



**Dredging Corporation of India Limited**

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Mandir, Sea Beach Area, Jagathsinghpur-754142, Odisha India  
E-mail: [poparadip@dcil.co.in](mailto:poparadip@dcil.co.in)

NIT Ref: DCI/PDP/HR/TAXI/2025

Date: 14.07.2025

**e - tender**

*for*

“Supply, Manning And Running Of AC Taxies For Dredging Corporation Of India Ltd At Paradip”.

Project Manager  
M/s. Dredging Corporation Of India Ltd.  
Project Office Paradip



## Dredging Corporation of India Limited

Ref No: DCI/RO/PDP/TAXI/2025

Date: 14.07.2025

### **NOTICE INVITING TENDER**

Sealed Tenders are invited from competent, experienced & reputed Taxi Suppliers for supply, manning, running of AC taxies for hire by M/s. Dredging Corporation of India Limited (DCI), Paradip on as and when required basis, initially for a period of one year and extendable for a period of another two years on year to year basis.

1	Name of work	:	SUPPLY, MANNING AND RUNNING OF AC TAXIES ON HIRE FOR DREDGING CORPORATION OF INDIA LTD. AT PARADIP FOR A PERIOD OF ONE YEAR AND FURTHER EXTENDABLE FOR A PERIOD OF TWO YEARS ON YEAR TO YER BASIS I.E. (1+1+1) AT THE DISCRETION OF DCI ON THE SAME RATES, TERMS AND CONDITIONS OF CONTRACT.
2	E.M.D.	:	Rs. ,10,180/- (Rupees Ten Thousand One Hundred Eighty Only) to be remitted through NEFT / RTGS / online payment and copy of electronic receipt /UTR to be enclosed with the tender or in the form of Bank Guarantee as per format provided in the tender. The details of DCI Current Account at Canara Bank is as follows:- DCI Current Account No:- 35833070000014 Branch Name:- DCI Branch, HB Colony, Seethammadhara- 530022, Visakapatnam, IFSC No:- CNRB0013583 Account type: Current account GST No. 37AAACD9021B1ZB
3	Performance Security & Security Deposit	:	5% of contract value to be deposited as a performance security within 10 days of award of Contract. In addition to it, 5% of amount from every running bill shall be deducted towards security deposit. Note: Performance Security - 5% (submitted as BG or NEFT/RTGS) and Security Deposit - 5% (deducted from bills), totaling to a tune of 10 % of contractual value.
4	Period of Contract	:	As mentioned at sl no.1 above
5	Downloading of tender Documents	:	<b>From 14.07.2025 to 23.07.2025</b>
6	Last date for submission of Tenders	:	<b>Upto 1500 hrs on 23.07.2025</b>
7	Date & Time of opening of Technical Bid	:	<b>At 1530 hrs on 23.07.2025</b>
8	Cost of Tender Document	:	Rs 1180/- (Rupees one thousand one hundred eighty only) to be remitted only through NEFT / RTGS and copy of electronic receipt/UTR to be enclosed with the tender. The details of DCI Current Account at Canara Bank is as follows:-



## Dredging Corporation of India Limited

		DCI Current Account No:- 35833070000014 Branch Name:- DCI Branch, HB Colony, Seethammadhara, Visakhapatnam- 530022 Visakhapatnam IFSC No:- CNRB0013583 Account type: Current account GST No. 37AAACD9021B1ZB
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The Detailed NIT and Complete Tender Document is hosted in web sites [www.dredge-india.com](http://www.dredge-india.com), GeM Portal, interested parties may visit the same. The blank proposal document can be down loaded from our Website by remitting an amount of Rs. 1180/- (Rupees one thousand one hundred eighty only) through **NEFT/RTGS** and the copy of electronic receipt/UTR should be submitted with Bid

**The details of DCI Current Account at Canara Bank is follows:-**

DCI Current Account No:- 35833070000014  
 Branch Name:- DCI Ltd Port Area Branch,  
 Visakhapatnam IFSC/RTGS No:- CNRB0013583  
 Account type: Current account  
 GST No. 37AAACD9021B1ZB

The downloading of document shall be carried out strictly as provided on the website. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such proposals are liable for outright rejection.

PROJECT MANAGER  
 Dredging Corporation of India Limited  
 PARADIP



## Dredging Corporation of India Limited

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### **GENERAL GUIDANCE TO BIDDERS**

- Any agencies willing to take part in the process of Tendering will have to submit their tender in closed sealed cover at our project office, Paradip
- i) The tenderer should study the tender documents carefully; understand the General Conditions of contract (GCC) and Special conditions of the contract (SCC) before submission of his tender. The party may get himself acquainted with the nature and scope of work and the local & site conditions before quoting the tender.
  - ii) Tenderer / Contractors are advised to follow the instructions before proceeding with the tender.
  - iii) If any of the intending bidders wishes to withdraw from participation in the bid, he / she can freely withdraw from the participation before scheduled date and time of closure of the bid submission.
  - iv) DCIL reserves right to cancel the bid without assigning any reason thereof.

NOTE: All corrigendum, addendum, amendments and clarifications to this Tender will be hosted in our website <http://dredge-india.com> only. Bidder shall keep himself/ herself updated with all such amendments.



## Dredging Corporation of India Limited

Ref No: DCI/RO/PDP/TAXI/2025

Date: 14.07.2025

### **INSTRUCTIONS TO BIDDERS-(ITB)**

Sealed cover Bids are invited by Dredging Corporation of India Ltd (DCI) for the work “Supply, Manning And Running Of AC Taxies On Hire For Dredging Corporation Of India Ltd At Paradip”.

Tender Documents as required for Technical Bid (Stage-I) and Financial/*Price Bid* (Stage-II) need to be submitted separately in a closed & sealed cover in our Project Office, Paradip within time.

The following required documents (hard copies) are to be submitted in a closed and sealed cover and will be evaluated against the technical bid.

#### **Stage-I: (Technical Bid)**

- (i) Copy of electronic receipt/UTR for Rs. 1180/- remitted through NEFT/RTGS to DCI towards tender document cost.
- (ii) EMD of Rs. 10,180/- (Rupees Ten Thousand One Hundred Eighty Only) should be submitted by way of NEFT/RTGS in favour of M/s. Dredging Corporation of India Limited from any Nationalized/ Scheduled Bank payable at Visakhapatnam or BG as per format (Annexure- V ).
- (iii) Copy of Original Registration Certificates (RC) etc., of the AC taxies to be engaged with DCI.
- (iv) Copy of valid comprehensive Insurance Policy of AC Taxi and the third party.
- (v) Proof of experience in similar job(s) having executed such job(s) satisfactorily as per Pre-qualification Criteria mentioned in this tender.
- (vi) Downloaded tender document duly stamped and signed with date on all the pages by tenderer.
- (vii) Company's profile with copy of Permanent Account Number (PAN) in the Firm's name.
- (viii) Audited Balance Sheet and Profit & Loss Account of Company for the last 3 (three) years, i.e. for the years 2021-22, 2022-23 & 2023-24.
- (ix) Copy of Provident Fund Registration Number.
- (x) Copy of GST Number.
- (xi) Authorisation for the Person signing the Tender.
- (xii) Certificate that Contractor is not related to any DCI/ Ministry of Ports, Shipping & Waterways or Declaration of relative(s) working in DCI as per **Annexure-I** and
- (xiii) Other relevant Annexure(s) (**Annexure – II to Annexure- IX**) are to be submitted in the letter head duly signed and stamped

#### **Stage-II (Price Bid)**

Bill of Quantities (page No. 35 to 37 of the tender)duly filled and signed & stamped and to be submitted in a separate closed / sealed cover against the price bid.

