



**OWNER:**

**THE TATA POWER COMPANY LIMITED /  
INDUSTRIAL ENERGY LIMITED**

**TITLE OF WORK TO BE AWARDED:**

Contract for hiring of 7-seater vehicle & 14-seater vehicle for PowerHouse#7 requirement  
at Jamshedpur, Jharkhand

.

**ENQUIRY REFERENCE NO: CC24ASJOJO-03**

## NOTICE INVITING EXPRESSION OF INTEREST (EOI)

<b>Enquiry reference no.:</b> CC24ASJOJO-03
<b>Title of Work:</b> Contract for hiring of 7-seater vehicle & 14-seater vehicle for PowerHouse#7 requirement
<b>Type of Bidding:</b> E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
<b>Contact Details:</b> All communication including EOI submission shall be addressed to following officer/s: Mr. Anil Kr Sajja, Email: <a href="mailto:anil.sajja@tatapower.com">anil.sajja@tatapower.com</a>
Copy of all communications shall be marked to (Cc): Mr. Ravi Shingare, Email: <a href="mailto:ravi.shingare@tatapower.com">ravi.shingare@tatapower.com</a> Mr. Prabhakar Rao, Email: <a href="mailto:urprabhakarrao@tatapower.com">urprabhakarrao@tatapower.com</a>

The Tata Power Company Limited (“Owner”) invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Work Package:

Table 1

<b>Package Name</b>	<b>Plant Details</b>	<b>Tender Fee</b>	<b>Bid Security</b>
Contract for hiring of 7-seater vehicle & 14 seater vehicle for PowerHouse#7 requirement	1X67.5 MW; 3X120 MW – The Tata Power Company Limited  1X120 MW – Industrial Energy Limited	INR 2000/- (INR Two Thousand Only)  To be submitted along with EOI.	INR 60,000/- (INR SIXTY THOUSAND only).  Bid Security to be submitted as a Bank Guarantee or through RTGS or Demand Draft at the BID stage and not with EOI.

### **1. INTRODUCTION:**

The Tata Power Company Limited (TPC) is among the largest private sector Power Utility companies in India with presence in Generation, Transmission and Distribution of Power through conventional and renewable sources.

Jojobera Power Plant is a division of The Tata Power Company limited & Industrial Energy Limited (JV of Tata Power & Tata Steel owns and operates 1 X67.5 MW & 3x120 MW and 1X120 MW capacity units respectively, Indian coal based thermal power generation plant based on pulverized coal-fired boiler technology. The generating plant is in Jojobera near the city of Jamshedpur in the state of Jharkhand in India. We require services of competent parties having experience in Annual Maintenance Contract for Providing hiring of vehicles services for company purpose for 3 years.

The tendering/ procurement activities for this Project are being managed from Tata Power’s following Office:

Head Purchase,  
The Tata Power Company Limited,  
Jojobera Power Plant, Jamshedpur 831 016  
Jharkhand, India

- 2. SCOPE OF WORK:** The brief scope of work shall comprise of Contract for hiring of 7-seater vehicle & 14-seater vehicle for PowerHouse#7 requirement at Jamshedpur, Jojobera.

Detailed Technical details & BoQ for this Contract shall be provided in the Tender / RFQ document to all potential buyers submitting the valid EOI with due tender fees.

**3. TENDER FEE & TIMELINES:**

- a) Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than deadline specified below. Request for extension of EOI submission date will not be entertained.
- b) **Interested bidders should submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:**
- Mails shall be addressed to (To): [anil.sajja@tatapower.com](mailto:anil.sajja@tatapower.com)
  - Must Mark a copy to (Cc): [urprabhakarrao@tatapower.com](mailto:urprabhakarrao@tatapower.com)&[ravi.shingare@tatapower.com](mailto:ravi.shingare@tatapower.com)
  - EOI / requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.
- c) Tender Fee, as indicated in the Table1 above may be paid through **NEFT** as per details for payment of Tender Fee given in Table2 below:

Table 2

<b>Details for payment of Tender Fee:</b>	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name: THE TATA POWER CO LTD Name of the Bank : STATE BANK OF INDIA Branch : BISTUPUR, JAMSHEDPUR Account No: 11008730607 IFSC: SBIN0000096
Deadline for tender fee payment and submission of EOI:	<b>25<sup>th</sup> Mar 2023, CoB</b>

- d) **Expression of Interest letter to be submitted along with tender fee payment details should include the following details:**
- A covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number and your EOI to participate in the tendering process.
  - Tender fee payment details / reference no (ensure that tender fee is received by us within specified deadline)
  - Bidder to indicate authorized person name, contact number and e-mail id (mandatory) of the person to whom RFQ / tender and all other communications to be addressed for this tender.
- e) Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (**Ariba System**) only to the parties submitting a valid EOI as per terms mentioned in this document.

