL CONDITIONS:**

1. Minimum one Driver for 12 hours contract / 2 drivers for 24 hours contract shall have to be engaged.
2. In case of outstation movement, Toll Taxes & Parking charges at actual, if any, will be reimbursed, on submission of proper relevant receipts.

3. For deployment on Contractual basis, **the vehicle must be commercially registered.**
4. Logbook copies shall be submitted by the contractor to EIC on first working day of every month during the contract period. Contractor has to arrange Logbook themselves. Payment will be released based on actual duty KM recorded and certified by EIC.
5. Recording/entry on the logbook to be ensured by the contractor's driver on daily basis.

#### **PAYMENT TERMS:**

1. Contractor has to submit Monthly R.A Bill for the vehicle hiring, along with signed Logbook and other necessary documents like Bank documents for payment of Driver's Wage & PF deposit etc., in the first week of every month.
2. The payment will be released through Monthly R.A Bill after necessary verification / checking of the Logbook etc. and on certification of EIC or his authorized representative.

#### **ENROLLMENT AND ALLOTMENT OF VEHICLE ON CONTRACTUAL BASIS:**

1. Interested Agencies have to submit Expression of Interest (EOI) against Open NIT (EOI), invited in the local newspaper.
2. They shall have to submit consent letter (EOI) for Rates and as well as Scope of Work and other Terms & Conditions.
3. **All the Expression of Interest (EOI), along with all relevant documents (as mentioned in the EOI Application Format) will have to be submitted in the following Email ID (generated for this purpose), within 07 days from the date of publishing of "Open NIT (EOI)", in the Newspapers.**
4. **Email ID: farakka.autobase@gmail.com**

5. The Qualified Agencies have to submit initial Security Deposit of Rs. 5000/- in the form of DD in Favour of NTPC Ltd. and payable at Farakka, after placement of PO and the same will be released after successful execution of contract. In case such Security Deposit of Rs. 5000/ not submitted by Agencies, the same shall be deducted by the Employer at the time of making payment against first RA bill.
6. Interest agency should submit all scanned documents duly filled mentioned in EoI in Email only (**Email ID: [farakka.autobase@gmail.com](mailto:farakka.autobase@gmail.com)**), as given below in point no.8. Material deficiencies in providing the information mentioned in EoI may result in rejection of the Bid.
7. However, interested agency has to submit all documents mentioned in EoI, in physical form also during the period for consideration of valid offer. Material deficiencies in providing the information mentioned in EoI may result in rejection of the Bid.  
**NTPC shall not be responsible for any loss or delay in transit of these documents.**
8. Separate Merit list for allotment of vehicle (based on PAF category, Self own - self driven category & Other Agency category and further prioritising according to Date of Birth of the Vehicle owner) shall be made for the following category in Order of Precedence as listed below.
  - a. The PAFs – (Land+Homestead) Oustees (certified by HR), assumed as Category -A, would be considered at 1<sup>st</sup> priority.
  - b. The PAFs – Homestead Oustees (certified by HR), assumed as Category -B, at the 2<sup>nd</sup> priority.
  - c. Land Oustees (weightage on the basis of acreage of land acquired), assumed as Category- C, would be considered at 3<sup>rd</sup> priority.
  - d. Self-owned and self-driven vehicle, would be at 4<sup>th</sup> priority &
  - e. Other willing Vendors will come in the next priority.
  - f. **No SWIFT DEZIRE vehicle shall be considered for allocation to PAFs and self driven category.**

Again, in each category, the preference for allotment shall be as per the date of birth of vehicle owner according to PAN / DL / Aadhaar Card / 10<sup>th</sup> certificate. Older date of birth (oldest owner) shall be given first preference. The applicants who are already engaged in running contract, their names shall be considered for award of any contract against subject empanelment only after expiry of the existing running contract.

Further, the PAFs would be normally entitled for one economic opportunity at a time including hiring of vehicle, subject to the availability of economic opportunity and to the extent possible. Only one vehicle shall be allotted to each vendor in each round of allocation for each category of vehicle.

The first allotted person (for each category of vehicle) will have his turn after completion of one complete cycle of allotment among the prepared list of interested Vendors' Panel.