Both the Technical Bid and Price Bid to be sealed separately and mentioned as Technical bid / Price Bid in the top of the cover. Thereafter, both the bids to be submitted in another big cover duly sealed / closed.



## Dredging Corporation of India Limited

**Tenderer should possess the following minimum qualifying requirements:**

**I. Technical :**

Should have at least 01 (One) no. of AC TAXI i.e. Maruti Swift Dzire / Honda Amaze / Hyundai Xcent / Hundai Aura / Toyota Etios at the time of submission of tender. The vehicle should be in the name of the tenderer and must not be older than 06 years old as on the last date of the tender.

**II. Financial :**

1. Average annual financial turnover during the past three years ending 31<sup>st</sup> March, 2024 should be at least Rs.3.05 Lakhs.
2. Experience of having successfully completed supply, manning and running of taxies services during last seven years ending 31<sup>st</sup> July, 2024 should be any of the following:-
  - a. Three similar completed works each costing not less than Rs.4.07 Lakhs.  
or
  - b. Two similar completed works each costing not less than Rs.5.09 Lakhs.  
or
  - c. One similar completed work costing not less than Rs. 8.14 Lakhs.

Note: i) Work order and Work completion certificate clearly indicating the value of work should be submitted as supporting for Sl. No.2 as a proof for similar works ii) Similar works means experience in supply, manning and running of taxies includes taxies / SUVs /MUVs for Govt deptt/ PSU / private agencies iii) Audited balance sheets and Profit & Loss account of past 03 years i.e. 2021-22, 2022-23 & 2023-24 to be provided in support of Sl. No. 1 above.

Dredging Corporation of India Limited reserves the right to:

1. Issue Tenders only to those considered competent to carry out the work.
2. Accept or reject any or all tenders received without assigning any reason whatsoever.
3. To cancel the tender at any stage for without assigning any reason whatsoever.

PROJECT MANAGER  
Dredging Corporation of India Limited  
PARADIP



## Dredging Corporation of India Limited

### ITEM RATE – TENDER FOR WORK

I/We hereby agree for execution of work for Dredging Corporation of India Limited (DCI) specified in the under written Memorandum within the time specified in such Memorandum at the rates specified therein, and in accordance with the specifications and instructions in writing referred in rules thereof and conditions of contract and with such materials are provided for by and in all other respects in accordance with such conditions so far as applicable.

#### MEMORANDUM

- |   |                                   |  |
|---|-----------------------------------|--|
| 1 | Name of work                      | : Supply, manning and running of AC Taxies on hire for Dredging Corporation of India Ltd. at Paradip.  |
| 2 | E.M.D.                            | : Rs. 10,180/- (Rupees ten Thousand one Hundred eighty Only)   |
| 3 | Period of Contract                | : Initially for a period of one year and further extendable for a period of one year at the discretion of DCI on the same rates, terms and conditions of contract. |
| 4 | Time allowed to commence the work | : Three days from the date of issue of work order.   |

02. Should this tender be accepted, I/ We hereby agree to abide by and fulfill the terms and conditions contained in the tender document, Scope of work, General Conditions and Special Conditions and Specifications which have been read by me/ us, read and explained to me/ us, or in default thereof to agree to set off the extra cost if any, of carrying out the work at my/ our risk and cost, against the Security Deposit / Performance Security available with the Dredging Corporation of India Ltd., or its successors and to pay the DCI or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work over and above Earnest Money furnished by me/ us and/ or Performance Security /Security Deposit furnished by me/us or recovered from my/ our running account bills.

03. Bank NEFT/RTGS No. \_\_\_\_\_ towards proof of remittance of **Earnest Money Deposit** for Rs. 10,180/- (Rupees ten Thousand one Hundred eighty Only) in favour of DREDGING CORPORATION OF INDIA LIMITED, is hereby forwarded.

OR

Bank Guarantee (**Annexure- V**) executed in favour of DREDGING CORPORATION OF INDIA LIMITED, Visakhapatnam for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is hereby forwarded towards Earnest Money Deposit.

04. I/ We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions.

Signature of the Tenderer  
(at the time of submission  
of tender) with seal

Date.....  
day of ..... 2024

Signature of the Witness to  
the Tenderer's signature:

Witness:  
Address:  
Occupation

SIGNATURE OF  
COMPETENT AUTHORITY  
OF DCI



**Dredging Corporation of India Limited**

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### **SCOPE OF WORK**

Name of the work: Supply, manning and running of Taxies on hire for Dredging Corporation of India Ltd., at Paradip.

Dredging Corporation of India Ltd., (DCI) having Head Office at Visakhapatnam is executing dredging work at various ports / Indian Navy etc. DCI is executing capital / maintenance dredging works & other works at Paradip port trust, and in this regard, DCI intend to hire AC Taxies for our Project Office use at Paradip, inside Harbour Areas, in and around Paradip & also outer station use.

The services of the Taxies are required for Office use for our Officers & staff, fleet personnel, guests to visit site, vessels and other related works and to visit various locations in and around Port township & inside harbour area, and out station trips to various places in India at the discretion of DCI in connection with official works. The vehicles will be used for transporting men and materials to site, vessel, office, outstation as per the requirements.

The Taxi provided should have good engine condition, proper lighting, good condition of AC and seating arrangements etc. The Tenderer should invariably make such arrangement at his cost before commencement of the work. The work should be commenced within three days from the date of issue of the work order.



## Dredging Corporation of India Limited

### GENERAL CONDITIONS

1. Tenders are invited for “Supply, manning and running of AC Taxies on hire for Dredging Corporation of India Ltd., at Paradip” for a period of one year . And on successful completion of contract for one year the contract may extendable on year to year basis for another two years i.e. (1+1+1) by the Project Manager, Dredging Corporation of India Limited, Paradip at the same rates, terms and conditions. Tenders received beyond stipulated time and date mentioned in our tender document is liable for rejection.
2. The tenderer should study the tender documents carefully, understand the General and Special conditions of contract before submission of tender. The prospective bidder may get himself acquainted with the nature and scope of work and local conditions before quoting the rates.
3. The tenderers should acquaint themselves with the work and the working conditions in supply, manning and running of taxies to Govt. Organizations / reputed firms and no claim will be entertained on this issue.
4. DCI reserves the right to inspect the taxi cabs to check the model and the conditions of the taxies owned by the tenderer and to assess their credentials/capability in maintaining the taxi cabs.
5. The tenderer shall sign on all pages of the tender documents before submitting the tender.
6. The tenderer shall quote the rates in figures as well as in words in the schedule in Indian Rupees.
7. All columns shall be properly and legibly filled in and uploaded the excel sheet. No column shall be left blank.
8. Rates quoted by the tenderer in Item-Rate in figures and words shall be carefully filled in, so that there is no discrepancy in the rates written in figures and words.
9. Special care shall be taken to write the rates in figures as well as in words, in such a way that no interpolation is possible. In case of figures, word “Rs.” Should be written before the figures of rupees and word “Paise” should be written at the end, viz. “Rs.2.15 paise”. In case of words, the word “Rupees” should precede and the word “paise” should be written at the end, viz. “Rupees two and fifteen paise only”. If the rate is in whole rupees, it should be written in figures as “Rs.2.00” and in words as “Rupees two only”.
10. The EMD will be submitted by the parties either in the form of NEFT/RTGS / online payment or Bank Guarantee (BG) from any scheduled/Nationalized Indian Bank, as per attached proforma (**Annexure-V**). Cheques / Cash will not be accepted. Tenders received without E.M.D. and cost of the tender documents and which do not fulfill all or any of the above conditions or incomplete in any respect are liable for summary rejection.

