

**MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED
OFFICE OF THE C.E. SLDC MPPTCL.
NAYAGAON JABALPUR-482008**



TENDER SPECIFICATION NUMBER:-

E Tender/Hire Vehicle/ SLDC/JBP-02/2023-24 Dtd. 10.05.2023

DUE DATE OF SUBMISSION 25.05.2023 AT 15:00 HRS


BIDDING DOCUMENTS

**For hiring of 01 No. PETROL BASED CAR Model – 2023 for official use of
Add. C.E. at O/o C.E. SLDC., M.P.P.T.C.L., Jabalpur FOR 2 YEARS
(MONTHLY RUN 2500 KM) on contract basis from experience contractors as
per tender specification**

Due Date: 26/05/2023

Cost of tender document (Including GST) -Rs 1180.00

**C.E.
SLDC, MPPTCL, JABALPUR**


Superintending Engineer
State Load Despatch Centre
M.P.P.T.C.L., Jabalpur

MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED
OFFICE OF THE C.E. SLDC.
NAYAGAON, JABALPUR-482008

TENDER FORM

The undersigned hereby tender and offer (subject to MPPTCL conditions of tendering), the M.P. Power Transmission Co. Ltd., Jabalpur to do the several works and things which are described or referred to in the enclosures and schedules to the Tender Specification No. **SLDC/JBP-02/2023-24 Dtd. 10.05.2023 due on 26.05.2023** copies of which are annexed here to and which under the terms there of are to be executed and done by the contractor in a thoroughly good and workman like manner and to perform and observe the provisions and agreements or the part of the contract contained in or reasonably to be inferred from the said tender documents for the sums and at the rates set out in schedules annexed hereto.

It is confirmed that (i) Questionnaire for commercial terms and conditions, (ii) Questionnaire for technical specification of equipment's and (iii) All other conditions, wherever described in the tender documents have been replied in full giving clear details. It has been noted that in case any reply is not given or any reply is incomplete/ambiguous the MPPTCL will have the right to interpret to its best advantage. MPPTCL decision in this regard will be final and binding. The tenderer will have no right to furnish any technical or commercial clarification after opening of the bid which may in any way alter the offered prices.

Scanned copies of documentary proof for online payment towards cost of tender specification No. **SLDC/JBP-02/2023-24 Dtd. 10.05.2023 due on 26.05.2023** and Earnest Money has been uploaded on portal.

Dated this.....

Tenderer's Name & Signature
with seal of the company.

GENERAL CONDITION OF THE TENDER ENQUIRY

TENDER REFERENCE NO. SLDC/JBP-02/2023-24 Dtd. 10.05.2023 due on 26.05.2023

01). Quotations are invited in electronic form for **hiring of 01 No. Petrol fueled Car Model - 2023** Utilization period for all Cars is up to 5 year's/150000 Kms. whichever is earlier from the date of purchase. The Car shall be hired initially for 2 years and can be further extended yearly for another 2years and further 1 year depending upon satisfactory performance as well as condition of the vehicle.

02). The Enquiry document can be downloaded from e-procurement website www.mptenders.gov.in. Tender submission, payment of EMD etc all activities shall be online.

03). The relevant details regarding the owner, the vehicle and the offer rates may be filled up in standard Schedule of price (*BoQ1.xls*) format (Sample format for Price Schedule BoQ1 in **Schedule-I**) with the tender document, than the same is to be downloaded and to be filled by all bidder and acceptance of various terms and conditions along with relevant details in Schedule-II (Questionnaire) in legible and clear handwriting duly signed by the tenderer. Before filling of schedule of price (BoQ1), you are requested to go through "Instructions to Bidders" (Annexure-I), "General Terms and Conditions for Hiring of Vehicles" (Annexure-II) carefully. You are required to submit Affidavit (Annexure-III), Schedule-II with required documents duly filled and signed.

04). In case of the existing registered vehicle, the photocopies of registration book, insurance, valid permit, fitness and original invoice showing cost of the vehicle is required to be submitted. In case of a new vehicle to be purchased, the quotation of new vehicle showing "**EXACT INVOICE COST**" of the proposed vehicle along with an undertaking of the owner regarding engaging the vehicle within 15 days of receipt of the order is to be submitted along with the quotation.