**4. BIDDER PRE-QUALIFICATION REQUIREMENTS:**

Interested parties to note that Bidder shall be required to fulfill the following bidder pre-qualification requirement / criteria in order to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against

Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

#### 4.1 TECHNICAL REQUIREMENT:

Bidder must have the criteria mentioned in technical PQR which is shown below as Annexure-1.

#### 4.2 FINANCIAL REQUIREMENT:

- a) Bidder must have an Average Annual Turn Over of not less than **Rs. 70 lakhs** during the last three financial years.
- b) Single Order of **INR. 20 lakhs** should have been executed in last five years. Pls provide Order copy.

#### 4.3 SUPPORTING DOCUMENTS (to be submitted with Technical Bid):

- a) PO Copy and Completion Certificate from the concerned client in support of successful execution of jobs against each of the three reference projects to be submitted.

Sr No	Name & Address of the Client	Client Station Details	Area of Operation	PO no and date	Contract Duration	Contract value Rs. Crores

- b) Audited Balance Sheet and Profit & Loss Statement for last the previous three completed financial years reckoned from the date of application. In case the audited documents are not ready / available, then certified copy by a registered practicing Chartered Accountant may be submitted.

#### 5. BID SECURITY / EMD

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of Bank Guarantee or through RTGS or Demand Draft**, for an amount as defined in the covering page of this notice document. Bids not accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.

Interested parties to note that Bid Security is not required with the EOI and it is required to be submitted with the Bid only during Bid Submission stage, once RFQ is released to the interested parties that have submitted a valid EOI.

#### 6. BIDDING PROCESS:

Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties that submitted a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender document.

Sr No	Parameter	Tata Power Requirement	Documents to be submitted by vendor to ascertain meeting of Pre-Qualification Requirement
1	2	3	4
1	TECHANIAL	<ol style="list-style-type: none"> <li>1. The vehicles, its driver, spares, repairs &amp; maintenance, and consumables (petrol/diesel oil, lubricants, gear oil, brake oil etc.) required for the performance for the work under this Contract shall be provided by the Contractor at its own cost and risk.</li> <li>2. All front &amp; rear seat belts, brakes, lights, tyres, mirrors, gauges of the vehicles must be in good working conditions and confirming to the prescribed safety standards. Vehicle should be in good condition and clean (Inside &amp; outSide).</li> <li>3. The vehicle shall be equipped with first aid box, car perfume, seat cover, Reverse horn and fire extinguisher.</li> <li>4. Older vehicles of more than 2 years (2022 onward) old will not be deployed by the service provider, under any circumstances.</li> <li>5. While all existing vehicles will be preferred to be under this winning service providers on the date of awarding order, all vehicles to be deployed by the service providers would be fitted with GPS device by the service provider as per recommended specification of the company enabling the company track &amp; monitor movement of the said vehicle through appropriate software. Cost of such GPS device and its maintenance would be the responsibility of the service provider.</li> <li>6. Vehicle services will be for 24 (Scripo) and 10 HRS (Force Traveller), if the duty extended after 12HRS, subsequently services charges will be borne by bidder for the services.</li> <li>7. Vendor should be having at least 05 Number of Vehicle registered on his name of their company</li> </ol>	<p>Documentary evidence (i.e.) copy of P.O. older than 5 years to establish the fact . Affidavit indicating no litigation / blacklisting etc. In case of litigation / blacklisting the same to be annexed</p>

2	statutory compliance	<p>1. Any/all legal/medico-legal cases if any arising out of the performance of the Contract or involving the Contractor's vehicles shall be solely handled by the Contractor at its own risk, cost and risks.</p> <p>2. The Contractor shall be liable for any accident or injury or loss or damage/ suffering to its personnel on any account, including militant/ terrorist or similar activity that may happen to any of its personnel engaged in connection with performance of this contract, including any consequential damage. The Company shall not be liable in respect of any damage or compensation payable in respect of, or in consequence of any accident or injury to any personnel in the employment of the Contractor and the Contractor shall indemnify and keep indemnified the Company against all such claims, damages, compensations and such proceedings which may be sought against the Company. The Contractor shall put forth in writing to the Company all the accidents to any of the Contractor personnel and shall make every arrangement to render complete assistance and aid to the victims of the accidents. renewal of the same, along with other payments/ compliance, as required. A copy of the Policy and the renewal policies are to be furnished to the Company, from time to time. However, the Company has no liabilities for the Contractor's default, on any account and non-renewal may compel the Company to take suitable action like stopping the bill payments/ paying for renewal for the dues owed to the Contractor, etc.</p> <p>3. The vehicle(s) deployed shall be insured for comprehensive all risk policy including riot, fire, earthquakes, floods etc. and all requirements of Government/ statutory bodies shall be met. The Contractor shall, at all times, maintain the said Insurance in force and ensure timely</p>	
---	----------------------	--	--

