

MANDATORY INFORMATION

Project Name	NCPS-DADRI
NIT No.	CS/032/2009-2010
Date of NIT issue	06.09.2009
Short description of NIT	Deployment of Jeep/Ambassador Car/Maruti Van/Indica(TATA)/Pick up along with Driver at NTPC Dadri
Document sale close date	30.09.2009
Source of NIT	Domestic Competitive Bidding (DCB)
Contract classification	Vehicle Hiring Contract
Bid opening date	06.10.2009
Package incharge's mail-id	<u>sgovindarajan@ntpc.co.in</u>
Alternate Coordinator's mail-id	<u>mukeshkumar@ntpc.co.in</u>
No. of files comprising the complete set of bidding documents	15 Nos (INCLUDING COVER PAGE)

NTPC LIMITED

(A Government of India Enterprise)

National Capital Power Station, Dadri

P.O.: Vidyut Nagar, Distt. Gautam Budh Nagar, Pin: 201008

(Contract Services)

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NOTICE INVITING TENDER (DETAILED)
(Domestic Competitive Bidding)

N.I.T. No. CS/032/2009-2010

1.0 NTPC-Dadri invites sealed tenders for the work mentioned hereunder from eligible bidders/parties for National Capital Power Station, Dadri situated at Distt.- Gautambudh Nagar (U.P.)

S	Name of Work	EMD (Rs.)	TENDER SALE PERIOD	BOD (TECH. BID)*	Package Ref.No.
					Cost of Bid Doc.
01.	Deployment of Diesel Jeeps with driver at NTPC-Dadri. Hard Top Jeep of Model-2007 onward for 12 / 24 hrs. deployment in NTPC Dadri for a period of 2 Years (Approx. 48 Nos.)	Rs. 5000/- per Jeep	10.09.2209 To 30.09.2009	06.10.2009	CS-7/7064 Free of cost
02	Deployment of Ambassador car with Driver : 04 Nos. Non AC : (Diesel) (Model 2007 onwards)	Rs.5000/- per car	10.09.2209 To 30.09.2009	06.10.2009	CS-7/7064 Free of cost
03.	Deployment of Maruti Van (Petrol) with Driver : 03 Nos. (Model 2007 onwards)	Rs.5000/- per car	10.09.2209 To 30.09.2009	06.10.2009	CS-7/7064 Free of cost
04.	Deployment of Indica (TATA) with Driver : 01 No. (Diesel) (Model 2007 onwards)	Rs.5000/- per car	10.09.2209 To 30.09.2009	06.10.2009	CS-7/7064 Free of cost
05.	Deployment of Pickup Van (Diesel) with Driver Tata-407/607/709 or equivalent (Model 2007 onwards): 05 Nos.	Rs.5000/- per LCV	10.09.2209 To 30.09.2009	06.10.2009	CS-7/7064 Free of cost

* BOD (Bid opening date) given shall be for First Part (Technical Bid) only.

2.0 Tender documents shall be issued free of cost to all the bidders willing to deploy vehicle in NTPC on request considering the fact that mostly landoustees are expected to quote.

3.0 All bids shall be accompanied by a Bid Guarantee (EMD) as mentioned above. Bids not accompanied by the requisite guarantee in a separate sealed cover or bids accompanied by bid guarantee of inadequate value shall not be entertained and in such cases bids shall be returned to the bidders without being opened.

4.0 Requirement indicated against above categories are tentative only. NTPC may deploy less/more number of vehicles at the time of deployment depending on the requirement.

5.0 In case of sl.no. 1 above, vehicle shall be Diesel driven [TATA SUMO/QUALIS/MARSHALL/BOLERO/SCORPIO/TAVERA]

6.0 QUALIFYING REQUIREMENTS FOR BIDDERS:

- The Model of Hard-Top Jeep /other vehicle as required in NIT/shall be of year 2007 onwards.
- The bidder shall either submit proof of ownership of the vehicle (for each vehicle for which bidder has quoted) along with the offer. In case of Tour Operator/Travel Agency, vehicle should either be in the name of agency or in the name of owner/proprietor/partner of the agency.
OR
The bidder should submit proof of tie up with other vehicle owner's/agencies for hiring of the vehicle for which the bidder has quoted.
OR
Submit proof of financial tie-up with any recognized bank for loan amount required to buy the vehicle for which the bidder has quoted to the extent of no. of vehicle for the bidder has quoted.

- c) The bidder/ owner has to submit under taking for the following
 - i) The vehicle to be deployed shall have commercial /Cab registration.
 - ii) The bidder/owner shall take comprehensive insurance coverage for the vehicle being deployed as per Commercial norms.
 - iii) The bidder/owner shall have valid route permit / license as per RTO norms for NCR Region (UP, Delhi, Haryana)
 - iv) The bidder/owner shall take Service Tax Registration within 15 days from the date of Award.
 - v) The commercial tax paid by the agency shall be reimbursed by NTPC subject to production of documentary evidence during the contract period.
 - vi) The bidder/ owner shall accept NTPC Terms & Conditions of tender document for vehicle deployment (attached in the tender).
 - vii) Vehicle fitness certificate : Once in a Year.
 - viii) The vehicle to be deployed shall have valid pollution clearance certificate.