05). The bidder shall have to deposit the earnest money of **Rs. 20000/- (Rs. Twenty Thousand Only)**, by making online payment. No offer shall be accepted without EMD, unless exempted by the Company. The prospective bidders, who are submitting EMD will upload scanned self certified copies of requisite EMD documents on the website along with tender offer.

NOTE :- The Earnest Money (EMD) shall be accepted in above form only. The EMD if submitted by any bidder other than in above form like FDR, TDR, etc, their offer shall be rejected.

06). No interest will be payable on the earnest money deposited and the EMD will be returned to all participated tenderer automatically, after 7 days from placement of AOC in e-procurement system to the successful tenderer. EMD will be refunded without any interest after successful completion of contract period.

07). Since the online bidders are required to sign their bids online using Class II- Digital Certificates only, hence they are advised to obtain the same at the earliest. For further information, bidders are requested to contact Madhya Pradesh State Electronic Development Corporation Ltd, State IT Centre, 2nd Floor - A, Arera Hills, Jabalpur-462 011, **Telephone No. 0755-2518500/269, E-mail: support-proc@nic.in or helpdesk Telephone No.0120-4001002/ 4001005/ 6277787.**

08) The date of opening of Part 1/EMD shall be the date of opening of tender for all purposes.

09). This office shall not be responsible for delay on account, in case of late receipt of Tender document.

10). The undersigned reserve the right to reject any or all enquiries or accept any tender in full or part considered advantageous to MPPTCL whether it is lowest or not without assigning any reason whatsoever.

11). Tenderer/bidder should not be the officer/employee or relative of MPEB/MPSEB or its successive company.

12). A person shall be deemed to be a relative of another if-

- a. They are members of a Hindu undivided family or
- b. They are husband and wife, or
- c. The one is relative to the other in the manner indicated below:-

Sr. No.	Company Act 2013- Relatives
1	Father (Including step - Father)
2	Mother (Including step -Mother)
3	Son (Including step- Son)
4	Son's wife
5	Daughter
6	Daughter's husband
7	Brother (Including step -brothers)
8	Sister (Including step -sisters)

You are required to submit an **Affidavit (Annexure-III)** duly filled and signed.

DETAILS OF DOCUMENTS TO BE SUBMITTED: -

Following standard online formats are required to be filled in and self-certified scanned copies of following documents are required to be uploaded on portal as attached with this tender document to participate in the bidding process as detailed below:

- a) Tender form. (Page No.2 specially of tender document)
- b) Earnest Money (EMD) deposited
- c) Vehicle registration Or Vehicle Quotation as condition. Commercial license of vehicle.
- d) Registration certificate of GST, Past experience documents, EPF registration scan copy.
- e) Pan Card and Aadhar Card of Vehicle Owner
- f) Income tax return filled for last three years (i.e. FY 2019-20, 2020-21 and 2021-22).
- g) DSC (Digital Signature Certificate) detail.
- h) Schedule-II Questionnaires.
- i) Affidavit (Annexure-III)

IMPORTANT TENDER DETAILS AND KEY DATES & BASIC TENDER INFORMATION:**A: Important Tender Details:**

1	Department Name	:	M.P.P.T.C.L
2	Name of Office	:	C.E.SLDC. MPPTCL Jabalpur.
3	Tender Number	:	SLDC/JBP-02/2023-24 Dtd. 10.05.2023
4	Name of the Tender (Work)	:	Hiring of 01 No. Petrol Fueled Car Model – 2023 for official use of Add. C.E. at O/o C.E. SLDC., M.P.P.T.C.L., Jabalpur FOR 02 YEARS (MONTHLY RUN 2500 KM) on contract basis from experience contractors as per tender specification
5	Tender Type	:	Two Part Tender
6	Tender Cost	:	Rs. 1180/-
7	Tender Cost payable	:	Online payment
8	Bid submission	:	Online
9	Place of Tender opening	:	Jabalpur
10	Officer Inviting Bids	:	C.E., SLDC. MPPTCL, Jabalpur.
11	Contact Person	:	C.E., SLDC. MPPTCL, Jabalpur.
12	Address/ E-mail id	:	sldcmpjbp@gmail.com/ cesldc.ibp@mptransco.nic.in
13	Contact Details: Tel. No. /Fax	:	9425805235/07612702733
14	Due date of submission of Tender	:	<u>25.05.2023</u> up to 15:00 Hrs

