

**NEELACHAL ISPAT NIGAM LIMITED**

**INVITES**

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**DEPLOYMENT OF HIRED VEHICLE**

**AT**

**NINL's INTEGRATED STEEL PLANT,**

**DUBURI, ODISHA**

## **NOTICE INVITING EOI**

M/s NEELACHAL ISPAT NIGAM LIMITED (here in after referred to as NINL), Kalinganagar, Duburi, Odisha, India invites EOI for DEPLOYMENT OF HIRED VEHICLES FOR DAILY USE ON REGULAR / MONTHLY BASIS AS AND WHEN REQUIRED AT SHORT NOTICE IN AND AROUND Duburi, Jajpur within radius of 200 KM at NINL, Duburi, from interested agencies as detailed herein below:

NINL intends to deploy hired vehicles on 24 Hr basis (NON AC) and 12 Hr basis (Both AC & NON AC) and casual vehicles for Plant site at NINL, Duburi

Interested agencies may furnish their EOI along with all necessary documents in support of their credentials in a sealed envelope along with the covering letter duly signed by an authorized signatory in conformity to the details furnished below:

- 1.0** EOI notice No. : NINL/CC/2019-20/837, dated 02.07.2019
- 2.0** Type of EOI : Open
- 3.0** Participants : Sole agency/Partnership/Company
- 4.0** Name of work : Deployment of hired vehicle on 24 Hr basis (NON AC) and 12 Hr basis (Both AC & NON AC) for DAILY USE ON REGULAR / MONTHLY BASIS AS and WHEN REQUIRED AT SHORT NOTICE IN AND AROUND Duburi, Jajpur within radius of 200 KM at NINL, Duburi
- 5.0** Location of work : Neelachal Ispat Nigam Limited, Kalinganagar Industrial Complex, Duburi, Dist. Jajpur, Odisha, India.
- 6.0** Mode of work : On hiring basis
- 7.0** EOI Documents  
Download Start Date & Time from Website : 02.07.2019 (14.00 Hrs) (IST)
- 8.0** Last Date & Time of submission of EOI : 15.07.2019 (15.00 Hrs) (IST)  
EOI Opening : 15.07.2019 (15.00 Hrs) (IST)
- 9.0** Website on which EOI notice available : [www.ninl.in](http://www.ninl.in)

- 10.0** (a) Address for submission of EOI : Sr. Mgr. (WCC),  
Neelachal Ispat Nigam Limited,  
Kalinganagar Industrial Complex,  
Duburi, Dist.: Jajpur, Odisha – 755 026, India.
- (b) Address for Pre-proposal Meeting : Neelachal Ispat Nigam Limited,  
Kalinganagar Industrial Complex,  
Duburi, Dist.: Jajpur, Odisha – 755 026, India.
- 11.0** Contact Person : Name: Mr. S. Mohanty,  
Sr. Manager (WCC)  
Email ID: [contractcell\\_ninl@rediffmail.com](mailto:contractcell_ninl@rediffmail.com)
- 12.0** Cost of EOI document : NIL
- 13.0** Earnest Money Deposit : NIL
- 14.0** Language of Proposal : The EOI Proposal prepared and submitted by the agencies and all correspondence & documents related to the EOI proposal exchanged between the agency and NINL shall be written in English language.
- 15.0** Venue & Deadline for submission of EOI application : EOI proposals, in its complete form in all respects as specified in the EOI notice, shall be submitted to NINL at the address specified above on or before the specified due date & time of submission. NINL may, at its discretion, extend the deadline for submission of EOI bids by issuing an addendum to be made available on the website mentioned above.
- Any amendment issued prior to due date of submission would be put on the above mentioned website. It would be presumed that agencies have examined all amendments on the website and have submitted their proposals accordingly.

