



ONGC TRIPURA POWER COMPANY LIMITED

NOTICE INVITING BID (NIB)

FOR

HIRING OF VEHICLES

FOR

2 X 363.3 MW

GAS BASED COMBINED CYCLE POWER PLANT,

PALATANA, UDAIPUR, TRIPURA

TENDER No. - OTPC/VEHICLE/PAL/23-24/1200002859

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AT
2 X 363.3 MW OTPC PLANT AT PALATANA, TRIPURA**

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NOTICE INVITING BID ("NIB")**1.0 INTRODUCTION**

1.1 ONGC Tripura Power Company Limited (hereinafter referred as "**OTPC**" or "**Company**" or "**Owner**"), a joint venture company promoted by Oil and Natural Gas Corporation Limited ("ONGC"), GAIL (India) Limited ("GAIL"), India Infrastructure Fund - II ("IIF-II") and Government of Tripura, is a public limited company incorporated under the Indian Companies Act, 1956 and having its registered office at ONGC Tripura Power Company Limited, Udaipur-Kakraban Road, Palatana P.O., District Gomati, Tripura – 799116 (India), and one of its office at 10th Floor, Core-4 and Central, Scope Minar Laxmi Nagar, Delhi -110092. OTPC is operating a gas based combined cycle power plant at Palatana, which is located about 60 (sixty) km from the capital city of Agartala in the State of Tripura. The Plant is located about 9 (nine) km from nearest town Udaipur, which is one of the major towns of Tripura.

1.2 OTPC invites bids from reputed and experienced Tour and Travel Agencies/Firms/Companies/Proprietor for **hiring of vehicles** (mix of AC/Non-AC vehicles) on regular basis for official use of OTPC staff/associates at Palatana, Udaipur, Tripura. Bidders with requisite technical capability and sound financial position are invited to bid for providing "Vehicle Hiring Services" at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura for a three-year contract period from the date of award. Vehicles to be provide should be new (not older than 12 months from the date of registration) and should not have run more than 10,000 Km with well-maintained interiors & valid statutory permits/licenses).

1.3 The Bid must be submitted in accordance with the requirements set out in the Bidding Document, in 2 (two) separate parts:

1.3.1 The **first part** will have **Unpriced Techno-Commercial Bid** without any reference to price; and

1.3.2 The **second part** will have the **Price Bid** for Vehicle hiring services at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura.

1.3.3 Bid documents mentioned at Clause 1.3.1 and Clause 1.3.2 must be submitted in accordance with the procedure prescribed under Clause 14.0 and Clause 20.0 of Instructions to Bidders ("**ITB**").

1.4 Capitalized terms used herein but not defined in this NIB shall have the meaning assigned to them in ITB.

2.0

DETAILS OF TENDER

a.	Tender No.	OTPC/VEHICLE/PAL/23-24/1200002859
b.	Cost of one set of Bidding Document; non-refundable (to be remitted to " ONGC Tripura Power Company Limited ", thru NEFT Transaction). Bidder to download the bidding documents from OTPC website.	INR 1,000/- (Rupees One Thousand only).
c.	Bidding Document sale opening date and time for downloading from https://www.otpcindia.in/procure/tenders-floated	19 th May 2023 at 11:00 hours.
d.	Bidding Document sale closing date and time. (last date for remitting cost of bidding document and informing OTPC thru email.)	29 th May 2023 at at 17:00 hours.
e.	Last date and time for submission of ONLINE Pre-Bid queries	2 nd June 2023 at 15:00 hours
f.	Date of issue of ONLINE Pre-Bid Clarifications	5 th June 2023
g.	Last date and time for submission of Bid (both, Price Bid and Unpriced Techno-Commercial Bid) at OTPC, 10 th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	15 th June 2023 at 16:00 hours.
h.	Date and time for opening of Unpriced Techno-Commercial Bids at OTPC, 10 th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	15 th June 2023 at 17:00 hours.
i.	Date and time for opening of Price Bids at OTPC, 10 th Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	To be intimated later (Bidders shall be notified about such date at least 3 (three) days prior to the same. Price Bids may also be opened virtually thru MS Teams meeting.
j.	Validity of Bid Security of Rs. 1,00,000/- (Rupees One Lakh Only).	210 (two hundred and ten) days from the date of opening of Unpriced Techno-Commercial Bid