The earnest money deposit may be forfeited:

(i) If a Tenderer:

- (a) Withdraws its tender during the period of tender validity specified in the tender.



## Dredging Corporation of India Limited

(b) Does not accept the errors.

(ii) In the case of a successful tenderer, if the tenderer fails:

(a) To sign the work order.

(b) To furnish performance security.

(c) To commence the work as per the work order

The EMD will be returned to unsuccessful bidders within 45 working days from the date of finalization of tenders. The EMD of successful bidders will be partly adjusted against the performance security and will be returned along with Performance Security and security deposit net of deductibles after and subject to successful completion of the job and on submission of NO DUES AND NO CLAIMS Certificate by the Contractor. Tenders submitted without the EMD & cost of tender documents shall be summarily rejected.

11. The E.M.D. of the successful tenderer shall be retained as part of Performance Security and the E.M.D. of the unsuccessful tenderers shall be refunded upon finalisation of tenders. No interest shall be paid on E.M.D./Performance Security / Security Deposit under any circumstances.
12. Canvassing in connection with the tenders is strictly prohibited and the tenders submitted by the Tenderers, who resort to canvassing, will be liable for rejection.
13. Within Ten (10) days after receipt of notification of award of the Contract by the Bidder a sum equal to 5% of the contract value is to be deposited by the Bidder in favour of DCI through NEFT/RTGS/Online payment OR by way of irrevocable, unconditional Bank Guarantee from Scheduled/ Nationalized Indian Bank as Performance Security Deposit in favour of Dredging Corporation of India Limited payable at Visakhapatnam as per Performa at **Annexure VII** enclosed. Bank Guarantee shall remain valid upto 60 days after completion of work including extended period, if any. In addition to above, Security Deposit of 5% of amount shall be deducted from every running bill till the security deposit amounts to 10% of the agreed contract. In case of extension of the contract Performance Security for appropriate amount covering the extended period of contract shall be submitted by the Contractor. The Performance Security and Security Deposit thus deducted shall be refunded within 60 days after the payment of the final bill and submission of NO DUES AND NO CLAIMS CERTIFICATE by the Contractor on successful completion of the contract including extension period. No interest shall be paid for the above.
14. The tender containing uncalled for remarks or any additional conditions or counter conditions by the tenderer are liable for summary rejection.
15. The tender shall remain open and valid for acceptance for a period of 90 days from the date of opening of Financial bid and on discretion of the DCI the validity shall be extended further.
16. The Tenderer will have to give a certificate that he is not related to any Officer of DCI or any Officer of the rank of Asst. Secretary or above in the Ministry of Ports, Shipping & Waterways, Government of India. The Tenderer should give a declaration along with his tender about the names of the relatives, who are employed in the Dredging Corporation of India Ltd. (**Annexure-I**)
17. No Engineer of Gazetted Rank or other Gazetted Officer/ employee from the MINISTRY OF PORTS, SHIPPING & WATERWAYS or Gazetted Officer/ employee in Engineering or Administration duties in an Engineering Dept. of the Govt. of India, is allowed to work as Tenderer for a period of 2 years of his retirement from Government service, without the



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previous permission of the Govt. of India. This contract is liable to be cancelled if either the Tenderer or any of his employees are found at any time to be such a person, who had not obtained the permission of the Govt. of India as aforesaid before submission of the tender or engagements in the Tenderer's service as the case may be.

18. Bids will be opened at the time and date specified.
19. The Tenderer shall give an undertaking that they have not made any payment or illegal gratification to any person / authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid. **(Annexure-II)**
20. The Tenderer shall disclose any information regarding any current litigation in which the tenderer is involved. **(Annexure-III)**
21. The Tenderer shall furnish details of Bank Account for Electronic Transfer of payments as per attached proforma. **(Annexure-IV)**
22. Tenders received without Earnest Money Deposit as specified by way of NEFT/RTGS/ Bank Guarantee as per **(Annexure-V)**, Lesser amount EMD and which do not fulfill all or any of the conditions stipulated in the Tender or are incomplete in any respect are liable to be rejected.
23. After receipt of work order and within 10 days, the Contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto **(Annexure-VI)**. Until such Contract Agreement is executed, the other documents referred to in the definition of the term "Contract" here in before, shall collectively be the Contract.
24. The Tenderer should furnish and submit the details of Technical Bid at **(Annexure-VIII)**
25. DREDGING CORPORATION OF INDIA LIMITED RESERVES THE RIGHT :
  - (a) To cancel or withdraw this tender at any stage without assigning any reason whatsoever and no further correspondence shall be entertained in this regard,
  - (b) To reject or accept any tender offer irrespective whether it is lowest/ highest without assigning any reasons, whatsoever,
  - (c) To extend or curtail the period of contract, and
  - (d) To award the work not only on the basis of competitive rates but also on their credentials
26. In the event of cancellation of the contract due to delay in commencing the work by the successful tenderer, the E.M.D. / Performance Security will be forfeited.
27. In the matter of interpretation of various rules, clauses, specifications, general / special conditions, the decision of the Project Manager, DCI, Paradip shall be final and binding on the Tenderer.
28. The Tenderer shall not sub-let the work or any part of the work without prior permission of the Corporation.
29. **ARBITRATION:**  
In case of dispute between DCI and the contractor for contract up to Rs.10 Crores, the issue will be referred to Chief General Manager (CGM), Dredging Corporation of India Limited and the decision of CGM, shall be final, conclusive and binding on all the parties and the contract



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upon all question relating to the meaning of the specifications, designs, drawings and instructions and as to the quality of workmanship, or materials used on the work or any matter arising out or relating to the specifications and instructions concerning the works or the execution or failure to execute the same arising during the course of work.

The above shall not be subjected to arbitration and in no case shall the works be stopped consequent on such a dispute arising and the work shall also be carried out by the contractor strictly in accordance with the instructions of CGM.

Any dispute or difference arises between the DCI and the contractor in connection with the contract or as to the rights and liabilities of the parties hereto, other than those referred to in above or on matters which are stated to be final and binding on the contractor shall be referred to the arbitration by a sole Arbitrator, as per the provisions of the Arbitration and Conciliation Act 1996 and the award of the sole Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act 1996.

The arbitrator shall give a reasoned Award and it shall be in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or reenactment thereof. The venue of the Arbitration shall be Visakhapatnam and the courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this contract.

30. DCI reserves the right to authorise any of its Officers/ Staff to supervise the type of services rendered by the Tenderer and if it is found that the conduct, behavior and performance of the driver employed by the Tenderer is unsatisfactory, it may require the Tenderer to immediately recall the particular person and substitute the person by another and the Tenderer shall immediately comply with such requirements made by the DCI forthwith.
31. Any change in the constitution of the Tenderer shall not be permitted except with the clear written consent of the DCI.
32. The DCI reserves the right to reduce the payment to the extent of deficiencies observed if any. The decision of the Tender Accepting Authority shall be final and binding in this regard.
33. The Tenderer shall also abide by the terms and conditions, subsequently arising out, as mutually agreed between the DCI and the Tenderer, from time to time. The Tenderer, if any deficiencies pointed out by the representatives of the Corporation, should rectify forthwith.
34. The Driver employed by the tenderer shall maintain proper discipline and behavior and he shall not in any manner cause any interference, annoyance, nuisance to the management of the DCI or its business or work or its Officers/ Employees/ Other Official Guests.
35. The DCI is in no way liable or responsible regarding injury while on duty to the Drivers of the Tenderer, etc., or any other claims arising out of employment of Drivers etc., or the deployment of the AC Taxi by the tenderer.
36. The Tenderer shall indemnify and keep indemnified DCI against all or any claims, notices, cases, proceedings of any nature whatsoever arising out of or in relation to their contract. This clause shall also be deemed to include claim from third parties, Drivers, claims for compensations due to injury or death due to accidents ,etc., and all types and/ or nature of claims. Valid and subsisting insurance covering all types of claims should be maintained/ continued during the entire contract period or extended period.