3

GENERAL  
GUIDLE

1. The Scope of Work of the Services shall include providing Air Conditioned vehicle.
2. The Contractor shall ensure that the vehicle will be provided with a spare wheel in good conditions and with all other tools required to attend any breakdowns.
3. The Vehicle shall be in very good conditions and shall be inspected by our representative. In the event of breakdown, or if the condition of the vehicle goes below the acceptable standards, a replacement vehicle of similar type or better/later model shall be promptly provided.
4. The driver shall be well mannered and shall carry an authorization letter from the vehicle owner at all times while on duty.
5. The driver shall maintain a Standard log sheet as per format provided by the Company mentioning the start/end point for each trip. The start/end KM reading will be mentioned & Driver shall take the signature of the person travelling.
6. Mobile phones has to be provided to all drivers and the mobile no. should be intimated to the Company.
7. The Vehicle shall run as per the route and timings instructed by order manager or his/her Authorized Officer Representative. The Company however reserves its rights to change/ alter / revise the timings/ routes/ stops, as required to suit its operational requirements.
8. Late arrival for any reason shall not be excused and such incidents shall be dealt as per the Service Level Agreement (SLA) parameters.
9. Toll tax and Parking charges shall be reimbursed at actuals against submission of receipts duly certified by the authorized users.
10. The Contractor shall carry out the order independently and under his own supervision, costs and risks. The contractor will have to follow company's security & safety procedure and comply with the requirement for issue of "permit to enter" for their vehicles/drivers.
  
11. The Contractor shall provide at its own expenses employee welfare and such other facilities like accommodation, transport, food, medical, conveyance etc. to all its personnel/ employees. All medical care, hospital treatment / expenditure thereon in case of any injury whether or not leading to death arising out of or during the course of employment shall also be borne by the Contractor for its personnel/ employees.
  
12. The Contractor shall ensure that efficient and punctual services are provided, at all times. Over speeding/ rash driving by the drivers shall not be permitted and the monitors/ Contract coordinators instructions, judgment, decision will be final in this regard. In case of any such misconduct by the Driver including manipulation of the meter reading, the vehicle and/ or driver may be discontinued with immediate effect.

13. The vehicle services are exclusively meant for carrying the personnel authorized by the Company. Travelling of any other person or luggage shall not be permitted.

14. The driver entering Company's premises must have Identification Cards issued by Company as per Company's Site Operation and Security Process & shall possess and display at all times while on duty. The Contractor must provide the requisite details like name, age, father's name, permanent and temporary address, recent photographs of the its employees, driver licenses, etc. as are essential for issuing permit/gate pass. The Contractor shall comply with all the statutory requirement of the Motor Vehicle Act 1988 with amendment as applicable / any other applicable law and shall take a Motor Insurance Comprehensive Policy with passenger as well as third party liability covered for an unlimited amount and shall be able to produce on demand.

15. The Contractor shall provide the vehicle which complies with the necessary guidelines issued by RTO Authority and Govt. / statutory bodies from time to time. The Contractor shall strictly adhere to all existing pollution norms in force. No additional payment shall be made in consideration of any modification, changes, alterations, adjustments or replacement due to such legislations or verdict during contract period.

16. It shall be the sole responsibility of the Contractor to promptly inform the Company's Management about any incident, accident, misbehaviors of the Company's employees or the driver. Any detour from the scheduled route, due to any traffic congestion, major road diversions etc should be intimated by the service provider/ driver in advance to an engineer in charge.

17. In case of any problem outside the Company's premises, the driver shall take instructions from the vehicle-in-charge only. The Contractor shall advice name(s) of the Manager/ Contractor's Representative(s), with their contact telephone Numbers for communication. The same should be made available with the driver.

9. The Contractor may engage vehicles from local community; however it shall be the responsibility of the Contractor to monitor and ensure the performance of these vehicles on the SLA parameters.

10. In case of an accident, the Contractor shall ensure compliance of necessary legal formalities such as FIR, Insurance claim etc. and issue necessary authority letters (Certificate of facts) along with the legal documents as may be required for the purpose of insurance formalities.



11. The Contractor shall ensure that while providing services to the Company, the vehicle and the driver have all necessary documents like valid license/ permits, required under Motor Vehicle Act. 1988, as well as the necessary Government/ respective Municipal Corporations/ RTO clearances, including PUC certificate, as required.

