

# NOTICE INVITING BID FOR HIRING OF VEHICLES

AT

## INDIAN STRATEGIC PETROLEUM RESERVES LIMITED

(A Wholly owned subsidiary of OIDB)

Strategic Crude Oil Storage Project Facilities  
Visakhapatnam



(TENDER NO.ISPRL/VSP/HIRING VEHICLES/T6/16 dated 22.11.2016)

PROVIDING SERVICES OF (HIRING) VEHICLES

### SCOPE OF SUPPLY

The Job involves Supply of Vehicles on hire basis to M/s Indian Strategic Petroleum Reserves Ltd (ISPRL) having its registered office at 424, World Trade Centre, Babar road, New Delhi- 11000 and having its project site at Lovagardens, Behind HSL Fabrication Yard, Gandhigram Post, Visakhapatnam.

The Vehicles need to ply on various types of roads viz. National highways, City roads, etc. as per ISPRL's requirement.

ISPRL will pay only the hire charges as applicable. All the expenses like salary of people employed, fuel, oil, batteries, consumables, maintenance of vehicles, road tax, insurance etc. including any other incidental charges will be on Contractors' Scope.

The bidders are advised to understand the scope of job and get their doubts, if any, clarified from the reporting officer before quoting the bid.

#### 1. Vehicles to be supplied:

- a) A Car with A/C with minimum of 1405 CC, 54 BHP and Torque 83 like specifications ( Indica or its equivalent model vehicle) on 24 Hours basis for minimum of 4000 Kilometers per month.
- b) A Car with A/C with minimum of 1405 CC, 70 BHP and 135 Torque like specifications ( Maruti Dzire/ Indigo or its equivalent model vehicle) on 12 Hours basis for minimum of 2000 Kilometers per month.
- c) A 4 wheel drive Jeep with A/C with minimum of 2179 CC, 46BHP and Torque 195 like specifications (Bolero or its equivalent model vehicle) on 24 Hours basis for minimum of 1500 KMs per month which is going to use in our premises consists of **hilly terrain**.
- d) Vehicles such as Indica A/c, Indigo Ac / Maruti Dzire, Ford Fiesta, Etios, Honda City & Equivalent, Scorpio & Equivalent, Innova, Fortuner, Altis Corrola on need call basis for the visits of VIPs/VVIPs etc.

**NOTE:** Please refer Schedule of Rates and of Scope of Job/Terms & Conditions for monthly/quarterly assured mileage and mode of payment.

2. REPORTING LOCATION : Any ISPRL designated place in Visakhapatnam.

REPORTING OFFICER : Chief Manager, ISPRL.

OTHER REPORTING LOCATIONS : ISPRL at Lovagardens, Behind HSL  
Fabrication Yard, Gandhigram Post,  
Visakhapatnam.



**Opening & Closing Mileage and Time for the Vehicle(s) shall be reckoned from the Reporting Location/Time only.**

3. Contract Period: **12 MONTHS** and extendable for a further two periods of 12 months each at the discretion of ISPRL.
4. Vehicle Requirements:
  - a. Model shall be **August, 2016** model or later for vehicles supplied on regular contract basis.
  - b. The Vehicle(s) supplied shall be in good condition and road worthy with the following:
    - ⇒ All electric aids like: wipers, lights, indicators, gauges and warning devices, should function properly.
    - ⇒ Horn and back up alarm should be in working condition.
    - ⇒ Seat belts should be available and in proper usable condition.
    - ⇒ The Parking brake must be working
    - ⇒ All the tyres should be in good condition and a Stephanie should be available in ready to use condition.
    - ⇒ One first aid box must be always available in the vehicle with all the necessary medicines and items.
    - ⇒ All locks should be in good condition.
    - ⇒ The vehicle should be fully hygienic & clean.
  - c. All the relevant documents will be inspected by ISPRL representative. Vehicle(s) will be accepted only when found good and meeting Tender requirements.
  - d. Vehicle deployed by the Contractor shall be registered as **TOURIST VEHICLE**.
5. Contractor shall deploy the Vehicle(s) with Driver within SEVEN days from the Date of receipt of Letter of Intent or **as advised by ISPRL**.
6. Vehicle(s) shall be available to ISPRL as per the details given in Schedule of Rates.
7. In case of non-availability of a Vehicle during the Contract period, equivalent Vehicle of same model or later (as per contract) may be accepted by ISPRL. Frequent changes of Vehicle/ Driver will not be accepted. Change of Vehicle / Driver shall be done only with prior permission of ISPRL.
8. Servicing / Maintenance of the Vehicle(s), shall be well planned so as to provide the smooth and trouble free service as per the Contract. Alternate/substitute vehicle meeting the requirements specified for regular vehicle only will be supplied by the contractor in such cases of servicing/ Maintenance.