## **16.0 Objective of EOI**

The objective of this EOI is to identify prospective resourceful agencies having expertise, experience, and interest to team up with NINL and deploy vehicle on hiring basis as per the need of NINL

## **17.0 General Terms and Conditions**

1. Expression of interest is invited from individual/firm/Co. for hiring of SUV(s)/Car(s) for official use on regular/monthly basis and casual basis, for deployment in and around Duburi, Jajpur, within a radius of 200 KM.
2. Types of vehicle required to be engaged on hire (AC/Non AC) :
  - a. Three box sedan cars (TATA Indigo/ Maruti Dzire/Hyundai Accent/ Honda Amaze etc)
  - b. SUVs (Bolero/Tata Sumo equivalent)
  - c. Scorpio/ Innova
  - d. Honda City
  - e. Maruti Ertiga
3. The agency will provide vehicle services to NINL for internal and external movement as and when required on day to day basis.
  - a. The agency shall provide 02 numbers of three box sedan cars (AC) of medium segment (Swift Dezire or TATA Indigo eCS or equivalent) on monthly basis, 11 nos of SUV i.e Bolero/TATA SUMO or equivalent (Non AC / provision of AC) on 12 Hr basis and 02 nos of Bolero (Non AC) on 24 Hr basis and vehicles as and when required on casual basis. The quantity of vehicles may increase or decrease as per need of NINL.
  - b. The vehicles deployed on monthly basis should have GPRS facility to locate the vehicle easily for better time management.
4. The agency shall start operating vehicle services within 15 (Fifteen) days of receipt of intimation.
5. Vehicle shall be provided with drivers, having valid requisite vehicle driving license.
6. Driver shall adhere to NINL safety rules
7. All the major/ minor injuries and maladies to drivers shall be treated by agency at no extra cost of NINL.
8. No idle charges on what so ever account shall be entertained.
9. Inspection and approval of the vehicle shall be done by NINL authority before deployment of vehicle.
10. All applicable taxes (i.e. any entry tax, RTO fees, Road tax, PUC etc) pertaining to state of Odisha/ Govt of India shall be borne by agency. RTO passing should be "T-permitted".
11. Insurance: Vehicle should have necessary third party liability Insurance including passenger for their full value. No claim shall be entertained by NINL on this account.
12. Servicing and maintenance of vehicle is in agency's scope.
13. Safety equipments (if any) as required shall be in agency's scope.
14. All statutory approvals in agency's scope.

15. Accommodation, food, transport of the drivers shall be arranged by agency
16. The Vehicles i.e. Bolero and three box sedan cars of midsize segment (Both AC & Non-AC) will be allowed 2 days rest in a month and based on its use, the travel agencies will be paid proportionately if the vehicle is used in rest days. In case the vehicle is used for less nos. of days in a month, proportionate amount to be deducted after taking care of rest days. In case the vehicle is required for whole period of the month, the party has to arrange the vehicle for the same without any hesitation. Rate for casual hiring is inclusive of Fuel and all other charges. Minimum rate of hiring will be the rate for 8 hours. Vehicles for casual hiring should be fixed either on the basis of Kilometer covered or on the basis of hours of use of vehicles whichever is **higher**, subject to the minimum charges prescribed above. A proper record should be maintained in the log-book.
17. Reporting and releasing time of the vehicles will be at plant site office/Neelachal House as decided/communicated by the Administration Department, NINL from time to time. But the usual timing of deployment of vehicle will be 8.00 AM to 8.00 PM (for 12 Hr vehicles).
18. Vehicle should report in time as instructed by the Controlling Officer (Administration department)
19. The monthly running KM ceiling of 12 hours duty vehicles (Both AC & Non-AC) will be within 3000 KM.
20. The monthly running KM. ceiling of 24 hours duty vehicles will be within 4000 KM. However, the agency will provide at least two drivers in case of 24 hours duty hired vehicles.
21. Overtime beyond normal working hour of 12 hours, duly certified by user in the log book (except 24 hours vehicles) shall be payable extra.
22. Likewise, night halt on outstation duty for 12 hours running vehicles only, shall be payable extra.
23. Govt. taxes (Toll & Parking etc.) will be reimbursed only on submission of documents.
24. The vehicle may be used on specific official duty to Bhubaneswar (Registered office of the organization) or to other official assignments at Cuttack, Jatani, Paradeep, Mines area or any other places as per official requirement against approved request. On specific occasions the vehicle may be used to deliver small consignments (Goods of light nature) as per the need of NINL.
25. In case of break-down, the agency shall make alternative arrangement of vehicle within one hour time.
26. The agency should abide by all instructions and directions issued to them from time to time by NINL
27. The agency must ensure sufficient fuel/ lubricants and good tyres in road worthy condition for rendering smooth services. For the preventive maintenance, immediate action shall be taken by agency to ensure replacement of vehicle with onward intimation to ADMN.
28. The Agency will provide mobile phone to each vehicle driver and the contact nos. to be provided to NINL (Admn.) before deployment of vehicle.