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37. Liquidated damages: If the Contractor fails to provide the taxi services as per contract, DCI shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 1% per week or pro-rata of the contract price for failure to provide taxi services, subject to maximum 10% of the contract price. Once the maximum is reached, the DCI may consider termination of the Contract pursuant. (For delay in delivering services for more than 3 days the contractor will be imposed liquidated damages on pro-rata basis of the contract price.)
38. Force Majeure:
- (i) The Contractor shall not be liable for forfeiture of its performance security, security deposit, liquidated damages for termination for default if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
  - (ii) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the DCI either in its sovereign or contractual capacity, wars or revolutions, fires, floods, Tsunami, epidemics, quarantine restrictions and freight embargoes.
  - (iii) If a Force Majeure situation arises, the Contractor shall promptly notify the DCI in writing of such conditions and the cause thereof. Unless otherwise directed by the DCI in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
39. **The Tenderers should submit the both the Technical bid & Financial bid at our project office in a sealed / closed cover for "Supply, manning and running of AC Taxies on hire for project use at Paradip"** along with following documents:-
- (a) For technical bid: The Bidder shall submit a copy of the following documents as mentioned below ;
- (i) EMD of Rs. 10,180/- (Rupees ten Thousand one Hundred eighty Only) should be submitted by way of NEFT/RTGS in favour of M/s. Dredging Corporation of India Limited from any Nationalized/ Scheduled Bank payable at Visakhapatnam or BG as per format (**Annexure- V**).
  - (ii) Copy of Original Registration Certificates (RC) etc., of the AC taxies to be engaged with DCI.
  - (iii) Copy of valid comprehensive Insurance Policy of AC Taxi and the third party.
  - (iv) Proof of experience in similar job(s) having executed such job(s) satisfactorily as per Pre-qualification Criteria mentioned as per this tender. Work order and Work completion certificate clearly indicating the value of work should be submitted.
  - (v) Duly signed Tender Document excluding Bill of Quantities.
  - (vi) Company's profile with copy of Permanent Account Number (PAN) in the Firm's name.
  - (vii) Audited Balance Sheet and Profit & Loss Account of Company for the last 3 (three) years, i.e. for the years 2021-22, 2022-23 & 2023-24.
  - (viii) Copy of Provident Fund Registration Number.
  - (ix) Copy of GST Number.
  - (x) Authorisation for the Person signing the Tender.
  - (xi) Certificate that Contractor is not related to any DCI/ Ministry of Ports, Shipping & Waterways or Declaration of relative(s) working in DCI as per **Annexure-I** and



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- (xii) Other relevant Annexure(s) (**Annexure – II to Annexure- VIII**) are to be enclosed with bid.

(b) For price bid: Scanned & signed copy of BoQ/Financial bid duly filled with the competitive rates to be submitted separately in a closed / sealed cover.

40. After evaluation of technical bid, the price bids of the technically qualified bidders will be opened at a later date which will be communicated to all the technically qualified bidders.

The L1 will be decided based on lowest amount quoted for (I) & (II) combined together in BoQ. The vehicle mentioned at (III), (IV), (V) are as and when required basis and not so frequent, hence, the L1 party will have to match the prices quoted lowest by the parties participated in the tender. DCI reserves the right to have negotiations with the L1 party as per the guidelines. **No columns / rows to be left blank. In case any of the row / column not quoted, the financial bid shall be rejected and will not be considered.**

DCI reserves the right not to consider/ reject the bid of any party, if it is found at the time of evaluation that the quote contains any freak rates under any head/category (i.e. unreasonable/ abnormal rates - high/ low).

41. The payments will be made as per the actual usage and as per the final rates agreed with the successful bidder.
42. On post check of any bill, if any sum or penalty is found to be recoverable from the contractor the same shall be recovered from any sum due to the contractor against any bill of the contractor or from his security deposit and or from any other contract with corporation and/or by demand as debt due.
43. Parties having valid MSME certificate are exempted only from submission of tender fees / cost and EMD.



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### **SPECIAL CONDITIONS AND SPECIFICATIONS**

1. The rates quoted will be valid throughout the contract period of three years (1+1+1). The contract may be extended after one year on year to year basis on the same rates, terms and conditions subject to satisfactory performance. The contract is also curtailed / terminated by issuing three days notice from DCI.
2. The Tenderer shall not have any additional claim on account of extension or termination of the contract.
3. Rates quoted by the tenderer shall include “Motor Insurance Policy” and no claim on this account shall be entertained. The Tenderer shall produce a copy of valid comprehensive Insurance Policy and Premium receipts as stated above to the Project Manager, Dredging Corporation of India Ltd., Paradip whenever required.
4. Tenderer will ensure that no vehicles owned by private parties hired as taxis. The vehicles hired as taxis will be registered as a transport vehicle and possess necessary valid permit. The drivers should also hold the requisite valid licenses/permits etc. The drivers must carry their original valid driving license at all times.
5. The rates quoted /agreed shall be firm throughout the contract period including extension period and no enhancement in rates shall be entertained due to any reason.
6. The vehicle and Driver supplied to DCI shall possess valid Road Tax Token, Licence, Comprehensive Motor Insurance coverage, Pollution Control Certificate and other relevant statutory documents etc., as prescribed by the concerned Authorities from time to time and shall be kept in the vehicle at all times.
7. The quoted rates would be inclusive of all taxes, hiring charges, maintenance, repairs, driver’s salary and all other charges etc. Fuel / lube oil charges will be paid for Km wise as mentioned in this tender. Toll gate fees and parking fees shall be reimbursed on submission of original receipt with RA bills in original duly signed by the authorised user of the vehicle.
8. All statutory Taxes (Central / State) in respect of this contract will be deemed to be inclusive in the quoted rate and the same will be payable by the tenderer and DCI will not entertain any claim whatsoever in this respect. GST will be applicable as per the Government Rules.
9. The vehicle will be used including Saturdays, Sundays and Holidays as per the operational requirements and office use.
10. As per operational requirements, the regular office vehicle will be engaged on Saturdays, Sundays and Holidays as per the operational requirements.
11. The regular office vehicle while reporting for duty should have sufficient fuel to run 100 kms for 12 hrs in a day engaged. For any reason, if there is insufficient fuel and or vehicle stopped / withdrawn, then half the amount of the per day rates will be deducted from the RA bills.
12. The Tenderer should quote his rates to supply vehicle for all items as given in the schedule. The rates quoted are applicable for use of vehicle including Sundays and Holidays. The vehicle requirement time for next day if required will be intimated to the Driver before releasing the vehicle, or intimated to the Tenderer over phone by DCI authorized representative at Paradip.
13. All required running expenses including both major and minor repairs, servicing, maintenance, changing of engine/ lube oil, etc., shall be to borne by the Tenderer.



