

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR PROVIDING SERVICES FOR HIRING OF VARIOUS TYPE OF VEHICLE ON MONTHLY RENTAL BASIS AT ADANI POWER MAHARASHTRA LIMITED

Adani Power Maharashtra Limited (APML) a wholly owned subsidiary of **Adani Group** is a Thermal Power Station having a total installed capacity of 3300 MW which consists of 5 X 660 MW units. It is coal fired, super critical type Thermal Power Station located at Tiroda, Dist. Gondia, Maharashtra. APML is hereby inviting **Expression of Interest (EOI)** from interested and eligible parties for **"Providing Services for Hiring of Various type of vehicles on monthly rental basis for a period of 03 years"** for Adani Power Maharashtra Limited, Village: Tiroda, Dist: Gondia, Maharashtra.

DOCUMENTS REQUIRED ALONG WITH EOI:

1. Company Details
2. Balance Sheet
3. List of Ongoing/Executed Work Orders
4. Details of High Value executed Work Orders
5. Customers List
6. List of Available Vehicles
7. Satisfactory Work Completion Certificates for executed work order

BRIEF SCOPE OF WORK:

1. Contractor shall provide a cost effective, comfortable, safe and secure transport system to Owner's Employees traveling to and from the office.
2. The vehicle shall be diesel operated and shall comply to Bharat Stage IV (BSIV)/Latest Emission norms and well equipped with air conditioning system, music system, luxurious interiors, neat and clean seat covers, air suspension, first aid box, air freshener spray, reverse camera & horn and all other accessories that are required to ensure comfort of employees of the Owner.
3. The vehicle must be maintained by the Contractor in good and sound working condition, regularly serviced, daily cleaned & freshened with perfumed air freshener, maintained and equipped with all mandatory safety requirements and fittings. Seats shall be always covered with neat and clean seat covers, the vehicle shall have good quality foot mat and good quality music system required to ensure comfort of the Owner's employees.
4. Contractor must deploy vehicle and services that are energy efficient, less polluting, environment friendly and have ecofriendly waste disposal mechanisms.
5. The vehicle shall be equipped with following specifications/ features:
 - a. Air Conditioning (AC) Inbuilt/Company Fitted
 - b. Minimum 02 nos. of Air Bags (Company Fitted)
 - c. Tubeless tyres and tyre retreading strictly prohibited
 - d. Neat and clean seat covers
 - e. One set of Music system & speakers
 - f. Provision of Mobile charger on both sides for Passengers (for 35 / 26 seater bus)
 - g. Roof Hatch 2 for 35 / 26 seater bus
 - h. Seat belt for every seat
 - i. One set of rear-view camera with display
 - j. One no. of Fire extinguisher (1 KG in SUV & 5 KG in 35/ 26 seater bus) near driver compartment.
 - k. One no. of First Aid Box near driver compartment.
 - l. As per Bharat Stage VI (BSVI) Emission norms.
 - m. GPRS tracking system in the vehicle (Provided by Owner)
 - n. Valid Fast Tag with adequate balance in Fast Tag.
 - o. Reverse Horn & Camera
 - p. Retro reflective 50 mm tapes on Front face, both sides & rear face.
 - q. Emergency exit door & kit.
 - r. Curtains for all windows (for 35 / 26 seater bus)
 - s. Vintage of Vehicle – **Require Brand New Vehicle as our contract shall be for a period of 03 Years.** Or maximum Ageing of vehicles shall be 1 years and Permissible KM consideration shall be less than 50,000 KMs as on date of deployment of vehicles at site i.e. **01.04.2023.**
6. The vehicle deployed by Contractor must be maintained in trouble-free working condition during the Contract Period. If the Vehicle go under breakdown, the Contractor shall provide immediate replacement of equivalent good quality vehicle without any additional cost to the Owner.
7. No Private Vehicle shall be allowed for making the alternate arrangements. If the Contractor fails to make the alternate arrangement, then the Owner reserves the right to make the alternate arrangement. The additional cost incurred by the Owner towards making such alternate arrangement (at actuals) along with applicable penalties shall be recovered from the Contractor's monthly RA bills.