Key Dates:-

Sr. No.	Tender Stage	Particulars	Date	Time
1	Publishing of Tender Date	Tender Purchase online	10.05.2023	15:00 Hrs
2	Document Download / Sale Start Date		10.05.2023	15:00 Hrs
3	Document Download / Sale End Date		NA	NA
4	Seek Clarification Start Date		NA	NA
5	Seek Clarification End Date		NA	NA
6	Pre-Bid Meeting		NA	NA
7	Bid submission Start Date		10.05.2023	15:30 Hrs
8	Bid submission End Date		25.05.2023	15:00 Hrs
9	Bid submission End Date (Physical Submission)		25.05.2023	15:00 Hrs
10	Bid Opening Date		26.05.2023	15:30 Hrs
11	Financial/Price-Bid Opening Date	Price-Bid	Will be informed later	

Instructions to Bidders

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION:

- 1.1 Bidders are requested to submit their offer as per conditions of this bidding document. In case of any deviation from conditions as specified herein, the offer will not be accepted.
- 1.2 The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal. More information useful for submitting online bids on the MP TENDERS Portal may be obtained at <https://mptenders.gov.in/nicgep/app> wherein the details and relevant links are available in the Bidders Manual Kit on the right pane of website which is also given as under:

Bidders Manual Kit - Open Source Software Link

Sl. No	Particulars	Downloads
1	Notice to Bidders	notice_to_bidders_v906.pdf
2	Registration of Bidders	Bidder_Registration_Manual_Updated_v906.pdf
3	Uploading of My Documents	MyDocument_Updated_v906.pdf
4	Online e-Bid Submission	Three_Cover_Bid_Submission_New_v906.pdf
		Two_cover_bid_submission_new_v906.pdf
		Four_cover_bid_submission_new_v906.pdf
		Single_Cover_bid_submission_New_v906.pdf
5	Online Bid Withdrawal	bid_withdrawal_updated_v906.pdf
6	Online Bid Re-submission	Bid_Resubmission_Updated_v906.pdf
7	Clarifications (Tender Status, My Archive...)	Enquiry_Updated_v906.pdf
8	Trouble Shooting	troubleshoot_document_v906.pdf
9	BOQ Preparation Guidelines	ItemWise_BOQ_New_v906.pdf
		Percentage_BOQ_Updated_v906.pdf
		ItemRate_BOQ_Updated_v906.pdf

2.0 REGISTRATION:

- i. Bidders are required to enroll on the e-Procurement module of the e-procurement Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link "Online bidder Enrolment" on the MP TENDERS Portal.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.

- iv. Upon enrolment, the bidders will be required to register their valid **Digital Signature Certificate (Class-III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India, with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3.0 SEARCHING FOR TENDER/ENQUIRY DOCUMENTS:

- i. There are various search options built in the MP TENDERS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, other keywords etc. to search for a tender published on the MP TENDERS portal.
- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the MP TENDERS Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

4.0 PREPARATION OF BIDS:

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder should note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each document that needs to be submitted. Any deviation from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5.0 SUBMISSION OF BIDS:

- i. Bidder should log in to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. Bidder has to upload scanned self-certified copies of credential/ PQR documents against respective tender as specified in NIT.
- iii. Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender/enquiry document.

- iv Bidder has to select the payment option as “online” for payment of the tender fee / EMD as applicable.
- v Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard Schedule of Prices (BoQ1) format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the file, open it and complete the **white colored (unprotected) cells** with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the Schedule of Prices (BoQ1) file is found to be modified by the bidder, the bid will be rejected.
- vi The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/ bid opener’s public keys
- viii The uploaded tender/enquiry documents become readable only after the tender opening by the authorized bid openers.
- ix Upon the successful and timely submission of bids (i.e. after clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6.0 **ASSISTANCE TO BIDDERS:**

- i. Any queries relating to the tender/enquiry document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 **MP TENDERS Portal Helpdesk Telephone No. 0120-4001002/ 4001005/ 6277787.**

7.0 **BID SUBMISSION**

Bidders should duly upload the documents and fill the tender/enquiry. The online enquiry should be submitted before enquiry Submission End date.