7.0 This priority is only for deployment of jeeps after finalization of rates. However, if the lowest rate is received from other than PAP, the rate after finalization shall be considered as base and the agency who have quoted the lowest rates shall be allotted a maximum of three (03) jeeps. Subsequent allotment shall be done with preference to PAPs.

8.0 **OTHER TERMS AND CONDITIONS:**

- a. The bidder / owner shall comply with Qualifying Requirement within 15 days time from date of confirmation of order, failing which contract may be terminated & EMD shall be forfeited.
- b. The party has to offer their best offer for 12 / 24 Hrs deployment of commercial vehicle along with driver having commercial license in tender form. All the interested parties / persons has to submit their offer failing which their vehicle will not be considered for deployment in first phase.
- c. Based on rate received NTPC committee shall analyze and fix the rate. The vehicle deployment shall be done only to the agencies who accept the rate fixed by NTPC.
- d. Priority list for vehicle deployment shall be on quoted rate in the tender. Deployment will be based on relative position in tender, in chronological order i.e. deployment list shall be prepared based on L-1, L-2, L-3, to L-48 etc. position of Bidder. L-1 shall be given 1st priority. In case of tie, latest vehicle will be given priority.
- e. 24 Hrs. requirements and deployment in O&M departments will be met first.
- f. Normally all the requirement shall be fulfilled in first phase only immediately after rate fixation in tendering. However, if any more vehicles are required, Latest model vehicle will be given priority.
- g. The rate fixed shall be firm for 2 years and may be extended for another one year as per the discretion of NTPC at the same rate, terms & conditions.
- h. Diesel/Petrol shall be issued free of cost by NTPC. Diesel average shall be considered as 12 KM/LTR for jeeps, 10 KM/LTR for Ambassador car, 12 KM/LTR for Indica car, 6.5 KM/LTR for Pickup. Petrol average shall be considered as 15 KM/LTR for Maruti van.
- i. **Model-2007 onwards Vehicles only to be deployed. Bidder may also buy New Vehicles and deploy within 15 days from date of confirmation of order, in such case, Bidder is to give undertaking that he will deploy vehicle within 15 days, complying with all statutory requirement and all other terms & conditions of Jeep deployment.**
- j. Service Tax is payable extra as per applicability. The Bidder should obtain Service Tax Registration Certificate.
- k. The vehicle may be deployed on 24 hrs. basis or 12 hrs. basis in any Deptt. / Location as per NTPC requirement at the discretion of NTPC, & Agency shall not have any claim / preference in this regard.

1.0 GENERAL TERMS AND CONDITIONS :

1.1 DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID:

Legible copies of the following documents duly signed by the authorized representative of the bidder are to be submitted in support of the qualifying requirements along with technical bid.

- a) Copy of Registration of vehicle for Commercial use.
- b) Proof of ownership of the vehicle as per above mentioned clause 6 b).
- c) Copy of Comprehensive insurance coverage for the vehicle being deployed as per commercial norms.
- d) Copy of valid Route Permit/ license as per RTO norms for NCR Region (UP, Delhi, Haryan).
- e) Copy of Service Tax Registration No.
- f) Copy of vehicle fitness certificate.
- g) Copy of Pollution clearance Certificate.

1.2 A complete set of bid documents may be obtained by any interested bidder from our site office at Vidyut Nagar on any working day between 10:00 am and 4:00 pm on submission of a written application. Requests for tender documents must be sent to '**Address for Communication**'. Requests received after the last date as mentioned, due to delays of postal/ courier services or requests without requisite cost of tender documents shall not be entertained.

Please remit Rs. 50.00 extra, if tender documents are asked for by post.

1.3 The bidding documents can also be downloaded from <http://www.ntpctender.com> on registration and the downloaded documents can be used for bidding purpose.

1.4 In case the registered bidders who have downloaded the bidding documents require an additional manual copy of the document then such bidders shall be required to obtain the manual copy of the bidding documents following the procedure detailed above.

1.5 NTPC takes no responsibility for any loss / delay / non-receipt of applications/ tenders sent by post.

1.6 Issuance of bid documents to any bidder shall not construe that such bidder is considered to be qualified. The qualification status shall be examined by the tender committee during the process of bid evaluation.