29. Use of AC will be as per eligibility criteria. However, as a special case, necessary instruction may be given by controlling officer (Administration department) seeking approval of concerned authority for using AC vehicles. The payment of such cases will be processed accordingly.
30. The agency must maintain vehicle-wise log-book i.e. location of movement, Opening /Closing Kilometre, reporting / releasing time. Tampering of speedometer reading or indulging in any malpractice will be liable for strict action as deemed fit, including termination of contract.
31. The agency has to provide placards made of plywood for each vehicle and to ensure that the driver display the same while on duty particularly at Railway Station and at the Air port.
32. The driver of the vehicle will be well dressed and well behaved. Any genuine complaint received from the user of the Bolero and Cars will be viewed seriously. The agency has to take suitable action against the driver including removal of the driver from duty and at the same time shall provide a new driver immediately.
33. The driver of the respective vehicle should strictly follow traffic rules and must possess valid driving license and valid gate pass issued by NINL. Driver of the vehicle should drive without taking liquor or any intoxicating drugs while on duty. On receipt of report of driving under intoxication, the driver should be removed forthwith and another driver should be engaged by the agency.
34. **Time Schedule:** The time schedule of the above scope of the work may be considered to be 24 months (max.) from the Effective date of engagement of vehicle in NINL.
35. **Rates:** Price shall remain firm during the tenure of vehicle deployment, except escalation/de-escalation towards diesel, as declared by Govt. of India from time to time along with statutory variations in the taxes and duties. Diesel at the prevailing price (in relation to will be reimbursed to the agency). The prevailing price shall be taken on the basis of retail sale price of fuel in nearest outlet of Indian Oil Company / BPCL as on the date of enhancement. Regarding the rate structure the agency may fill the proposed rate structure, attached at Annexure-I.

## **18.0 Pre-proposal Meeting**

A pre-proposal meeting will be held on 01.07.2019 at NINL's office at Duburi, Jajpur in order to clarify any doubts of the intending bidders. During the meeting, the bidders are required to present techno-economical aspects to be offered by them inter-alia including parameters such as technical specifications, quality bench marks, delivery milestones, etc. Bidders interested in participation in the Pre-Bid Meeting may submit their consent through email prior to the pre-bid meeting:

## **19.0 Right to the content of the proposal:**

For all the EOI bids received before the last date and time of EOI submission, the EOI will become the property of NINL and will not be returned after opening of the EOIs. NINL is not restricted in its rights to use or disclose

any or all of the information contained in the EOI and can do so without compensation to the applicants. NINL shall not be bound by any language in the applications indicating the confidentiality of the EOI applications or any other restriction on its use or disclosure.

**20.0 Acknowledgement of Understanding of Terms**

By submitting an EOI application, each applicant shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all forms, schedules and annexure here to, and has fully informed itself as to all existing conditions and limitations.

**21.0 Submission of EOI Proposal:**

All pages of the EOI Proposal document shall be stamped & signed by the authorized person of the firm/company/organization of applicant. Power of Attorney in favour of signatory to EOI application shall be submitted along with the Proposal.

**22.0** EOI application shall be prepared and submitted in one (1) Original and one (1) copy in a sealed envelope superscribing “**EOI for Deployment of Hired Vehicles at NINL**” and addressed as per Clause 10.0 of this document.

**23.0 DISCLAIMER:**

The issue of this EOI document does not, in any way commit, or otherwise oblige NINL to proceed with all or any of the proposals received. The EOI request is not the subject of any process contract or any contractual obligation between NINL and the applicant or potential applicants. NINL may at its absolute discretion, elect to abandon any part or whole of the process without giving prior intimation to the applicant or potential applicants. NINL reserves the right to consider or reject any proposal at any point of time without assigning any reasons, whatsoever.