8.0 **SUBMISSION OF EARNEST MONEY DEPOSIT (EMD):**

The tenderer shall furnish as part of its bid, earnest money of **Rs. 20,000/- (Rs. Twenty Thousand only)**

After opening of the tender if a bidder is awarded the contract on L1 basis then his/their EMD shall be converted into security deposit. In case the EMD was not submitted due to any type of exemption, the successful bidder has to submit Rs. 20000/- as Security Deposit.

Earnest money shall be furnished in the following manners:-

- i. The EMD of respective amount as indicated against the tender, is to be submitted by bidder, by making online payment.
- ii. No offer will be accepted without valid Earnest Money Deposit.
- iii. If the Earnest Money is not submitted, the offers shall be summarily rejected and shall not be opened subject to the conditions indicated in Clause 8 (ii) above.

(a) Techno Commercial Bid:

Bidders must positively complete online e-tendering procedure at [http:// www.mpeproc.gov.in](http://www.mpeproc.gov.in). They shall have to submit the following documents online in the website.

- i. Their complete techno-commercial offer containing detailed material description, specification and all commercial terms and conditions. This document should not contain any price part.
- ii. Techno-commercial information in the form of questionnaire and schedules as indicated in relevant clause of Section –3.(uploaded in the website)
- iii. Bidder shall have to submit the price offer documents downloaded from website and uploaded as per instructions therein. Prices are to be quoted at one designated place only. The price offer of techno-commercially qualified bidder shall be opened online at the notified date. Bidders can view information of date of price offer opening by logging in to website.

(b) Opening of Tenders/Enquiry:

During the online Techno Commercial offer opening, the EMD cost part of all the bidders will be opened first and after the verification of the uploaded copy of EMD cost, the offers will be short listed for PQR & Techno-Commercial Bid opening. Subject to fulfillment of conditions related to tender cost/ earnest money deposit, the techno-commercial offers shall be opened and after evaluation of the same, the decision will be taken for selection of offers for the purpose of opening of price offer.

(c) Change in date & time of opening of bids:

It may please be noted that the due date/time of opening can be altered, extended, if desired by the Company without assigning any reason. However, due intimation shall be given / published.

(d) Hard Copies: -

No hard copies are accepted, evaluation will be done on the uploaded document and any clarification if desired by MPPTCL.

(e) The bidder has to keep track of any changes by viewing the addendum/ corrigendum issued by the tender Inviting Authority on time-to-time basis on e-Procurement platform. The department calling for tender shall not be responsible for any claims/ problems arising out of this.

9.0 While submitting the tender/enquiry, it shall be ensured that the schedules are strictly in the prescribed form. The bidders may use the original forms of schedules supplied with the tender specification or may use separate sheets.

In any case, the tender form bearing the seal of this office should be filled in and submitted in original. The tender/enquiry should be complete with all schedules attached to the specification including the questionnaire etc. **Each question of questionnaire should be answered in full. These conditions are very essential otherwise the tender is liable to be rejected.**

10.0 The tenderer is requested to go through the specification, schedules, notes and all enclosures carefully. Doubts, if any, should be got clarified well in time by writing to the C.E. SLDC. MPPTCL, Jabalpur. Responsibility of submitting the tender in time shall rest with the bidders.

11.0 The Company reserves the right to the following:

- (i) To reject any or all tenders or to accept any tender considered advantageous to the Company whether it is the lowest tender or not and.

No reasons will be assigned by the Company for above and it will be binding on the bidders.

12.0 Satisfactory evidence (in the form of power of attorney) of authority of the person signing on behalf of the tenderer shall be furnished with the tender.