## Dredging Corporation of India Limited

14. Port entry / Gate pass as applicable to be borne by the tenderer only. Also the Tenderer shall abide by all rules and regulations while plying the taxies inside the restricted Harbour areas of Port Trust, etc. If the vehicle or the driver reported for duty and does not possess the valid pass for that day, then half the amount of the per day rates will be deducted from RA bills.
15. The Tenderer should preferably provide a cell phone / Mobile phone of good quality to his driver for good communication and access.
16. Tenderer should possess valid e-mail id, as DCI will communicate by e-mail or letter or both.
17. In case of breakdown of the vehicle(s)/ withdrawal of vehicle for major or minor repairs or maintenance or not engaging the vehicle any other reasons, the Tenderer shall arrange at his own cost a substitute vehicle of similar specifications in good working condition within one hour for un-interrupted services. If the Tenderer fails to supply the substitute vehicle, then a penalty of Rs.1000/- per day will be imposed for each day of failure to provide substitute vehicle of similar specifications. This penalty will be levied on the monthly RA bills. Additionally, a suitable vehicle is hired by the DCI at the risk and cost of the Tenderer, and recovered from his running account bills or any amount due to him from DCI Ltd.
18. The Tenderer shall provide experienced and well-behaved driver who should possess all the valid documents at all times.
19. Time is the essence of the contract. The tenderer will ensure that the vehicles are reported as per requirement within the stipulated time. In case of breakdown of the vehicle hired, another vehicle in good working condition has to be provided immediately by the taxi supplier at no extra cost.
20. The wages, overtime, bonus, tips etc., for the drivers shall be paid by the Tenderer and the rates quoted are deemed to have included the same.
21. The Road Tax and other taxes for the vehicle shall be paid by the Tenderer and ensure that valid documents are always available with driver / vehicle. The Tenderer shall also ensure that all requisite documents like licenses/permits/certificates are re-validated before due date.
22. Tenderer will take full responsibility for the safety of his vehicles/drivers/workmen during hire. The Corporation will not be liable for or in respect of any damage or compensation payable in law, in respect or consequence to any accident or injury to any workmen or other persons in employment of the contractor or damage/damages to the vehicles etc., and the tenderer will indemnify and keep DCI indemnified against all such damages and compensations and against all claims, damages, proceedings cost, charges and expenses, whatsoever in respect thereof or relating thereto.
23. If the performance of the vehicle / driver is not satisfactory or if the tenderer breaches any terms and conditions of contract or services is not satisfactory, then the Tenderer will be notified in writing by e-mail / letter. And in case the Tenderer fails to improve the performance of the vehicle / driver or to supply suitable substitute vehicle in good working conditions or improve the services to the satisfaction of the Project in charge within three days notified in the same notice, the DCI reserves the right to cancel the contract immediately after expiry of notice period and the Security Deposit & Performance Security will be forfeited.
24. In the event of early completion, suspension of dredging/ Project works/ or closure of Office or any other reasons, the hiring of taxies shall be suspended/ terminated by giving 3 (three) days



## Dredging Corporation of India Limited

notice to the Tenderer. Similarly, as per the operational requirements or Office Use, the service of the taxies to be re-commenced within 03(three) days on receipt of our notice.

25. **Terms of Payment:** The Tenderer should submit Running Account Bills on or before 10<sup>th</sup> of every month addressed to the Project in charge, Paradip in duplicate along with logbook in original duly signed by DCI officials / representatives. The bills shall be evaluated as per the criteria and will be settled basing on the logbook entries within 45 working days from submission of bills complete in all respects after deducting the Security Deposit, Income Tax & other deductions such as penalties as applicable.
26. The regular office vehicle will run within various locations in and around Port township & inside the Harbour Area, Port Premises, out stations to Cuttack & Bhubaneswar as per the discretion of DCI. The vehicle will run **through kutcha / pucca roads, coal / iron ore areas inside the port harbor areas, dredging / disposal areas as per the operational requirements.** The Tenderer should keep this in mind and see the site (s) before quoting the rates. Any damage caused to the vehicle(s) due to running on such roads / area should be to the Tenderer's account and no claim on this account will be entertained by DCI at any stage.
27. The vehicle(s) offered to DCI should not be withdrawn from services without prior permission and the driver should not be changed frequently. If the vehicle withdrawn without 03 days prior notice, then an amount of Rs.1,000/- per day penalty will be levied and deducted from RA bills.
28. The Project in charge or his representatives shall have the option to utilise the vehicle(s) beyond the city limit of Paradip, as per operational requirement.
29. At all times, the drivers should be given by the contractor sufficient money to pay parking fees, toll charges etc and the same should not be asked from officers / staff of the company/ representative or any other official travelling in the vehicle at any point.
30. When reporting at Airport/ Railway Station/ any other public place to receive any guest, the driver should carry a placard containing the name of the Company and the name of the Guest. The Blank placards will be provided by the Company.
31. When the taxies are engaged for out-station trips, the drivers concerned should be provided with sufficient amount to meet expenses relating to cost of fuel, Repairs, Drivers Coffee/Tiffin, Meals expenses and other contingencies.
32. The tenderer should be able to cater / provide immediately any number of taxies, as required by the Corporation on any day within 2 hours on intimation. If the tenderer fails to do so, alternative arrangements will be made and full amount of expenses incurred thereof will be deducted from the successful tenderer, while settling his RA bills.
33. **The regular office vehicle (SL NO. I at BoQ) will be engaged for 26-27 days in a month. Other vehicles mentioned at Sl No II, III, IV & V of BoQ is only on as and when required basis. DCI has the right not to engage any vehicle whenever there is no requirement.** No charges shall be payable for any period when the vehicle is not on hire or without proper log book entry showing reporting/releasing time and opening/closing mileage certified by Project Manager or his authorized representatives or our officials.
34. Driver's wages, OT, bonus etc., are to be borne by the Tenderer, and necessary P.F contributions have to be remitted by the Tenderer to P.F. Authority every month. Details with documents / registers /supporting documents to be provided as when asked for verification by



## Dredging Corporation of India Limited

- DCI / labour authorities / other authorities. In case of failure to do so, appropriate action as deemed fit will be taken against the Tenderer and DCI shall recover an equal amount with penalty and or interest or both from the RA bills / security deposit.
35. Clarifications to the tender conditions if any, may be obtained in writing from this office. No additional conditions / counter conditions are acceptable and the same are liable to be rejected.
  36. The vehicle driver(s) shall maintain Trip sheets/ Logbook and get it signed by the users and/ or DCI officials / representatives for each trip on the same day. Logbook should be produced to the office, whenever required. If the logbook is incomplete / not signed, payment for KMs run shall not be made for that trip/ Day.
  37. The mileage will be accounted for, from garage to garage. If the garage is located at more than 5 Kms, the distance will be restricted to a maximum of 5 Kms each side.
  38. The “REPORTING TIME” and ‘RELEASING TIME” will be considered as the actual time of Reporting to duty and releasing from duty as signed by the user in the logsheets / duty slips.
  39. The Tenderer shall also supply additional vehicle of similar model as specified for sl no. 1 (regular office vehicle), on the same rates, terms and conditions as and when required by DCI Ltd.
  40. The contractor shall be responsible for Fidelity Insurance, Workmen’s Compensation and compensation under other relevant statutes in respect of the personnel deployed, or other personnel utilised, for causing injuries/ death etc. to anyone.
  41. Wages shall be paid directly by Tenderer to the workmen / drivers, without the intervention of any Jamadar or Thakedar and that the Tenderer shall ensure that no amount by way of commission or otherwise deducted or recovered by the Jamadar from the wages of the workmen. The Tenderer shall strictly comply with the various legal provisions of labour laws and other statutes like:
    - (i) Contract Labour (Regulation & Abolition) Act, 1970.
    - (ii) Inter-state Migrant Workmen (Regulation of employment and conditions of service) Act, 1947.
    - (iii) Industrial Dispute Act, 1947.
    - (iv) Payment of Gratuity Act, 1972.
    - (v) Equal Remuneration Act, 1976.
    - (vi) Employees P.F. & Misc. Provisions Act, 1952.
    - (vii) Minimum Wages Act, 1948 & Payment of Wages Act, 1936.
    - (viii) ESI Act, 1948
    - (ix) Code on Wages, 2019
    - (x) Or other acts / laws / labour codes applicable / amended from time to time.