k.	Bid validity.	180 (one hundred and eighty) days from the date of opening of Unpriced Techno-Commercial Bid.
i.	Address for correspondence: Attn: Head Corporate (Contracts & Materials) / Head (Engineering), ONGC Tripura Power Company Limited, 10th Floor, Core 4 and Central, SCOPE MINAR, Laxmi Nagar, Delhi – 110092 Ph: +91-11-22404700 E-mail: Send e-mails both to samarjeet.thakur@otpcindia.in and karan.bakshi@otpcindia.in	

3.0 BRIEF SCOPE OF SERVICES

3.1 The scope of Services to be performed under the Bidding Document shall be to provide new vehicles (not older than twelve months from the date of registration) and should not have run more than 10,000 Km with well-maintained interiors & valid statutory permits/licenses for a three-year contract period from the date of award along with professional drivers having valid commercial license at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura shall include but not be limited to:

3.1.1 Providing following vehicles on hire on monthly basis at OTPC Palatana:

Sl	Make and Model of Vehicles	Fuel	Quantity (No.)
	PACKAGE-1		
1.	Scorpio - S9 2179CC and above and above with 8 seater arrangement with back door opening- <i>for 24 hours running/day</i>	Diesel-AC	1
2.	Bolero - EX BS – VI (non AC), with 8 seater arrangement with back door opening- <i>for 24 hours running/day</i>	Diesel, Non-AC	2
3.	Tata Magic Express Type B– Ambulance - duly fitted with basic medical facilities such as Oxygen supply system (Oxygen Cylinder with mask), Stretcher and First Aid Box with standard medical equipment- <i>for 24 hours running/day</i>	Diesel, Non-AC	1
	PACKAGE-2		
4.	Maruti Swift Dzire VXI (1197CC) or Hyundai AURA S (1197 CC) <i>for 12 hours running/day</i>	Petrol-AC	2
5.	CIAZ-Zeta model(1462 CC) or Hyundai VERNA S PLUS(1497 CC) <i>for 12 hours running/day</i>	Petrol-AC	1
	PACKAGE-3		
6.	Scorpio - S9 2179CC and above with 8 seater arrangement with back door opening- <i>for 12 hours running/day</i>	Diesel-AC	2

Sl	Make and Model of Vehicles	Fuel	Quantity (No.)
7.	Traveller /Swaraz Mazda or equivalent 20 seater AC Bus - for 12 hours running/day	Diesel-AC	1

3.1.2 Providing professional drivers having valid commercial licenses along with all the vehicles;

3.2 Scope of Services shall also include all associated work required for providing vehicles on hire basis at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura.

3.3 For detail of the scope of Services please also refer to the following parts of the Bidding Document: **Part-B Vehicle Hiring Services Contract including Technical Specification for providing vehicles** on hire basis at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura.

4.0 **VEHICLE HIRING SERVICE DURATION**

4.1 The Bidder shall provide all vehicles mentioned at clause 3.1.1 along with professional drivers having valid commercial licenses within 1 week of the date of Letter of Award issued by OTPC or any other time-period informed by OTPC.

4.2 The Hiring Services for vehicles at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura shall be provided for a continuous period of Twelve (12) months from the date of award of contract to the successful bidder.

Period of Hiring Services may be extended by another twenty-four (24) months based on performance to be evaluated at the end of the each twelve (12) month period. Each extension shall be for a period not exceeding twelve (12) months.

5.0 **QUALIFICATION REQUIREMENT OF THE BIDDER**

5.1 Bidder shall submit certified copy of valid EPF, ESIC, and GST registration, duly attested/certified by CA or Notarized copies.

5.2 Bidder shall have min. 1 (one) no. commercial passenger vehicle of capacity not less than 1200 cc in their own name as on due date of submission of offer. Bidder shall submit UNDERTAKING FOR OWNERSHIP OF THE VEHICLES as per Form-AA, in line with clause 3.1.1 of NIB.

