



**OWNER:
MAITHON POWER LIMITED**

**PROJECT MANAGER:
MAITHON POWER LIMITED**

**PROJECT NAME:
VEHICLE HIRING SERVICES AT TPSDI MAITHON**

MAITHON POWER LIMITED (MPL), JHARKHAND - INDIA

**ENQUIRY REFERENCE NO: MPL/TPSDI/AD/2024-25/2000082061
VEHICLE HIRING SERVICES AT TPSDI MAITHON**

EXPRESSION OF INTEREST (EOI)

VEHICLE HIRING SERVICES AT TPSDI MAITHON

Enquiry reference no.: - MPL/TPSDI/AD/2024-25/2000082061
Name of Package: VEHICLE HIRING SERVICES AT TPSDI MAITHON
Type of Bidding: E-tendering / Two Part
Contact Details: Mr. Arunava Das-Lead Engineer Procurement, Mobile-9099006572, Email Id:- arunava.das@tatapower.com Ms. Jayashree Choudhury-Head Contracts & Materials, Mobile: 9234550658, Email Id:- choudhuryj@tatapower.com Maithon Power Ltd., (A Joint Venture Company of Tata Power & DVC), Works: Village Dambhui, P.O. Barbendia, P.S. Nirsa, District Dhanbad 828 205, Jharkhand, India

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

Description	Bid Security (EMD)	Tender Fee
VEHICLE HIRING SERVICES AT TPSDI MAITHON	INR 75,000.00	INR 2,000/-

1. INTRODUCTION:

Maithon Power Limited (MPL) is a 74:26 joint venture of The Tata Power Company Limited and DVC (Damodar Valley Corporation). MPL owns and operates 2x525 MW capacity, Indian coal based thermal power generation plant based on pulverized coal-based boiler technology. The generating plant is in Maithon near the city of Dhanbad in the state of Jharkhand in India. A brief overview of Owner and Site is given below:

Site Name	2 X 525 MW Maithon Thermal Power Plant
Owner	Maithon Power Limited
Project Manager	Maithon Power Limited
Site Location	Maithon, Dhanbad district, Jharkhand, India, on the right bank of the river Barakar in the Nirsa-cum-Chirkunda C.D. Block of Dhanbad district, Jharkhand at a road distance of about 7.5 km from Nirsa, North of G.T. Road (N.H.2) and 10 km north of Mugma railway station on the Howrah Mughalsarai Grand Chord line of the Eastern Railway. ➤ Latitude: 23 deg 49' - 38" N ➤ Longitude: 86 deg 45' - 41" E
Elevation Above Mean Sea Level	156 m to 177 m above Mean Sea Level
Access to Site	➤ Road: About 7.5 km north of G.T. Road Nearest town is Nirsa ➤ Rail: Nearest Railway station – Mugma railway station.

2. SCOPE OF WORK:

A. Vehicle hiring: Scorpio (AC)

Vehicle Requirement: One Number (26 days per month in General Shift) -
Requirement Tenure: Monthly: Apr 2025 to March 2027.

B. Transportation of Trainees through Tata Magic (Non-AC)

Vehicle Requirement: up to Six Numbers (26 days per month in General Shift) -
Requirement Tenure: As and When Required Basis -in between: April 2025 to March 2027.
(The requirement of Tata Magic –Number is not fixed, and it is need based in nature. The requirement would be intimated to the vendor on as and when required basis)

Scope A. Vehicle hiring: Tata Scorpio (AC):

A. Terms & Conditions for Vehicle hiring:

1. The hired vehicle- Scorpio required on 12 hours x 26 days per month in General Shift with chauffeur and fuel.
2. Use of above vehicle dedicatedly for TPSDI-Centre purpose to meet the trainer daily pick-up drop-in time and visitors for different institutes/Govt. offices and visit to different institutes as per requirement basis.

3. Vehicle would pick up trainers (passengers) from Maithon daily and must reach TPSDI by sharp 9 AM. While returning, the vehicle must drop the passengers back to Maithon.
4. The reading for Extra Km would start from Maithon- Maithon More & would end at the same place.
5. No escalation of price allowed in case of variation (hike or decrease) in price of fuel during the tenure of Contract.
6. Separate car will be provided during outside visit as and when requirement
7. Vendor must ensure complete supervisory support at site during the contract period.
8. Vendor to quote on account of extra hours wherever applicable if vehicles stays beyond fix timing.
9. Also charges for overnight can be claimed on agreed rates but in that case the service provider will not be entitled to claim charges for extra hrs.
10. Consumables like Toll Tax and Parking charges shall be reimbursed at actuals against submission of receipts duly certified by the authorized users.
11. Replacement of vehicle or chauffeur should be provided by the services provider in case of vehicle maintenance or non-availability of chauffeur or any other matter which may think fit to this part.
12. If vehicle or chauffeur are not found fit as per set standard, service provider should replace the same immediately.
13. Hiring service of Scorpio and TATA magic should be provided by the single vendor for efficient and timely coordination for movement of students and trainers.