13.0 Correction/ changes made in the offer (bid) by the bidder shall bear the initial of the person signing the tender.

The rates are to be quoted inclusive of cost of fuel, lubricants, driver's EPF & ESI, remuneration, other maintenance, and insurance/assurance taxes arising out of running these vehicles. The vehicle owner has to quote their most competitive rate as under:-

i. Fixed charges per month (without any run)-

{To be filled at sr. no. 1 of BOQ and Sr. No. 2 is already taken as per rule}

In above fixed charges, the charges towards interest on loan, profit, time depreciation (50% of total depreciation), Insurance charges, Registration, road tax, permit, RTO charges, fitnesses, interest on the working capital, driver's salary including EPF & ESIC are included.

ii. Variable charges per KM (on actual run)

{To be filled at sr. no. 3 of BOQ and Sr. No. 4 is already taken as per rule for variable charges maximum running limit is taken as 2500KMs.} per month

This variable charges per KM include cost of petrol, lubricants etc. Consumed on regular run in addition to (R&M) charges and running depreciation (50% of total depreciation). Variable charges per KM are to be calculated considering the base rate of petrol as Rs.108/- per Ltr.

The other terms and conditions for LMVs/LCVs to be engaged on hire basis are as indicated below:-

- i. Ex-showroom cost of the vehicle shall be derived from the invoice (at the time of purchase) of the vehicle.
- ii. The base rate of petrol has been considered as Rs.108.00 per litre. For every one rupee increase or decrease in diesel cost per litre, the variable cost per kilometer (Sr. no. 4 in Schedule-I) shall accordingly increase or decrease as indicated under:-

All Cars- 06 Paisa per Km.

- iii. The base rate of Driver salary is considered as Rs. 339/- per day. Increase in minimum wage of Driver covered under semi-skilled category shall be payable extra per month as per rates approved by the Labour Commissioner, Indore, time to time over and above Rs.339/- per day.
- iv. Employer's contribution of EPF and ESI charges as per increase in driver's wages shall be payable. Base rate of driver's wages @Rs. 339/- per day, EPF @13% and ESI@3.25% are considered for this purpose.
If vehicle is driven by the owner himself the MPPTCL contribution of EPF/ESI which is already included in the fixed cost 7 (B) will be deducted from monthly bills and no further EPF and ESI will be paid for increase in minimum wage of Driver.
- v. The utilization period for all Cars is upto 4 years or 150000 Kms. whichever is earlier from the date of purchase. The car shall be hired initially for 2 years and may be further extended yearly for another 2 years and if required by MPPTCL for another 1 year depending upon on satisfactory performance and condition of the vehicle.
- vi. Vehicle hired should be registered as Commercial vehicle with RTO.
- vii. Vehicle to be hired shall be insured as per rule and the driver should have valid Commercial vehicle driving license.
- viii. Vehicle shall be in possession of the Company for 24 hours in a day.
- ix. All documents as mentioned above should be submitted to the OIC at the time of execution of the agreement.
- x. A Medical test report of the driver, the valid Commercial Driving License, Aadhar Card and Police Verification Document of the Driver is to be submitted invariably by the owner at the time of execution of the agreement.

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicle required is essentially a petrol engine type only should be registered a Commercial vehicle with RTO. The vehicle should be registered on bidder's name.
2. The vehicle will have necessary tools and tackles, stepney essential spares all the time. Normally the vehicle will be utilized within the jurisdiction of Office of **official use of Add. C.E. at O/o C.E. SLDC., M.P.P.T.C.L., Jabalpur.** However, if required the vehicle can be utilized anywhere in MP as per the instructions of the concerned HOD.
3. The vehicle will be required for round the clock duties and shall be parked in the MPPTCL's premises, Normal security as available will be provided. However, all the risk of parked vehicle will rest with the owner. The Driver deployed with the vehicle has to be assigned duties accordingly. The Driver may be required to perform his duties on Sunday and other holidays also if required.
4. Maximum 24 Hrs in a month shall be permitted for servicing/repairs and for breakdown of the vehicles with. The mileage run or such servicing/ repairs will not be paid by the MPPTCL. However, no any deduction towards minimum charges will be made for the duration involved in such servicing/ repairs. For absence more than 24 Hrs, deduction will be made for absent period excluding 24 Hrs. as per formula given below, if a suitable substitute vehicle is not made available.
5. In case of breakdown of the vehicle, a similar substitute vehicle will have to be provided along with a driver within 24 Hours without any extra cost. In case if duration of breakdown of vehicle exceeds beyond 24 Hours and unless a suitable vehicle is provided, deductions from the bill would be made as per following penal rate. The mileage run on servicing/ repairs will not be paid by the MPPTCL. For absence more than 24 Hrs. deduction will be made for absent period excluding 24 Hrs. as per formula given below, If a suitable substitute vehicle (with prior approval of ordering authority) is not made available.

$$\text{Deduction for} = 2x \frac{\text{Total Fixed Charges per month}}{\text{Nos. of Days in a month}} \times (\text{down period in Days}-1)$$

Where the owner has provided substitute vehicle, the deduction shall be made only up to the day of replacement of the vehicle.