The Tenderer shall also strictly comply with all the applicable legal provisions of labour codes and any other acts / laws / rules amended time to time. The contractor shall maintain various registers / documents as required under the statutes and various Labour Laws / Labor Codes (Rules) and produce to the officer of the DCI, as and when required for verification. No child labour should be engaged.
  42. The contractor shall maintain the vehicle in neat and clean on daily basis, proper seat cover, towels, freshener should be available in the vehicle all the time. Seat to be covered with Towels



## Dredging Corporation of India Limited

- and should be changed on regular basis. Failure to which, Rs.200/- per day will be deducted from the RA bill of the month.
43. The tenderer participating in this tender, should have one vehicle not more than 06 years old registered in his / her own name at the time of submission of bid.
  44. The drivers should be provided with uniforms to comply with the regulations of the Road Transport Authorities. In case of failure to comply with the rules by the drivers, it will be the sole responsibility of the drivers/taxi supplier for payment of any fines, etc., and the Corporation will in no way be responsible for any consequences etc. DCI reserves the right to reject any vehicle if the driver reports without wearing the said uniform or deduct penalty from the bills at its sole discretion. The driver should be neatly dressed and well behaved at all times during duty hours.
  45. The mobile number of the Driver, Driver name, Vehicle Number should be sent by SMS to the person who is booking the vehicle and also to the guest.
  46. The vehicle provider shall supply fuel, lubricants and all other consumables for day to day maintenance of the vehicle at their own cost, DCI shall pay the hire charges and reimburse the cost of the fuel and lubricant as mentioned below for regular office vehicle
    - (a) One Ltr Fuel (Petrol / diesel) for 10 KM of run
    - (b) Cost of the lube oil shall be reimbursed at a flat rate of Rs. 200/- per Ltr for every 200 KM run in a month
    - (c) An additional amount of Rs.1,000/- per month will be paid for visiting frequently inside the harbor areas.
    - (d) Night halt charges @ Rs.300 /- shall be paid in case of night halt during outstation tours
  47. Either diesel or petrol model vehicles can be engaged on hire or the reimbursement of cost of fuel shall be done as per the model engaged (Diesel / Petrol).
  48. The regular vehicle shall be engaged not later than 06 years old at any point of time. Vehicle up to 01 years old will be paid as per the rates quoted by the party and when the vehicle is more than 01 year old, the rates quoted will be reduced by 1% of the rate for every year. The vehicle will be disengaged from our services once it becomes 6 years old.
  49. The age of the vehicle will be counted from the date of registration of the vehicle.
  50. It shall be the responsibility of the vehicle provider to arrange food and accommodation for the driver and pay minimum wages to the drivers at their own cost. Also, the driver engaged must be free from security angle and his presence in the prohibited area shall not be any threat to national security.
  51. The parties have to quote competitive prices and to fill all the column from I to V. The price for cost of the diesel / petrol, lube oil charges, night halt charges will be paid straightly to the party as per the running KMs of the vehicle. The L1 will be decided based on lowest amount quoted for (I) & (II) combined together in BoQ. The vehicle mentioned at (III), (IV), (V) are as and when required basis and not so frequent, hence, the L1 party will have to match the prices quoted lowest by the parties participated in the tender.
  52. In case of corrigendum/addendum regarding the subject tender work, same will be published in GeM portal and [www.dredge-india.com](http://www.dredge-india.com) . Tenderers are requested to go through the above websites regularly.

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**Dredging Corporation of India Limited**

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**PARTICULARS OF VEHICLE PROPOSED TO BE SUPPLIED**

1. NAME OF THE TENDERER : \_\_\_\_\_
2. CONTACT PERSON & FULL ADDRESS WITH E-MAIL ID : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. TELEPHONE / CELL NOS. : OFFICE : \_\_\_\_\_  
 RESIDENCE : \_\_\_\_\_
4. TYPE OF AC TAXIES : \_\_\_\_\_
5. YEAR OF MANUFACTURE : \_\_\_\_\_
6. REGISTRATION NO. : \_\_\_\_\_
7. SEATING CAPACITY : \_\_\_\_\_
8. NAME & ADDRESS OF OWNER : \_\_\_\_\_
9. COMPREHENSIVE INSURANCE: \_\_\_\_\_  
 PARTICULARS & VALIDITY
10. CONDITION OF UPHOLSTERY : \_\_\_\_\_
11. POLLUTION CONTROL CERTIFICATE:-----
12. ANY OTHER PARTICULARS THE TENDERER WISH TO FURNISH REGARDING THE VEHICLE : \_\_\_\_\_

**NOTE:**

- (A) The copies of Registration certificate, comprehensive insurance policy, PF particulars, GST Regn. No., copy of PAN Card, etc should be submitted without fail.
- (B) Tenders received from parties, without fulfillment of above, will be rejected.



**Dredging Corporation of India Limited**

**Annexure-I**

**PROFORMA**

Date: \_\_\_\_\_

To  
The Project Manager,  
M/s Dredging Corporation of India Ltd.,  
Room No.5&6, 1<sup>st</sup> Floor,  
Trade Centre, Hanuman mandir Area,  
Paradip -754142  
Odisha

Sir,

Sub: Tender for Supply, manning and running of AC Taxies on hire for Dredging Corporation of India Ltd. at Paradip – Reg.

**A.** With reference to your Tender No. **DCI/RO/PDP/TAXI/2025 dated 14.07.2025** and as per Cl. No.16 of General Conditions of Contract, we hereby certify that, we are not related to any Officer of Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of Ports, Shipping & Waterways of Government of India and also certify that we do **not have any relatives** employed in the Dredging Corporation of India Ltd.

**‘or’**

**B.** We hereby certified that my relative(s) working as Officer in Dredging Corporation of India Ltd., or any Officer **of the rank of the Asst. Secretary** or above in the Ministry of Ports, Shipping & Waterways, Government of India are given below:

1.....

2.....

3.....

4.....

Thanking you,

Yours faithfully,

*\*Strike out ‘A’ or ‘B’, whichever is not applicable.*



**Dredging Corporation of India Limited**

**Annexure-II**

**PROFORMA**

Date: \_\_\_\_\_

To  
The Project Manager,  
M/s Dredging Corporation of India Ltd.,  
Room No.5&6, 1<sup>st</sup> Floor,  
Trade Centre, Hanuman mandir Area,  
Paradip -754142  
Odisha

Sir,

Sub: Tender for Supply, manning and running of AC Taxies on hire for Dredging Corporation of India Ltd. at Paradip- Reg.

With reference to your Tender No. **DCI/RO/PDP/TAXI/2025** dated **14.07.2025** and as per Cl. No.19 of General Conditions of Contract, we hereby undertake that, we have **not made any payment or illegal gratification** to any person/ authority connected with the bid process so as to influence the bid process and we have not committed any offence under the Prevention of Corruption Act in connection with the bid.

Thanking you,

Yours faithfully,



**Dredging Corporation of India Limited**

**Annexure-III**

**PROFORMA**

Date: \_\_\_\_\_

To  
The Project Manager,  
M/s Dredging Corporation of India Ltd.,  
Room No.5&6, 1<sup>st</sup> Floor,  
Trade Centre, Hanuman mandir Area,  
Paradip -754142  
Odisha

Sir,

Sub: Tender for Supply, manning and running of AC Taxies on hire for Dredging Corporation of India Ltd. at Paradip- Reg.

A. With reference to your Tender No. **DCI/RO/PDP/TAXI/2025** dated **14.07.2025** and as per Cl. No.20 of General Conditions of Contract, we hereby certify that, we do **not have any current litigation with any party/** firms.