B. Conditions for vehicle:

1. Vehicle's model should not be more than 3 year /75000 km /may be negotiated at diminish rate if safety condition fulfils.
2. Any maintenance of vehicles will be in scope of vendor (Preferably OEM service provider).
3. The vehicles, spares, repairs & 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.
4. The vehicle must be commercial and must fulfill the safety condition as per check list i.e. all front & rear seat belts, brakes, lights, tyres, mirrors, gauges of the vehicles must be in good working conditions (tyre should be change every 50000 to 70000 km running and confirming to the prescribed safety standards. Vehicle should be in good condition and clean (Inside & outside).
5. 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.
6. 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.
7. Vehicles should have all valid documents i.e. active copy of Registration, insurance, Pollution clearance, Tax, permit or other thing which may think fit to this part and copies of

the same should be submitted to Administration department of MPL before engaging vehicles in duty.

8. Vehicle should be washed at least a day and keep clean all the time (Inside & outside).
9. The vehicle shall be equipped with first aid box, car perfume, proper seat cover, Reverse horn, and fire extinguisher, road stoppage indicator, Charger with charging point and other requirement and standard should be maintained by the service provider as per norms of MPL.

C. Conditions for Chauffeur:

1. Chauffeur should have valid commercial LMV driving license.
2. Chauffeur should be in proper dress with safety shoe.
3. Chauffeur should not use mobile phone during driving vehicle and should not chew tobacco, smoke, or take alcohol.
4. Chauffeur should help passengers for handling the luggage at pickup and drop.
5. The vehicle should not cross speed limit in the plant premises as per norms of the site.
6. In absence of any chauffeur, vendor should arrange alternate chauffeur without fail / delay at any point of time.
7. Chauffeur should show the KM reading and time at start and end point of Journey, Logbook of vehicle should be maintained accordingly and take guest signature. Any error in logbook would not be entertained further.
8. The attitude of Chauffeur remains positive and should not misbehave with any passenger.
9. The chauffeur should be verified by location PS.
10. The chauffeur should have medical fitness and safety pass from safety team.
11. The driver shall always carry an authorization letter from the vehicle owner while on duty.
12. 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 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.
13. 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.
14. 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 K factor will apply. 15. 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. 16. Drivers on duty to be in Uniform

D. Statutory requirements

1. Vendor shall deposit the PF and ESI in respect of its staff with the concerned authorities regularly and shall fulfil all the statutory requirements applicable to this contract without fail.
2. Failure on account of Statutory compliance like PF, ESIC, Bonus, Minimum Wages (as per notification of govt. time to time), disbursement of wages on or before 7th of every month and any other labour laws or applicable law will be treated as an offence and appropriate action will be taken.
3. Insurance coverage for the staff deployed is to be obtained by the Service provider.
4. Vendor will be responsible for all kinds of liability, compensation claimed by anybody due to any situation, Political issue, Local administration, Police etc.
5. The Service provider shall deposit the PF in respect of its staff with the concerned authorities regularly and shall fulfil all the statutory requirements applicable to this contract without fail.

E. Safety requirements

1. Ensure the seat belts (Front and back) should be in working, smooth and clean.
2. The Safety norms of MPL should be displayed to passenger seat.
3. Fire extinguisher and First aid box should be available inside vehicles with validity.
4. All the safety standard of MPL should be maintained. In case of any failure found the service, provider should change the vehicle and replace with the same type of vehicle immediately.
5. All others safety terms will be as per General Conditions of Contract.

Scope B. Transportation of Trainees through Tata Magic (Non AC) :

Terms & Conditions for transportation of Trainees:

1. The TPSDI trainees should be provided with transportation services from Maithon to TPSDI for 26 days per month (pick up and drop) in General Shift.
2. The requirement of Tata Magic – 3 to 6 numbers would be intimated by one day in advance based upon the requirement. (The payment for Tata Magic shall be made only for the period of utilisation).
3. The requirement of Tata Magic – 1 to 2 numbers would be intimated by one hour in advance based upon the requirement different situation like sudden change in training plan/ plant related issues. (The payment for Tata Magic shall be made only for the period of utilisation).
4. Tata Magic would be required only for pick up and drop. The vehicle would pick up passengers from Maithon daily and must reach TPSDI by sharp 9 am. While returning from TPSDI @ 6 pm, the vehicle must drop the passengers back to Maithon.