**Rate Proposal:**

SI No		Description	Proposal from agency	Remark
01		Deployment of hired vehicle on 24 Hr basis (NON AC) SUV (Bolero or equivalent)		
	A	Fixed Monthly charges (Rs)		
	B	Variable charges (Rs)		
	i	Fuel reimbursement ( ?KM/Ltr)		
	ii	Mobil reimbursement (? KM/Ltr)		
02		Deployment of hired vehicle on 12 Hr basis (NON AC/AC) SUV (Bolero or equivalent)		
	A	Fixed Monthly charges (In Rs)		
	B	Variable charges (In Rs)		
	i	Fuel reimbursement for NON AC use ( ?KM/Ltr)		
	ii	Fuel reimbursement for AC use ( ?KM/Ltr)		
	iii	Mobil reimbursement (? KM/Ltr)		
	iv	Night halt charges		
	v	Overtime (Per Hour)		
03		Three box sedan cars of medium segment (Swift Dezire or TATA Indigo eCS or equivalent) /(AC)		
	A	Fixed Monthly charges (Rs)		
	B	Variable charges (Rs)		
	i	Fuel reimbursement ( ?KM/Ltr) for AC use		
	ii	Mobil reimbursement (? KM/Ltr)		
	iii	Night halt charges		
	iv	Overtime (Per Hour)		
04		Deployment of Casual Vehicle ( complete proposal may be attached)		

**Casual Vehicle:**

SI No	Type of vehicle	Rate per day (8 Hr)	Free KM (Optional) per day	Rate per KM	Night Halt charges	Over time charges per Hr	Remark
1							
2							
3							



**Details of Vehicles in Possession**  
(To be enclosed along with the application form)

A. The details of vehicles owned & offered for hiring of vehicles:

Sl. No.	Vehicle Model & Make	Year of manufacture	Registration Number	Mass Emission Standard	Ac / Non-AC	Colour

B. The details of vehicles, under lease/hire agreement with other owners (agreement in non-judicial stamp paper to be submitted) offered for hiring:

Sl. No.	Vehicle Model & Make	Year of manufacture	Registration Number	Mass Emission Standard	Ac / Non-AC	Colour

Signature of the applicant

Seal & Date

**APPLICATION FORM FOR EXPRESSION OF INTEREST FOR HIRING OF VEHICLE**

To,

The Sr. Mgr. (WCC),  
Neelachal Ispat Nigam Ltd.  
Duburi, KNIC,  
Jajpur-755026

Dear Madam/Sir,

I / we express interest to engage my/ our Vehicle (s) on hire with Neelachal Ispat Nigam Ltd. I/We agrees to abide by all the terms and conditions laid down in the General Terms and Conditions of EOI No. ....

The details of offered vehicles are furnished here below:

(To be filled in by the applicant. Enclose document where asked for)

1	Name of the individual/Partnership Firm/ company:	
2	Full postal address: Phone No.:- Fax No. :-	
3	Copy of registered partnership deed/ power of Attorney/Certificate of incorporation/memorandum of Association:	
4	Copy of Agreement in Non-judicial Stamp Paper from the owner(s) of the vehicle (s)(if the vehicle is to be operated by the applicant other than the owner)	
5	Copy of Registration of vehicle(s) in the name of individual / partnership Firm/Company and also in possession from other owners by hire/lease (as per Format enclosed at Annexure-II):	

6	Pan No. (enclose self certificated copy of PAN):	
7	Copy of self certified service Tax Registration if applicable:	
8	Self certified copy of Contract carriage permit for each vehicle	
9	Willingness to engage the offered vehicles: (Please tick)	
	a. On monthly basis	
	b. On casual basis	
	c. On monthly basis & casual basis both	
10	Mention Category & number of vehicle offered for empanelment and its corresponding Bharat Stage II/ Bharat Stage III (Reference to clause no. 4(ii) of General terms and condition, Annexure-I)	

**Declaration:**

I/We certify that all the information furnished are true and I /We confirm that in case of any of this information is found to be false/ wrong, the application/work order ( if awarded) shall be liable for rejection at any stage / time without any reference to me/us and NINL may take any punitive action as deem fit.

Encl: List of documents

Signature of the applicant Seal & Date

(S Mohanty)  
Sr. Mgr. (WCC)  
Neelachal Ispat Nigam Limited