‘or’

B. We hereby certify that presently we are having litigation with the following party/ firms:

- 1.....
- 2.....
- 3.....
- 4.....

Thanking you,

Yours faithfully,

\*Strike out ‘A’ or ‘B’, whichever is not applicable.



**Dredging Corporation of India Limited**

**Annexure-IV**

**BANK ACCOUNT DETAILS**

Date: \_\_\_\_\_

To  
The Project Manager,  
M/s Dredging Corporation of India Ltd.,  
Room No.5&6, 1<sup>st</sup> Floor,  
Trade Centre, Hanuman mandir Area,  
Paradip -754142  
Odisha

Sir,

Sub: Tender for Supply, manning and running of AC Taxies on hire for Dredging Corporation of India Ltd. at Paradip- Reg.

With reference to your Tender No. **DCI/RO/PDP/TAXI/2025** dated **14.07.2025** and as per Cl. No.21 of General Conditions of Contract, we hereby furnish our Bank Account details for payment through E-transfer as follows:

1. Name of the firm : .....
2. Name of bank : .....
3. Name of branch : .....
4. Account No. : .....
5. IFSC No. of the Bank : .....

Thanking you,

Yours faithfully,



**Dredging Corporation of India Limited**

**Annexure-V**

**BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**

Bank Guarantee No.

Date

To  
The Project Manager,  
M/s Dredging Corporation of India Ltd.,  
Room No.5&6, 1<sup>st</sup> Floor,  
Trade Centre, Hanuman mandir Area,  
Paradip -754142  
Odisha

WHERE AS (hereinafter) called “the Tenderer” has submitted its tender dated .....for the execution of (name of work) ..... (hereinafter called “the Tender”) in favour of DREDGING CORPORATION OF INDIA LIMITED, Dredge House, Seethammadhara, Visakhapatnam – 530022 hereinafter called the “CORPORATION”.

KNOW ALL MEN by these presents that we, (Bankers full address)

(Hereinafter called “the Bank” is bound unto the Corporation for the sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) for which payment will and truly to be made to the said Corporation, the Bank binds itself, its successors and assigns by these presents:

THE CONDITIONS of this obligation are:

1. If the Tenderer withdraws his Tender
  - (a) during the period of Tender validity specified in the Tender,
  - or
  - (b) having been notified of the acceptance of his Tender by the Corporation during the period of Tender Validity.
2. fails or refuses to execute the Agreement, if required or
3. fails to commence the work as per the Letter of Intent or Work Order
- 4.

We undertake to pay to the Corporation up-to the above amount upon receipt of his first written demand, without the Corporation having to substantiate its demand, provided that in its demand



**Dredging Corporation of India Limited**

the \_\_\_\_\_ Corporation will note that the amount claimed by it is due to it owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

Notwithstanding anything herein contained, our liability under this guarantee is limited to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) and will remain in force up to 120 days from the date of opening of Second Cover / Finance Bid, and any demand in respect thereof must reach the Bank not later than the date of expiry of this guarantee failing which all the rights of the Corporation under the guarantee shall be forfeited and the Bank shall be deemed to be relieved or discharged from all liabilities hereunder.

Dated.....day of .....2025

For

.....

(Indicate Name of the Bank)



**Dredging Corporation of India Limited**

**Annexure-VI**

**FORM OF CONTRACT AGREEMENT**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN the ....., a body corporate under ..... having its registered office at ..... (Hereinafter called “the Employer”, “which expression shall unless excluded by or repugnant to the context, be deemed to include their successors in office) of the One Part AND

\_\_\_\_\_ (name and address of the CONTRACTOR if any individual and of all partners if a Partnership with all their addresses) (Hereinafter called the “CONTRACTOR” which expression shall unless excluded by or repugnant to the context, be deemed to include his/their heirs, executors, administrators, representatives and assigns or successors in office) of the Other Part.

WHERE AS the “Employer” is desirous of \_\_\_\_\_

\_\_\_\_\_ and the Contractor has offered to \_\_\_\_\_

AND WHEREAS the CONTRACTOR has deposited a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as Performance Security in the form of \_\_\_\_\_ for the due fulfillment of all the Conditions of the Contract:

NOW THIS AGREEMENT WITNESSETH as follows:

1. That in this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. That the following documents shall be deemed to form and be read and construed as part of this agreement viz:

- The Contract Agreement
- The Letter of Acceptance/Work order
- The Tender submitted by the Contractor
- Instructions to Tenderer
- Terms and Conditions of Contract
- Specification for the Works
- Price Bid



**Dredging Corporation of India Limited**

- Correspondence exchanged before the issue of letter of acceptance by which the Conditions of Contract are amended, varied or modified in any way by mutual consent (to be enumerated).

That the Contractor hereby covenants with the Employer to complete the Contract in conformity, with the provisions of the Contract in all respects.

That the Employer hereby covenants to pay the Contractor in consideration of such completion of the Contract, the "Contract Price" of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereunto have set their hands and seals the day and year first above written.

Signed and sealed by:

CONTRACTOR

Signature :	Signature :
Name :	Name :
Designation :	Designation :
Seal :	Seal :

In the presence of

Witness

a) Signature:	b) Signature:
Name & Address:	Name & Address:



**Dredging Corporation of India Limited**

**Annexure-VII**

**FORM OF BANK GUARANTEE BOND**  
**(IN LIEU OF PERFORMANCE SECURITY DEPOSIT)**

Bank Guarantee No.

Date

To  
Dredging Corporation of India Limited  
.....  
.....

In consideration of Dredging Corporation of India Limited, a Company incorporated under the Companies Act, 1956 and having its Registered Office at Core No.-2, First Floor, SCOPE MINAR, Plot No. 2A & 2B, Laxmi Nagar District Center, DELHI - 110 091, India (herein after called the "DCI") having agreed to exempt M/s..... having its Registered Office at .....(herein after called the said "Contractor" from the demand under the terms and conditions of an Agreement / Contract / Work Order dated .....made between DCI and Contractor for .....(herein after called the said "Agreement"), of Performance Security for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for .....only), we .....(indicate the name of the Bank) (hereinafter referred to as "the Bank" at the request of M/s..... (Contractor) do hereby undertake to pay to the DCI an amount not exceeding .....against any loss or damage caused to or suffered or would be caused to or suffered by the DCI by reason of any breach of the said Contractor of any of the terms and conditions contained in the said Agreement.

2. We, .....  
(indicate the name of Bank)

do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the DCI and without reference to the Contractor and such demand stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DCI by reason of breach by the said Contractor of any of the terms



**Dredging Corporation of India Limited**

or conditions contained in the said Agreement or by reason of the Contractor's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding .....(say) .....only).

We undertake to pay to the DCI any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

4. We ..... further  
(indicate name of the Bank)

agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the DCI under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till DCI certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharge this guarantee. Unless a demand or claim in writing under this guarantee has been received by us on or before ....., we shall be discharged from all liability under this guarantee thereafter.

5. We, .....(indicate name of the Bank)

further agree that the DCI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the DCI against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or omission on the part of the DCI or any indulgence by the DCI to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.



**Dredging Corporation of India Limited**

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6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

7. We, ..... (indicate name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the DCI in writing.

This guarantee will remain in force until ..... All claims under this guarantee must be made in writing and dispatched to us by Registered Post, Hand Delivery or by Courier against acknowledgment. Notwithstanding what is stated above, our liability under this guarantee will be limited to .....(..... Only).