Or

A suitable vehicle will be engaged by the MPPTCL, on the risk and the cost of the contractor, in the interest of the company's works during the absence of the vehicle and if a substitute vehicle is not provided. The amount so paid for engaging the vehicle with a driver will be deducted from the bills of the contractor.

6. The billing cycle would be monthly and shall be regulated by calendar month. However, whenever the vehicle run is for a part of a month either at the beginning of the contract or at the time of termination of contract, the minimum charges fixed charges) shall be computed proportionately to the number of days in that calendar month. The running charges shall also be regulated accordingly for excess run with reference to such reduced minimum run.
7. Services of the driver for the vehicle shall be provided by the tenderer. Salary and other allowance of the Driver shall be borne by the tenderer Vehicle Owner has to comply with the minimum wage act for monthly payment of Driver with EPF & ESI as per rule. Traveling allowance for the outstation journey and halts shall be borne by the tenderer. The driver shall

be provided with advance and sufficient money for diesel, lubricants, break down expenses and misc. expenses while on outstation duty however the toll tax shall be payable by MPPTCL.

8. The Driver to be provided by the tenderer for the vehicle shall bear a good moral Character. He should be adequately educated and well behaved. In the event of any complaint of the driver in respect of his character, behaviors or manners etc. it shall be obligatory for the tenderer to change the driver immediately or within a reasonable time of three days after issue of letter from this office failing which the service shall be treated as unsatisfactory and the Company shall be free to terminate the contract.
9. Your quoted Service Charges should be sufficient to include all the expenditures other than labour cost viz. insurance under Workman's Compensation Act, Pradhan Mantri Jeevan Jyoti Yojna, Pradhan Mantri Jeevan Suraksha Yojna, etc., various incidentals, overheads, administrative and supervision charges / expenses etc. involved in the bidding and execution of the work as per scope of the tender, obtaining insurance of driver.
10. Registration of vehicle for travelling in MP State & all india permit should be compulsory.
11. It is mandatory to provide one khaki uniform to the driver every year from contractor side.
12. In case the tenderer fail to provide a suitable driver having valid license due to any reason at any time, penalty @ Rs. 500/- per day shall be deducted from the tenderer's bills or the ordering authority will engage a driver, in the interest of work for driving vehicle at owner risk and cost and payment will be made to the driver & the same will be recovered from the tenderer's bills.
13. In case of any litigation arising out of mishaps or misconduct on the part of the Driver, it shall be the sole responsibility of the owner to deal with it as per law and shall bear, all charges and expenses involved.
14. Vehicle to be hired shall be insured as per rule (comprehensive and third party insurance) and the driver should have valid Commercial vehicle driving license. It shall be the responsibility of the owner to keep the vehicle duly insured against any loss or damage to the vehicle. All papers must be kept valid during the contract period and these should be kept with driver and photocopy be given to this office.
15. If required statutorily, the vehicle should be registered under section 69 of Finance Act-1994 (under service tax) and the tenderer shall pay service tax at appropriate rate, if applicable.
16. The Log Book of the vehicle will be maintained by the tenderer's driver. This will be signed by the Officer/Official utilizing the vehicle and the same shall be submitted to this office as and when required.
17. The Payment of hire charges shall be made monthly against submission of the tenderer's bill. The payment shall be released by Concerned RAO MPPTCL, after receipt of the bill in triplicate, generally within 30 days. In case of late payment no interest will be payable.
18. If during any time within the contract period, your services are found unsatisfactory or the officer is allotted any new roadworthy vehicle, the officer shall be free to terminate the contract by giving a written advance notice of 30 days. In case of breach of the contract, the security deposited by you may be forfeited.
19. Driver has to report daily along with his valid appropriate driving license to the officer concerned in his office/garage.

20. The owner shall also ensure that any statutory provisions rules and regulation are not violated. Any compensation payable/ damage caused due to accident by owners vehicle to any party and its property shall be borne by the owner & MPPTCL will not be liable for the same.