5. The vehicle hiring rate should be **INCLUSIVE** of everyday travel of the vehicle from Maithon to TPSDI and back to Maithon from TPSDI.
6. Tata Magic would run for fixed distance only, between Maithon to TPSDI and back to Maithon from TPSDI in the evening. Hence, No provision for Extra Km would be there in the contract.
7. No escalation of price allowed in case of variation (hike or decrease) in price of fuel during the tenure of Contract.
8. Vendor must ensure complete supervisory support at site during the contract period.
9. Replacement of vehicle or chauffeur should be provided by the services provider in case of vehicle maintenance or non-availability of chauffeur or any other matter which may think fit to this part.
10. If vehicle or chauffeur are not found fit as per set standard, service provider should replace the same immediately.
11. The vehicle used for transportation of trainees must be 'Commercial' and should comply with all prevailing Govt Rules and Regulations.

Vehicles requirement details:

Vehicle Type	Requirements for 12 months	Requirements for 24 months
Mahindra Scorpio	36000 KM	72000 KM
Transportation of Trainees using Tata Magic:	1872 Trip	3744 Trip

3. TENDER FEE & TIMELINES:

- a) Interested parties meeting the pre-qualification criteria specified elsewhere in this document can request for Bid Document and participate in the bidding process by submitting their Expression of Interest (EOI) and credentials along with the **Tender Fee of Rs. 2,000** to be submit **not later than 5th March 2025**. Request for Bid Document/EOI will not be entertained beyond this deadline.
- b) Interested parties to submit Non-Refundable Tender Fee (contact details mentioned above), as indicated in the table above, in the form of direct deposit in the following bank account along with a covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number, your EOI to participate in the tendering process and indicating name of authorized person, contact number / e-mail id (mandatory) on Bidder's letterhead. It is mandatory to mention Tender Reference no. in the said letter.

- c) Non-Refundable Tender Fee, as indicated in table above, in the form of direct deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference number

Beneficiary Name – Maithon power Limited

Bank Name – State bank of India

Branch Name – CAG, Mumbai (09995)

Address – Neville House, 23 J. N. Heredia Marg, Ballard Estate, Mumbai-400001

Branch Code –09995

Account No – 00000031828734113

Account type – CC

IFSC Code – SBIN0009995

- d) Bidders to also submit duly signed and stamped letter indicating name of authorized person, contact number and e-mail id (mandatory) on Bidder's letterhead. It is mandatory to mention Tender Reference no. in the said letter.

Note: - Once the above-mentioned documents are received, detailed RFQ shall be issued through our e-tender system.

Interested Bidder has to get in touch with contact persons mentioned above at:- Maithon Power Ltd., (A Joint Venture Company of Tata Power & DVC), Works: Village Dambhui, P.O. Barbendia, P.S. Nirsa, District Dhanbad 828 205, Jharkhand, India.

It may please be noted that all future correspondence will be strictly done only with Interested Bidders who have done the above steps in time with Authorized Person only through MPL E-Tender System.

- e) Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal only to the parties whose EOI meeting above mentioned requirements are received by the deadline mentioned above.

4. BID SECURITY:

Interested parties to note that Bidder is required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document in the form of Bank Guarantee for an amount of INR 5 Lakhs and 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.

5. PRE-QUALIFICATION CRITERIA:

Interested parties to note that Bidder shall be required to fulfill the following conditions and submit relevant supporting documents for each of the following criteria along with the Bid.

6. TECHNICAL REQUIREMENT:

- a. Deployment of 01 No Mahindra & Mahindra Scorpio Air conditioning vehicle (07-seater Vehicle, model should not be more than 3 year /75000 KM) with diesel, driver, Helper etc. to transport TPSDI staff from Maithon to TPSDI and return.
- b. Deployment of up to six number TATA Magic Non-AC (10-seater Vehicle, model should

not be more than 3 year /75000 KM) with diesel, driver, helper etc. to transport TPSDI Students from Maithon to TPSDI and return.

- c. Vehicles must have commercial registration. As indicated vehicles has to commute from Maithon to TPSDI hence the registration shall be of appropriate nature i.e. as per norms of Jharkhand RTO.

7. FINANCIAL REQUIREMENT:

- a. The average annual turnover of the bidder shall not be less than Rs. 1 Crores (Rupees one crores only) for the preceding three financial years (2022-23, 2023-24). To this effect the bidder shall submit audited financial statements for the last three financial years.
- b. Audited Balance Sheet including Profit & Loss statement for the previous three completed financial years (2022-23, 2023-24) 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.