1.7 Two part bidding system shall be followed for the subject package. There shall be three envelope.

- A) **Envelope-1** must contain Earnest Money Deposit (EMD) and Letter of Undertaking (LOU) and be superscribed "EMD/ Original bid security and Letter of Undertaking (LOU) for the work of **"Deployment of Jeep/Ambassador Car/Maruti Van/Indica (Tata) /Pick Up along with Driver at NTPC Dadri"**, NIT ref no. **CS/032/2009-10** due on date : **06/10/2009** from _____ *(name and address of bidder)."*
- B) **Envelope-2** must contain (i) supporting documents for fulfilling qualifying requirements, as mentioned above, (ii) technical bid in our original technical bid documents issued. The second envelope must be superscribed "Technical bid for the work of **"Deployment of Jeep/Ambassador Car/Maruti Van/Indica (Tata) /Pick Up along with Driver at NTPC Dadri"**, NIT ref no. **CS/032/2009-10** due on date : **06/10/2009** from _____ *(name and address of bidder)."*
- C) **Envelope-3** must contain price bid duly filled in our original price bid documents issued. The third envelope must be superscribed "Price bid for the work of **"Deployment of Jeep/Ambassador Car/Maruti Van/Indica (Tata) /Pick Up along with Driver at NTPC Dadri"**, NIT ref no. **CS/032/2009-10** from _____ *(name and address of bidder)."*
- D) (i) All 03 (Three) envelopes must be sealed individually, (ii) these three envelopes must be enclosed & sealed in one envelope, (iii) the envelope containing these three envelopes must be superscribed "Tender for the work of **"Deployment of Jeep/Ambassador Car/Maruti Van/Indica (Tata) /Pick Up along with Driver at NTPC Dadri"**, NIT ref no. **CS/032/2009-10**

due on date : 06/10/2009 from
 _____ (name and address of
 bidder).”

- 1.8 The bid shall be received up to 10:30 hours on the scheduled date of opening of technical bid and shall be opened at 11:00 hours in the Contract Services Department / NCPS , in presence of bidders or their authorized representative who wish to be present. If the date of opening happens to be closed holiday, the tenders shall be received and opened on the next working day.
- 1.9 Offers received late/ incomplete are liable for rejection. Sealed bids must be sent at the ‘**Address for Communication**’ only.
- 1.10 First EMD & Letter of Undertaking envelope shall be opened. Technical Bid (2nd envelope) of bidders who have submitted EMD & LOU in acceptable form to NTPC shall be opened next. If the bidder qualifies as per the QR and terms and conditions of NIT, their price bid shall be opened on the scheduled date as notified in NIT or on the date to be intimated after evaluation of technical bids.
- 1.11 The Bids not accompanied with the requisite EMD or with Bid Security of inadequate value or EMD / Bid Security in unacceptable form and / or Letter of Undertaking in a separate sealed cover shall not be entertained and in such cases bids shall be rejected by the Owner as being non-responsive and returned to the bidders without being opened.
- 1.12 Notwithstanding anything stated above, NTPC reserve the right to assess bidder's capability and capacity to perform the contract, should the circumstances warrant such assessment in overall interest of the owner.
- 1.13 NTPC reserve the right to reject or accept any or all the tenders without assigning any reasons thereof.
- 1.14 Alterations or erasures in the bidding documents shall be over the initials of the person signing the bid.
- 1.15 The contracting agencies shall also comply and meet all the requirements of SA-8000-2001 standard. NTPC will verify the same through planned monitoring.
- 1.16 Above details are only indicative. Other detailed terms and conditions shall be as per our tender documents. Interested bidders are advised to visit the site to familiarize themselves with the nature & quantum of work and the site conditions.
- 1.17 Tender should be submitted /dropped in the tender box placed in the below mentioned address. However, in case of any difficulty for tender submission, below mentioned officer (s) may be contacted.

1.	Location of Tender box.	Contract Services, Ground floor, Room No.2, Administrative Building, NTPC-Dadri.
2.	Address	DGM (C&M), Contract Services, Ground floor, Room No.1, Administrative Building, NTPC-Dadri, P.O.:- Vidyut Nagar, Distt.:- Gautam Budh Nagar (UP), Pin:- 201008.
3.	Name of the officers to be contacted (if required)	(1) S. Govindarajan, DGM (C&M), Phone No.:- 0120-2805842/ 2671468, 5842 (Intercom). (2) Mukesh Kumar, Dy. Manager (CS), Phone No. :- 2805809, 5809 (Intercom).

Note: The qualified parties may be registered for a period of three years for same kind of jobs at NCPS Dadri.

“ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE BID SECURITY IN A SEPARATE SEALED ENVELOPE SHALL BE REJECTED BY THE EMPLOYER AS BEING NON-RESPONSIVE AND RETURNED TO THE BIDDERS WITHOUT BEING OPENED.”

Address for Communication:

Dy. General Manager (C&M)
National Capital Power Station, Dadri, P.O.-Vidyut Nagar,
Distt. – Gautam Budh Nagar (UP), Pin: 201008,
Phone Nos.: 0120-2671437/ 2671468/ 2805842/2805809
Fax No.: 0120-2671292/ 0120-2672330
E-mail: usgupta01@ntpc.co.in / sgovindarajan@ntpc.co.in