5.2.1 Bidder shall submit the supporting documents to satisfy above requirement – self attested copy of Vehicle registration certificate issued by Transport Dept. in the name of the bidder, Attested copy of up-to-date Road Tax Clearance certificate in the name of the bidder, self-attested copy of valid Insurance certificate covering third party insurance in the name of the bidder, self-attested copy of Pollution control & Fitness certificate.

5.3 Bidder (Agency/Firm/Company/Proprietor) shall have successfully provided Vehicle Hiring Services similar in nature in last 2 (two) years with minimum work order value as per the following:

		For Package 1	For Package 2	For Package 3
5.3.1	Minimum value of single Work Order , or	INR 40 Lacs	INR 16 Lacs	INR 27 Lacs
5.3.2	Minimum value of Two Work Orders ,or	INR 20 lacs	INR 8 lacs	INR 13 lacs
5.3.3	Minimum value of Three Work Orders	INR 12 lacs	INR 5 lacs	INR 9 lacs

5.4 Bidders shall submit **package wise qualification documents**, in case, bidder intends to participate in more than one package. **For the sake of clarity, it is hereby confirmed that evaluation shall be done for each package separately.**

5.5 Bidder shall submit detail work order including covering letter and schedule of rates and completion certificate containing executed value of work issued by respective client(s) shall be submitted. Completed value of work as mentioned in the completion certificate shall be considered for evaluation against single / multiple work order value required under Qualification Requirement. However, where the executed value of work is not mentioned in the completion certificate, the copy of certified bill shall also be acceptable for determining value if submitted along with completion certificate. Bidder shall submit satisfactory performance certificate for qualification purpose.

5.6 Work completed or under execution not later than 31st March 2023 shall be considered for qualification purpose under Clause 5.0.

5.7 Bidder should be in the business of similar nature for at least 2 years.

5.8 Bidder shall submit clients' contract satisfactory performance certificates, copy of relevant contracts, etc., in support of the qualification requirements mentioned above in this Clause 5.0.

5.9 Bidder shall provide the list of vehicles owned or hired by them.

6.0 **GENERAL**

6.1 Bidders to confirm compliance to terms, conditions, specifications and requirements mentioned under the Bidding Document, at the time of submission of Bids, failing which the Bids may be liable for rejection.

6.2 Bids shall be evaluated based on the information/documents submitted in the Bid. Hence, Bidders are advised to ensure that they submit appropriate and relevant supporting documentation along with their proposal in the first instance itself.

- 6.3 OTPC reserves the right to seek additional information from the Bidders, if found necessary during the course of evaluation of the Bids.
- 6.4 Bidding Documents can be downloaded from OTPC official website (www.otpcindia.in) as indicated in clause 2.0 of this NIB.
- 6.5 **Bidder shall submit to OTPC within 7 days of LOA (a) key manpower and the mobilization plan for vehicles to be deployed as per list of vehicles indicated in clause no. 3.1.1 of NIB (b) documentary evidence (RC, Insurance, PUC) for vehicles owned by the bidder to be deployed by the bidder (c) Agreement with the owners of the vehicles to be hired by the bidder (d) plan for statutory compliance with timelines in line with the Contract and technical specification.**
- 6.6 Bidder to ensure that after the Letter of Award is issued and during the Term of the Contracts, the Bidder shall not seek to alter any agreed contractual terms, conditions and specifications as mentioned under the Bidding Document.
- 6.7 Bidder to ensure deployment of commercial vehicles owned by the bidder in line with the requirement specified in the Technical Specification within 3 (three) months of award of the contract as per the following minimum ownership requirement:
For Package 1: minimum 2 (two) nos. vehicles
For Package 2: minimum 1 (one) no. vehicle
For Package 3: minimum 1 (one) no. vehicle
- 6.8 Bidder shall furnish an undertaking on ownership of vehicles as per **Form-AA** of the Bid Forms at the time of submission of Bids. **The Bids shall be rejected if such an undertaking is not furnished.**
- 6.9 Two-part bidding system (Part-1: Unpriced Techno-Commercial Bid and Part-2: Price Bid) shall be followed for this tender as described in Clause 20.0 of the ITB. Bidders should take due care to submit their Bid in accordance with the requirements as specified in Clause 17.0 of the ITB.
- 6.10 This NIB, uploaded on OTPC website, along with entire Bidding Document, shall be submitted by the Bidder along with its Bid duly signed and stamped by the Bidder as a token of acceptance. Bids sent without having Bidding Document duly signed and stamped may be liable for rejection.
- 6.11 Downloading of Bidding Document or submission of Bid by the bidder does not mean that the Bidder has been short-listed or qualified.
- 6.12 Bidders are required to furnish an undertaking on validity of the Bid as per **Form-I** of the Bid Forms at the time of submission of Bids. The Bids shall be rejected if such an undertaking is not furnished.