21. The tenderer shall furnish as part of its bid, earnest money (EMD) of **Rs. 20,000/- (Rs. Twenty Thousand only)**

After opening of the tender if a bidder is awarded the contract on L1 basis, then his EMD shall be converted into security deposit. In case the EMD was not submitted due to any type of exemption, the successful bidder has to submit Rs. 20000/- as Security Deposit. The security deposit will be in the form of Demand draft/online payable to "RAO MPPTCL COLLECTION ACCOUNT SLDC" JABALPUR. and this amount will be refunded on successful completion of the contract.

22. An agreement as per proforma prescribed by this office shall be entered into by the successful tenderer with this office for the proper fulfillment of the contract. The expenses towards the Non judicial stamp paper worth Rs.500/- for agreement shall be borne by the tenderer.

23. All dispute & difference arising out of the contract will be referred to concerned HOD at Bhopal who will act as arbitrator and his decision shall be final and binding.

24. All matters arising out of or any way concerned with this contract shall be deemed to have arisen in Bhopal and only the appropriate court at Jabalpur shall have jurisdiction to determine the same.

25. The cost of stamp papers required for agreement shall be borne by the owner of the vehicle. Before engaging vehicle please ensure that vehicle is insured properly & all taxes have been paid.

26. Before accepting the vehicle, inspection of vehicle shall be carried out for road worthiness of the vehicle. The vehicle should be in good condition and reliable. The Fitness Certificate, the Pollution Free Certificate, Healthy Tyre & Tube, vehicle's Latest model shall be preferred. The Discretion of order placing authority shall be final for acceptance of the vehicle.

27. It will be the sole right of MPPTCL to place order for lesser period as has been indicated in the tender/enquiry which should be the sole discretion of the ordering authority in view of the performance of the tenderer.

28. "The Tender/Bidder Should not be the officer/ Employee or relative or relative of MPEB/MPSEB or its successive company"

The "Relative" defined in the companies Act-2013, Section 2TT is reproduced as below: A person shall be deemed to be a relative of another if;

- (A) They are members of a Hindu undivided family or
- (B) They are Husband and Wife, or
- (C) The one is related to the other in the manner indicated below:-

<u>S.No.</u>	<u>Companies Act 2013, Section 2TT (Relatives)</u>
<u>1</u>	<u>Father (Including Step-Father)</u>
<u>2</u>	<u>Mother (Including Step Mother)</u>
<u>3</u>	<u>Son (Including Step-on)</u>
<u>4</u>	<u>Son's Wife</u>
<u>5</u>	<u>Daughter</u>
<u>6</u>	<u>Daughter's Husband</u>
<u>7</u>	<u>Brother (Including Step-Brothers)</u>
<u>8</u>	<u>Sister (Including Step-Sisters)</u>

Affidavit

I _____ proprietor/authorized signatory/owner
of M/s _____ Place _____ do solemnly affirm and stated that I/we am/are not
an officer/employee or relative of MPEB/MPSEB or its successor companies.

This information is true to the best of my knowledge and belief. In case if the above stated
information is found false/incorrect at any stage, MPPTCL shall have all the right to take any action as
per tender/enquiry including cancellation/termination of contract placed on above referred firm
without any liability on MPPTCL.

Place-

Name of Firm

Date-Signature of Proprietor/.....

Authorized signatory/Owner

Seal of the firm

Sample format for Price Schedule (BoQ1)

Name of the work –Hiring of 01 No. PETROL FUELED CAR Model – 2023 for official use of Add. C.E. at O/o C.E. SLDC., M.P.P.T.C.L., Jabalpur FOR 2 YEARS (MONTHLY MAX RUN CEILING LIMIT 2500 KM)					
Contract No. – E Tender/Hire Vehicle/SLDC/JBP-02/2023-24 Dtd. 10.05.2023					
Name of the Firm/ Bidding Firm/ Company /					
Sl. No.	Description	Ceiling Limit of Cost	BASIC RATE In Figures To be entered by the Bidder in Rs. P. {Ceiling Limit (Percentage cost of Ex-showroom cost of vehicle)}	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6
1.	Fixed cost per month/against Ex showroom Cost of vehicle (Maximum Ceiling Limit 1.83% of Ex showroom cost of vehicle)	800000.00			
2.	Fixed cost per month (Not to be quoted) Towards :- Driver' cost (Salary+EPF+ESIC), Road Tax, Registration, Fitness, Permit, RTO Expenses & interest on working Capital.	13640			
3.	Variable Cost Rs. Per K.M.(Please quote percentage of Ex-showroom cost). Towards - Repair &Maintenance Charges, lubricants & running depreciation.	800000.00			
4.	Variable Cost Rs. Per K.M. (Not to be quoted). Towards - Fuel Charges	6.75			
Total in Figures					
Quoted Rate in Words					