8. The vehicle shall be deployed on all calendar days of the month including Sundays and holidays during the Contract Period on 24 hours/day basis as per the schedule prescribed by the Owner's OIC.
9. Requirement of Vehicles:
 - a) **35 Seater AC Bus (02 Nos. with 02 Driver on each vehicle)**
 - b) **26 Seater AC Bus (01 No. with 02 Drivers)**
 - c) **Toyota Innova Crysta AC (03 Nos. with 02 Driver on each vehicle)**
 - d) **Mahindra Scorpio AC (06 Nos. with 02 Driver on each vehicle)**
 - e) **Mahindra Bolero AC (03 Nos. with 02 Driver on each vehicle)**
10. Deployment of Driver for vehicles (Refer BOQ/price schedule):
 - a) For 24 Hrs. /day working: 02 nos. Drivers on rotation basis.
Deployment on 24 Hrs. basis with necessary arrangement of separate Driver for each shift in day & night-time.
11. Driver shall always be remain available with the vehicle during the working hours.
12. Both Driver always be remain available with the respective buses during the working hours.
13. The driver shall not be less than twenty-five (25) years of age & more than Fifty (50) years of age with minimum of five (5) years of driving experience with good eyesight.
14. Contractor shall depute one Supervisor at their own cost for administration of the Contract like Coordination with Owner's HR & Admin Dept. for smooth operation of buses, maintaining shift logbook, shift schedule, proper records of vehicles, gate pass formalities and Statutory compliances and for all kind of support.
15. Contractor shall supervise delivery of services and co-ordinate with Owner's admin representative on daily basis for smooth functioning of its transport services, maintaining shift logbook, shift schedule, proper records of vehicles, gate pass formalities and Statutory compliances and for all kind of support.
16. Contractor shall ensure on-time arrivals of Owner's employee and shall establish a travel management system to ensure that the fleet is well be kept and its statutory compliance fulfilled while utilizing the fleet to its optimal capacity.
17. Contractor must engage drivers with a proven performance track record and with no criminal record. The drivers must ensure proper behavior and maintain appropriate dress standards. Owner shall have the unquestionable right to request the Contractor to replace any staff whose performance, in its opinion, is found unsatisfactory, especially while performing duties for Owner.
18. Drivers shall not pick up any unauthorized passenger while performing duties for Owner.
19. Operation and function of vehicle and drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and these shall be the responsibility of the Contractor. The vehicle must be Taxi Passing (Commercial vehicle) only.
20. Pick-up and drop points: A route is a path chosen by Owner's Admin representatives to bring Owner's Staff from chosen points in the Owner's Township, Tiroda & Gondia city to Owner's plant premises OR drop Owner's Staff from plant premises in the Owner's Township, Tiroda & Gondia city to chosen points.
21. No free-issue items shall be provided by the Owner under the Contract. Outstation duty charges of driver @ Rs.200/- (Rupees Two Hundred only) per night.
22. All expenses incurred towards fuel, oil & lubricants, salaries of drivers, vehicle maintenance, insurance charges, RTO Tax, PUC charges, municipal taxes, license fees, registration charges and other charges are in the scope of the Contractor.
23. The chargeable KMs will be included from garage to garage up to 10 KMs only (i.e. a distance of up to 5 KMs between the garage to first pickup point or last drop point, is chargeable).
24. The base rate of diesel for monthly hiring charges and extra KM charges shall be **Rs 93.78/- as on 06.01.2023**.
25. The unit rates (charges for monthly hiring, running KM and extra KM) shall remain firm during the tenure of the Contract period, except for revision in HSD price & RTO tax.
26. Any additional vehicle required during the year shall also be deployed on existing rate & terms and condition.
27. If diesel price increases w.r.t base price (i.e. Rs.93.78/Liter), the Contractor shall invoice for the resultant financial implication under separate head in their monthly RA bills.
28. If diesel price decreases w.r.t base price (i.e. Rs.93.78/Liter), the Owner shall deduct the resultant financial implication from monthly RA bills of the Contractor.
29. Contractor shall raise separate invoice along with supporting documentary evidence for reimbursement of additional expenses due to increase in HSD prices which shall be reimbursed under separate head after due certification by the Owner's OIC.
30. Mileage of vehicles shall be considered as follows:

- a) **35 Seater AC Bus : 04 km/Ltr.**
- b) **26 Seater AC Bus : 08 km/Ltr.**
- c) **Toyota Innova Crysta AC : 10 km/Ltr.**
- d) **Mahindra Scorpio AC : 11 km/Ltr.**
- e) **Mahindra Bolero AC : 11 km/Ltr.**

If diesel price increases w.r.t base price (mention in above Point 20), the Contractor shall invoice for the resultant financial implication under separate head in their monthly RA bills. If diesel price decreases w.r.t base price (mention in above Point 20), the Owner shall deduct the resultant financial implication from monthly RA bills of the Contractor.

Contractor shall raise separate invoice along with supporting documentary evidence for reimbursement of additional expenses due to increase in HSD prices which shall be reimbursed under separate head after due certification by the Owner's OIC.

