

STANDARD OPERATING PROCEDURE (SOP)

FOR HIRING OF VEHICLES (OTHER THAN COAL & OB) THROUGH GEM

1. The estimate for hiring of vehicles shall be prepared on the basis of approved methodology for hiring of vehicles (Other than Coal & OB) as circulated by SECL HQ.
2. Check the category of vehicle for which vehicle hiring services is required is available in GeM portal considering all the filters and requirements viz. driver requirement, type of vehicle, type of fuel, payment of fuel as per actual consumption, hours of engagement, night halt charges, outstation duties etc.
3. If the category is available in GeM portal, then catalogue bidding may be invited by incorporating terms and conditions in ATC which is enclosed with this SOP.
If not, then by generating the GeM Availability Report Custom bidding may be invited.
4. The GeM contract shall be generated by entering the contract start date. The contract start date shall be 10 days from GeM contract date. The condition regarding date of deployment of vehicle shall be mentioned in ATC as circulated by SECL HQ.
5. After generating the GeM contract, LOI/LOA may be issued offline and the same shall be intimated to the Service provider via official mail. The service provider mail address is mentioned in the GeM contract.
6. The service provider shall also be intimated via official mail for confirming the order in GeM portal, so that there should not be any delay in confirming the order from Service provider.
7. After generating the GeM contract and submission of performance security by Service provider, Work order/Agreement shall be executed as per the format given in ATC / Tender Documents wherein the vehicles registration number along with other documents of vehicles as per bid conditions, commencement date and completion date should be mentioned.

While creating bid (Catalogue/Custom) in GeM portal following may be followed -

- A. Estimated value is including all expenses and taxes and GST i.e Rental Cost and GST but excluding Fuel Cost
- B. In GeM portal for EMD value percentage is to be mentioned. There is no scope to enter the value of EMD in GeM portal. As such the 1.25% value of the estimated cost put to tender showing in GeM portal may be taken in NIT/Bid for EMD.
- C. The EMD may be taken in the form of Account Payee Demand Draft/FDR or as per provision available in GeM portal.
- D. In GeM portal, the minimum average Financial Turnover of the bidder during the last three years ending on 31st March of the previous financial year may be defined by the buyer between 0% - 400% of the estimated bid value. As per MCEW, Average annual financial turnover during the last 3 (three) years ending 31st March of the previous financial year should be at least 30% of the estimated cost put to tender. As such the average turnover value shall be selected 30% of the estimated cost put to tender (Nearest Lakh as per the provision of GeM).
- E. Item wise evaluation shall be done for bid containing slices, if available in GeM portal. Otherwise, total value wise evaluation shall be done for bid containing slices.

For item wise evaluation, Work experience criteria and Financial Turnover shall be decided as per the Estimated value of each Slice.

The bidder may quote for individual Schedule/Slice or for all the Schedule/Slices in the bid. However, in respect of Schedule/Slices the bidder has to offer full quantity of vehicles. Quoting rates for part/ fraction of the Schedule/Slice is not permissible. Price bid of all the participating bidders shall be opened and L-1 will be decided Schedule/Slice wise based on cost to the Company.

The L-1 bidder must meet eligibility criteria against work experience and financial turnover taking in to account the total value of the Schedule/ slices quoted by them in which they have emerged L-1.

If L-1 bidder qualifies the eligibility criteria for all the L-1 Schedule/ slices quoted by him, then all the Schedule/ slices may be considered for award to the bidder depending upon reasonability of rates quoted by him.

If L-1 bidder does not qualify the eligibility criteria for all the L-1 Schedule / slices quoted by him but qualifies the eligibility criteria for some of the Schedule/slices, then those Schedule/ slices will be considered for award of work to him depending upon reasonability of rates quoted by him.

A bidder can participate in one and more schedule/slices, however he must submit EMD as per the total estimated cost put to tender.

F. The option for forms of e-PBG may be selected in the Buyer added bid specific ATC

(a) Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of payable at . After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

(b) Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

G. In case of bidder running passenger vehicles / goods carrier on permit basis, they should submit copy of permits and income particulars from running such passenger vehicles / goods carrier, duly certified by a Chartered Accountant along with audited Profit and Loss Account and Balance Sheet.

NOTE:

- I. Each permit (Permit Number) will be considered as one work order/work. The permit must contain the vehicle registration number and permit period.
 - II. Income particular from running such passenger vehicles / goods carrier, duly certified by a Chartered Accountant must specify the Permit number against which Certificate has been issued along with audited Profit and Loss Account and Balance Sheet. The certificate issued must contain UDIN number.
- H. All Running on Account Bills shall be paid at 95%. The balance 5% shall be treated as retention Money and will be second part of security deposit