Fixed Charge Not to be quoted by bidder (Please do not enter)

Variable Cost Please quoted percentage of Ex-Showroom cost (Maximum)

Fixed Charge Not to be quoted by bidder (please do not enter any value in this block)

Fixed Cost Per Month Please quoted percentage of Ex-Showroom Cost (Maximum ceiling)

Enter Bidder/Firm Name

--

limit upto 1.83%)

--

ceiling limit upto 0.0004%)

any value in this block)

नोट-यह प्रपत्र नमूने के तौर पर निविदाकार की सुविधा के लिये दिया जा रहा है, अतः निविदाकार इस प्रपत्र को भरकर निविदा के साथ प्रस्तुत न करें, अन्यथा निविदा निरस्त कर दी जावेगी।

QUESTIONNAIRE

The bidder may please note that submission of this Questionnaire duly and properly filled-in is essential. While filling in entries against the questions given below, no reference should be made to comments entered elsewhere in the tender. All queries should be answered and these answers should be complete in themselves. Please note that none of the column should be left blank and clear reply against all columns should be furnished. In case this is not done the offer will be liable for rejection.

S. No.	Particulars	Answers
1	Name and address of firm/vehicle owner	
2	Communication Phone (O) Phone (R) Mobile FAX No	
3	Make of vehicle	
4	Manufacturing year of vehicle. Please specify date, month and year	
5	Whether copy of Registration No. of vehicle from RTO is enclosed (Yes/No.)	
6	Please mention Registration No. of vehicle	
7	Copy of invoice/estimate received from authorized dealer of the vehicle	
8	Ex-show room price of vehicle as per invoice/estimate	Rs. -----
9	Whether copy of Valid insurance of the vehicle is enclosed (yes/No.)	
10	Whether copy of Fitness certificate of the vehicle is enclosed (Yes/No.)	
11	Whether Copy of valid driving license of the driver is enclosed (Yes/No.)	
12	If the vehicle is driven by vehicle owner himself, please specify (Yes / No). Please enclose valid driving license.	

S. No.	Particulars	Answers
13	What is the validity period of your offer (i.e. 120 days).	
14	Whether the required Earnest Money has been furnished by you (Yes/No). If yes, (i) In which form. (ii) Amount of Earnest Money furnished.	
15	Whether agreeable to Company's penalty clause; (Yes/No)	
16	Whether agreeable to payment clause (Yes/No)	
17	Is the owner agreeable to payment procedure defined in the tender (Yes/No)	
18	Whether agreeable to furnish security deposit in the form as indicated in the tender (Yes/No)	
19	Has the owner attached Income-Tax returns form/statement certificate for the last three years (Yes/No).	
20	Has the owner furnished photo copy of the Registration number of GST allotted (Yes/No.) If No, please indicate reason and documentary evidence	
21	Is the owner agreeable to comply with payment as per minimum wage act to Driver (Yes/No)	
22	Is the owner agreeable to payment of EPF/ESI in Driver account as per EPF/ESI rule (Yes/No)	
23	Has the owner furnished photo copy of the Registration number of EPF allotted (Yes/No.) If No, please indicate reason and documentary evidence	
24	Has the owner furnished photo copy of the Registration number of ESI allotted (Yes/No.) If No, please indicate reason and documentary evidence	
25	Has the owner submitted the filled Affidavit (Annexure-III) (Yes/No)	

DATE :

PLACE :

Signature :

Name :

Status :

Seal of the Tendering Co./ Firm :


Superintending Engineer
State Load Despatch Centre
M.P.P.T.C.L., Jabalpur