31. GPRS tracking system in the vehicle:

- a) All vehicles should have GPRS tracking system and GPRS will be provided by Owner.
- b) Monthly total running Kilometers considered for billing based on the GPRS tracking system.
- c) Speed Limit will be cross checked with the GPSR tracking system for the violation of speed limit and penalty shall be applicable for violation of speed limit.

32. Contractor shall submit the monthly billing as mentioned below:

- a) Monthly Hiring charges for vehicle - Monthly Charges inclusive of hiring of vehicle with Driver for minimum running kms and all expenses like lubricants, Mobil oil, maintenance charges, RTO passenger tax, other municipal taxes, license fees, registration charges, Salary of driver etc.
- b) Extra KM Charges: Extra KM Charges for particular category of vehicle shall be paid beyond minimum guaranteed running KM /month.
- c) Fuel Price Increase/ Decrease: If diesel rate increases/ decreases w.r.t base rate (i.e. Rs. 93.78/Liter), financial implication shall be as per the below mentioned formula:

Financial Implication = Actual running KMs during the month (km) X Average change in diesel rate for the subject month w.r.t base rate (Rs./ltr.) / Mileage of Vehicle (km/ltr.)

33. Toll Tax/charges & parking charges (wherever applicable) shall be reimbursed at actual against submission of documentary proof.

34. The Contractor shall comply with all the provision of Motor Vehicle Act/ Motor Vehicles Rules 1988 with latest amendments. The Contractor shall be responsible for meeting all statutory obligations with regards to registration of vehicles, road permit, route permit, comprehensive insurance, road tax, fitness certification of the vehicle etc. The Contractor shall also obtain permission for running the vehicle on hire/ contract basis from RTO. The vehicle shall always carry valid original documents i.e. driver's license, tourist permit, insurance papers, PUC, fitness certificate etc. The copies of all the papers shall be submitted by the Contractor to the Owner before commencement of the Contract.

35. The Contractor shall ensure that their drivers must always possess valid LCV license issued by RTO and should be fully familiar with the road, driving conditions and applicable highway codes.

36. The vehicle shall be driven as per the speed limit of Traffic Rules/Owner's Safety Dept. and as specified / notified by the RTO authorities from time to time. Parking of vehicle should be done as per the traffic rules Owner or its officials travelling by the vehicle provided by the Contractor will not at all responsible, if driver is penalized for such offence/s or caught for any antisocial or illegal acts of the driving.

37. The Contractor shall ensure that their staff deployed under the Contract are always in proper uniform (comprising of pant, shirt, shoes & name badge) as directed by the Owner's OIC and have good and courteous manners and drive the vehicles safely and shall have fair knowledge of Hindi & Marathi language.

In the event of misbehavior of drivers (unsafe/ rash driving, unnecessary arguments, misconduct etc.), the Owner reserves the rights to expel the driver under intimation to the Contractor.

38. The Contractor shall be personally liable for the conduct, acts and safe driving by its staff. In all circumstances, the Contractor shall be liable to pay all damages, claims & costs arising on account of conduct or faulty driving by their drivers. The Contractor shall make good any loss / damage caused to the movable / immovable property of the Owner.

39. The center of operations of the all the vehicles shall be at "Adani Power Maharashtra Ltd.", 5 x 660 MW Thermal Power Plant. Vehicle will be based at Plant, Owner Township, Tiroda and Gondia starting and end point will be Plant, Owner Township, Tiroda and Gondia.

40. All statutory permissions regarding vehicles & staff deployed under the Contract and their operation shall be obtained by the Contractor. The Contractor shall be liable for all the liabilities arising out of their noncompliance of various statutory obligations as applicable.

41. All vehicle deployed by the Contractor shall have the display on the left side of windshield the word "**ON DUTY - APML**"