- 6.13 Bid Security can be submitted either by remitting bid security amount directly into OTPC bank account (indicated in clause 6.23 below) or as Bank Guarantee (Original) must be submitted as part of the Unpriced Techno-Commercial Bid as per **Form-M** of the Bid Forms failing which Bid shall be rejected.
- 6.14 Any Bid received after the expiry of the date and time prescribed for receiving completed Bid as specified in Clause 2.0 above, shall be rejected.
- 6.15 **OTPC reserves the right to reject any Bid or all Bids received at its discretion, without assigning any reason whatsoever, and may call for fresh Bids if it so deems fit.**
- 6.16 **OTPC is not bound to accept the lowest Price Bid.**
- 6.17 The Bidding Document has to be purchased in the name of the Bidder.
- 6.18 Prospective Bidders interested to participate in the bidding process are required to submit their Bid in terms of the Bidding Document.
- 6.19 The Bidder must meet the qualification requirements as specified under Clause 5.0 of this NIB.
- 6.20 The Owner reserves the right to verify the authenticity of the documents submitted for meeting the qualification requirements and request the Bidder to submit any additional information/documents. The Owner reserves the right, at its sole discretion, to contact the Bidder's bank, lenders, financing institutions and any other persons as necessary to verify the Bidder's information/documents for the purpose of qualification.
- 6.21 The Bidders will be required to continue to maintain compliance with the qualification requirements throughout the Bid process and till the signing of the Contracts. If the Bidder fails to comply with the aforesaid provisions, then its Bid shall be rejected.
- 6.22 The Bidder shall disclose in the prescribed form (Form-P) if any of its directors have any relatives working with the Owner. For the purposes of this disclosure the word "relative" shall have the meaning prescribed to it under Section 6 of the Indian Companies Act, 1956.
- 6.23 Bidder participating in this Bid process shall not have a conflict of interest. If a Bidder is found to have a conflict of interest, then its Bid may be liable for rejection. A Bidder shall be considered to have a conflict of interest in this Bid process if:
- 6.23.1 If bidder submits more than one Bid (for same package), either individually or as a joint venture partner in another bid or any of its Affiliates separately participate directly or indirectly in the Bid process,

- 6.23.2 If Bidder has relatives working with the Owner as disclosed pursuant to Form-P and such a conflict has not been resolved in a manner acceptable to the Owner.
- 6.24 **OTPC reserves the right to split the scope of Services and issue the Contract to more than one bidders at its sole discretion. OTPC may award the Contract for each Package to a different bidder or multiple packages to a single bidder based upon evaluation. Any claim, demand, clarification whatsoever in this regard shall not be admissible by OTPC.**
- 6.25 Bidder to submit the duly filled in Vendor registration form, along with the bid, attached as Appendix-1.
- 6.26 OTPC bank account details for remitting cost of bidding document and bid security.

Beneficiary Name	ONGC Tripura Power Company Limited
Beneficiary Bank Name	State Bank of India
Beneficiary Account	33566054516
Beneficiary Branch IFSC Code	SBIN0017313
Branch Code	17313
Beneficiary Address	Corporate Accounts Group Branch-II, Red Fort Capital Parsvanath Towers, Bhai Vir Singh Marg, Gole Market, Near Speed Post Office, New Delhi – 110 001

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