12. Contractor shall employ well-mannered and physically fit drivers to carry out this job. He shall not be above 60 years of age and shall not be addict to alcoholism and drugs. Contractor shall ensure that the drivers for the vehicles / operators for the vehicles deployed for the Contract are fully and adequately trained, carry valid & appropriate licenses & permits for the operation of respective vehicles / equipment and have requisite experience in operations of the vehicle / equipment being handled. Vehicle sent with any driver found intoxicated shall be rejected and treated as non-reporting and accordingly provisions as per SLA will apply.

13. The vehicle shall be offered for inspection prior to being put in serve and shall be put in operation only after being verified as fit by the Company Representative/ Contract Manager.

14. The Contractor shall not employ for the purpose of the Work, any person below the age of 18 years. Company shall have the right to decide whether any person employed by the Contractor is below the age limit, and to refuse to allow any person, whom he considers to be under-aged to be employed by the Contractor.

15. Contractor shall provide at its own cost, safety equipment and Personnel Protection Equipment (PPE) as per the requirement of Job Safety Analysis and minimum PPEs as may be prescribed by the Company for operating within the Site. The Contractor must adhere to all the applicable statutory laws pertaining to safety, health and environment as well as all the environment, safety & health points as stipulated under the relevant section in the Contract of this bid document. All drivers/ supervisors of Contractor must take safety and environmental induction training and comply with the instructions given therein. The Contractor shall engage its human resources who are proven to be of good conduct and clean antecedents. It shall be the responsibility of the Contractor to comply with all the applicable statutory enactments, regulations, directions, notifications etc. issued by the Central and State Governments or any other Pollution Control Authorities from time to time.

- |  |  |   |  |
|--|--|---|--|
|  |  | <p>16. The vehicle should have commercial registration and driver should be with valid license.</p> <p>17. Driver should drive within prescribed speed limits both inside plant premises, as well as on road.</p> <p>18. Ensure driver should not use mobile phone during drive the cab and should not chew tobacco, smoking or alcoholic.</p> <p>19. Fire extinguisher and First aid box should be available inside the vehicle.</p> <p>20. Vehicle Tools Kit and stepny should be in good condition.</p> <p>21. Brake &amp; Brake shoes, Headlights, brake light, taillight &amp; fog light, Windshield wiper blades &amp; Fluid, Horn &amp; back horn, Seat belts, tyres, Rear &amp; side Mirrors, coolant, brake light, gauges in good working conditions.</p> <p>22. Vendor has to submit the Company all the valid statutory documents of deployed vehicle (i.e. copy of Registration, insurance, PUC, Tax, permit and driver's license) before engaging at duty and /or upon renewal.</p> <p>23. In case of breakdown/any uncertainty, vehicle will be replaced within one hour at spot.</p> <p>24. For damage/loss due to fault of driver, replacement should be covered by Owner.</p> <p>25. For any misconduct by driver (Behavior, tampering of KM reading, rash driving &amp; violation of safety rules), vehicle and driver will be discontinued with immediate effect.</p> <p>26. For any replacement of vehicle or Driver, one day prior intimation needs to be provided.</p> <p>27. Subscription, if any, which may be required to be paid on roads (outside company premises) will not be covered under reimbursement and is the responsibility of the contractor.</p> <p>28. Chauffer must collect user's name &amp; his initials before his leaving from vehicle.</p> <p>29. In all cases log sheet should be completely filled by driver or the guest &amp; signature</p> |  |
|--|--|---|--|

of guest will be collected.

30. Standard log sheet format of Company shall only be used.

31. Vehicles need to report as per instruction and submit attendance at travel desk

32. Wheel replacement of vehicle would be under scope of vendor.

33. Vendors to ensure adherence to Jojobera Safety norms including consequence management policy for ensuring travel safety.

34. The vendor/ contractor must be capable of and should guarantee managing local dynamics either by providing priority for deployment of vehicles of existing vendors (subject to meeting quality requirement) or otherwise.

35. This should be a performance based contract with free replacement during breakdown and servicing of vehicle in use. Preference should be given to vehicles owned by existing suppliers subject to these people meeting the tender criteria and price with a guarantee for free replacement during any breakdown and servicing.

36. Preference will be given to the vehicles that are fitted with safety air-bags.

37. Basis requirement of the company, the service provider need to obtain permit for movement of vehicles in West Bengal or the like for which the actual cost can be claimed from the company, basis prior approval of the order manager.

38. The service provider will ensure that the Driver or the Vehicles so deployed are not engaged in any way in any illegal activities of whatsoever type and ensure compliance to all laws of the land.