42. The vehicle deployed by the Contractor shall be pollution free & display a valid 'Pollution under Control' certificate issued by Maharashtra Motor Vehicle Department.
43. The staff deployed by the Contractor shall not be employees of the Owner and shall not have any claim whatsoever on the Owner and shall not act detrimental to the interest of the Owner.
44. The Contractor shall be responsible for meeting all statutory obligations of their driver or their staff with regard to payment of salary/ minimum wages, PF, ESIC/ workmen compensation etc. as provided under various applicable labour laws.
45. The Contractor shall arrange for accommodation and local conveyance of their staff at their own cost. No accommodation shall be provided in the Owner's premises for the drivers & cleaners, if any deployed by the Contractor.
46. Contractor's all workers will be biometrically enrolled, verified against blacklisting database, medically checked and imparted safety training before issuance of entry pass.
 - a. Contractor shall keep separate vehicles inside the plant for movement of their work force, employees etc. on day to day basis. These vehicles shall be given the Vehicle Entry Permit and remain inside the plant only.
 - b. It shall be ensured that all the vehicles are fitted with reverse horns.
 - c. In case of violation of Labour laws, Safety rules, and statutory requirements etc. penalty shall be imposed on Contractor by the Owner at its sole discretion.
 - d. It is mandatory for the Contractor to surrender the photo identity cards to the Owner's HR-Dept. of the personnel who have left the services of the Contractor at the Owner's plant within three (03) days of their leaving the Services. Failing to follow these guidelines shall attract penalty@ Rs. 500 / - (Rupees Five Hundred Only) for each such card and the amount levied shall be recovered from monthly RA bill.
47. The Contractor shall provide a logbook in which their drivers shall correctly enter travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, total kilometers covered for the journey etc. The logbook with all the entries shall be submitted to the Owner's OIC on periodic basis/ on demand for verification & certification. Certified copy of the logbook shall be submitted by the Contractor along with month RA bills at the end of every month.

In case, the signatures mentioned above are not obtained, such journey shall not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the employees/passenger, applicable penalty shall be deducted from the Contractor's monthly RA bills.

48. **Uniform:** Contractor shall provide 2 pairs of uniform which includes pant & shirt as approved by Owner. Contractor has to ensure that deployed employees are wearing uniform properly & regularly during the duty hours. (i.e. proper uniform in good condition properly pressed & well-dressed condition).
49. Sub-letting/Subcontracting the work is not permissible under any circumstances.
50. The Contractor shall be responsible for any sort of injury to persons, animals or things and for all damages to the property of the Owner / Others due to carelessness, negligence, and mishandling etc. of equipment and/ or machinery on the part of Contractor while carrying out the Services under this Contract.
51. The Contractor shall observe strictly the general health, Safety and Security Rules of the State Govt. / Local Authorities / Operation Site.

Safety and other information:

The Contractor shall take all necessary safety precautions for the deployed workers working inside the factory premises and shall be responsible for any first aid/ emergency treatment for his employees engaged by him. The Contractor shall have workmen compensation policy for all his workmen. The Contractor shall abide by all fire, safety and environment policies and statutes of Owner. The Contractor shall provide adequate nos. of safety shoes. Safety helmets, ear plugs, nose masks, safety belts, hand gloves, grinder's glasses for all his workmen. He should ensure all his workers using the PPE's during the execution of the work failing which the Engineer-in-Charge /Safety Officer will stop the work and penalize the Contractor as per our GTC, OHS and also levy penalty for intentional delay for the work.

Site induction safety training shall be imparted before start of work to all workers by Owner. All necessary safety training and general health shall be checked. Any person found unsuitable shall not be allowed to work and the Contractor shall arrange suitable replacement immediately.

Environmental Compliance:

The Contractor will perform the Services in a manner that gives appropriate regard to the protection of the natural environment.

Energy Management Compliance:

Contractor shall comply with all the Statutory & Regulatory requirements and codes of practices, as may be relevant for Energy Efficiency and conservation relating to the services being offered.

Automobile Insurance:

1. The Contractor and their Sub-contractor shall effect and maintain at all times during the currency of the Contract. A comprehensive automobile insurance policy including Third Party Liability, for all vehicles plying in connection with the execution of Contract. Such automobile insurance policy shall be in compliance of the provisions of The Motor Vehicles Act. 1988. In no case shall the Owner be liable for any accident or third party property damage/ personal injury caused by any vehicle owned by Contractor and/ or Sub-contractor. Further, in no case shall the Owner be liable for noncompliance, of any statutory provisions of The Motor Vehicles Act committed by the Contractor and/ or sub-contractor. Further, in no case shall the Owner be liable for non-compliance of any statutory provisions of the Indian Motor Vehicle act committed by the Contractor and sub-contractor.
2. The Contractor shall also prescribe for add-ons in the Automobile Insurance policy for personal accident to be paid to drivers, cleaners & conductors, legal liability to driver, employees of Contractor travelling etc.
3. The value for insurance should be the IDV of the respective vehicle, as defined in the Motor Vehicle Tariff.

ESI / Workmen Compensation:

1. The Contractor and their Sub-contractors shall effect and maintain a Workmen's Compensation or ESI insurance in compliance of the provisions of the Workmen Compensation Act or ESI Act, against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any Manpower of Contractor and/or Subcontractor or their representatives.