In case of any Vehicle breakdown and the Contractor is not able to provide suitable and acceptable alternative within one hour, ISPRL will be free to hire Vehicle or any other available alternative transport. Hire charges for the vehicle or pro-rate rate whichever is higher will be recovered from the contractors' bill.
9. The Vehicle(s) shall be supplied with good Seat Covers. The Seat Covers shall always be maintained neat and changed every week without fail i.e. on every Monday.

In case of non-compliance, an amount of Rs.100/- will be deducted per Vehicle for each default.



10. Additional vehicles if required on daily basis will be engaged on the same rates, terms and conditions. The rates for hiring of vehicle on daily basis shall be as per the prorated rate for the day.
11. a. Driver(s) should be given defensive training and should be healthy, punctual, well dressed, and well behaved. Driver(s) shall not consume or be under the influence of alcoholic drinks. Contractor shall immediately replace any driver found not healthy, not good or drunk.
- b. Driver shall always carry following documents:
- Driving License
  - Vehicle Registration Book
  - Road Tax payment
  - PUC Certificate
  - Insurance Policy
- All above documents shall be in ORIGINAL and valid/current.
- c. Driver(s) shall have their own arrangements for Accommodation, Coffee /Tea, Breakfast, Lunch, and Dinner for Normal duty, extra hours of working, outstation visits and Night halts etc. Contractor shall always ensure that Driver has enough money for Fuel, Repairs, for his Stay, Food etc.
- d. Driver(s) shall be subjected to regular medical checkup by the contractor & keep them fully fit.
- e. Driver(s) shall have steel capped site boots of standard make while on duty. In case of Drivers not having the shoes the same will be provided by ISPRL and actual cost plus overhead charges will be recovered from Contractor's bill.
12. a) Log book should be maintained by Driver on day-to-day basis and signature on the same shall be obtained from the Reporting Officer/Officer who utilized the vehicle on daily basis.
- b) For prorated calculation, one month will be considered 30 days only.

### 13. PRICE VARIATION

The rates accepted by ISPRL in the Contract shall remain FIRM and FIXED except for variation in Price of HSD (Diesel). The price variation will be applicable for monthly bill and extra mileage.

In case of variation in Diesel Price, the revised Contract rate shall be calculated as under:

- (i) Variation (increase / decrease) in Contract rate per KM =  $X \div 10$  where X is Variation (increase / decrease) in the Diesel Price per litre.
- (ii) The revised rate based on the above price variation clause will be effective from the date of such price variation.
- (iii) The variation (increase/decrease) in rate per KM will also be applicable on the monthly lumpsum hire charges for the actual Kms run with effect from the date of price variation.
- (iv) For the purpose of Tender and Contract, the base Price of Diesel will be as under:

**Rs. 61.36 per Litre (Price in Visakhapatnam Town as on 2<sup>nd</sup> November, 2016).**

The Price of Diesel in **Visakhapatnam** will be considered for Contract rate variation of the respective locations.



14. ASSURED MILEAGE:

The Contractor is required to supply vehicle with assured mileage of as indicated as for each vehicle for each vehicle as mentioned in Schedule of Rates under respective items. For each vehicle, over and above the specified assured mileage of as indicated as for each vehicle, the extra mileage will be paid as per unit rate quoted by the contractor in Schedule of Rates.

15. CONTRACTOR'S FAILURE TO SUPPLY VEHICLE(S)

In case Contractor fails to supply Vehicle(s) as per Contract and /or fails to adhere to the terms and conditions of this Contract, for part or complete period, ISPRL shall have the right to hire the Vehicle(s) through other agencies of its choice at the risk and cost of the Contractor. The additional cost involved in doing so shall be recovered/ adjusted from any money payable by ISPRL to the Contractor.