Dated the .....day of .....2025



**Dredging Corporation of India Limited**

**Annexure-VIII**

**TECHNICAL BID**  
**(TO BE SUBMITTED)**

01	(a) Name & Full address of the firm with telephone / Fax Nos.			
	(b) Name of the contact person			
02	Firm's Registration Certificate issued by Concerned Authority			
03	GST registration certificate of the Firm issued by concerned authority (Documentary proof shall be attached)			
04	Permanent Account Number (PAN) issued by Income Tax Dept., Govt. of India (Documentary proof shall be attached)			
05	(a) Existing latest model Taxi (Maruti Swift Dzire / Honda Amaze / Hyundai Xcent / Tata Zest / Toyota Etios / Toyota Innova Crysta / Mahindra Marazzo / Tata Safari / Maruti Ertiga / Mahindra Xylo / Mahindra Scorpio)	Type of Vehicle	Year of make/ model	No. of vehicles
	(b) No. of latest model taxies registered in the name of tenderer (Documentary proof shall be attached)	Type of Vehicle	Year of make/ model	No. of vehicles
06	Tenderer should fulfill and meet the PQ criteria as mentioned in this tender.			
Nature of work	Period of work <u>From</u> <u>To</u>	Organization if any	Value of each work done Rs.	Remarks (attach supporting documents)



## Dredging Corporation of India Limited

07	<p>Average Annual Financial Turn Over for the last 3 years:</p> <p>(a) 2021-22:</p> <p>(b) 2022-23:</p> <p>(c) 2023-24:</p> <p>(Submit copies of Audited balance sheet and Profit &amp; Loss Account )</p>			<p>Rs.</p> <p>Rs.</p> <p>Rs.</p>
08	<p>Details of Man Power possessed by the Tenderer (viz. Experienced drivers, etc.),</p>			
09	<p>E.M.D. particulars (NEFT/RTGS or BG towards EMD shall be uploaded</p>			



**Dredging Corporation of India Limited**

10	Whether all the relevant proforma i.e. (Annexure – I to Annexure- IX) to be uploaded duly signed and stamped in letter head, as required	
11	Whether all pages of Tender documents signed and stamped by the tenderer submitted	
12	Copies of registration certificates, valid comprehensive insurance policy of AC taxi and the third party , work order and work completion certificate to be uploaded as a proof of similar works & other documents as mentioned at Sl No.39 (a) of GCC	

Place :

Date :

Signature of the Tenderer with Seal



**Dredging Corporation of India Limited**

**DREDGING CORPORATION OF INDIA LIMITED**

**Project Office, Paradip**

**PRICE BID**

(BoQ- BILL of QUANTITIES)

**(TO BE SUBMITTED in a separate closed cover AS PER THE PROFORMA)**

**RATES QUOTED INCLUSIVE OF ALL HIRE CHARGES, HENCE TENDERERS ARE ADVISED TO**

**QUOTE ALL COLUMNS**

**NAME OF WORK: SUPPLY, MANNING AND RUNNING OF AC TAXIES ON HIRE FOR DREDGING CORPORATION OF INDIA LTD AT PARADIP.**

I. REGULAR VEHICLE : AC Taxies – (Maruti Swift Dzire / Honda Amaze / Hyundai Xcent / Hundai Aura / Toyota Etios) AC taxies					
Sl. No.	Description of work	Unit	Estimated qty for 1 year	Rates	
				Hiring charges per month in Rs.	Amount in Rs. for 365 days for 1 vehicle
				A	B
a)	Fixed monthly hiring charges with running of 12 hrs per day	Per month	12 months	_____/- Rate per month	_____/-

II. OUTSTATION TRIPS: AC Taxies for outstation duty viz. Bhubaneswar, Cuttack, Kolkata, Haldia, Visakhapatnam etc., (Maruti Swift Dzire / Honda Amaze / Hyundai Xcent / Hundai Aura / Toyota Etios)					
Sl. No.	Description of work	Unit	Estimated qty. for 365 days	Rates	
				Rate per KM in Rs.	Amount in Rs. for 365 days
				A	B
a)	Rate per Km for outstation trips	Per Km	40,000 Km	_____/- Rate per Km	_____/-

Total estimated cost for all types of vehicles for 365 days. (I+II)	Rs. _____/-
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### Dredging Corporation of India Limited

III. LOCAL / OUTSTATION TRIPS: (Toyota Innova Crysta )					
Sl. No.	Description of work	Unit	Estimated qty. for 365 days	Amount in Rs. for 365 days	
				Rate in Rs.	Amount in Rs. for 365 days
				A	B
a)	Local trip of 12 hrs per day with an average run of 120 Kms all inclusive.	Per day of 12 hours	30 Nos.	_____-/- Rate per day	_____-/-
b)	Rate per km for going outstations viz., Bhubaneswar, Cuttack, Kolkata, Haldia, Visakhapatnam or any other palces etc.	Per Km	5000 Km	_____-/- Rate per Km	_____-/-

IV. LOCAL / OUTSTATION TRIPS: (Maruti Ertiga )					
Sl. No.	Description of work	Unit	Estimated qty. for 365 days	Amount in Rs. for 365 days	
				Rate in Rs.	Amount in Rs. for 365 days
				A	B
a)	Local trip of 12 hrs per day with an average run of 120 Kms all inclusive.	Per day of 12 hours	20 Nos.	_____-/- Rate per day	_____-/-
b)	Rate per km for going outstations viz., Bhubaneswar, Cuttack, Kolkata, Haldia, Visakhapatnam, any other places etc.	Per Km	5000 Km	_____-/- Rate per Km	_____-/-

V. LOCAL TRIPS FOR OFFICE USE: (Mahindra Bolero / Mahindra Scorpio)					
Sl. No.	Description of work	Unit	Estimated qty. for 365 days	Amount in Rs. for 365 days	
				Rate in Rs.	Amount in Rs. for 365 days
				A	B
a)	Fixed monthly hiring charges with running of 12 hrs per day	month	06 months	_____-/- Rate per month	_____-/-
b)	Fixed monthly hiring charges with running of 24 hrs per day	Month	04 months	_____-/- Rate per month	_____-/-

Note: Charges excluding GST and Toll Fees .

**# The figures are for estimation only and does not, in any way, indicate any guaranteed minimum usage by DCIL.**



**Dredging Corporation of India Limited**

**Please See Clause 51 of SCC for the Evaluation Criteria.**

**Rates are to be mentioned in figures and words both and Quoted rates shall be inclusive of all charges.**

**NOTE:**

- a) **To arrive at L1, rates quoted (I+II) above of BOQ will be considered for evaluation.**
- b) **However, all rows / columns (SL No. I,II,III,IV,V in BoQ / Price Bid) are to be quoted properly. No columns to be left blank. In case any of the row /column not quoted, the tender shall be rejected.**
- c) The parties have to quote competitive prices and to fill all the column from I to V. The price for cost of the diesel / petrol, lube oil charges, night halt charges will be paid straightly to the party. The L1 will be decided based on lowest amount quoted for (I) & (II) combined together in BoQ. The vehicle mentioned at (III), (IV), (V) are as and when required basis and not so frequent, hence, the L1 party will have to match the prices quoted lowest by the parties participated in the tender.
- d) Number of vehicles required, may be varying, basing on the actual requirement and vehicles will be engaged only when required by DCI.
- e) The quantities (Kms & hours) indicated above are only an estimate and may vary during execution of work and charges shall be paid on actual usage only.
- f) The regular office vehicle will run within various locations in and around Port township & Harbour Area, Port Premises, out stations to Cuttack / Bhubanesar as per the discretion of DCI.
- g) The vehicle provider shall supply fuel, lubricants and all other consumables for day to day maintenance of the vehicle at their own cost, DCI shall pay the hire charges and reimburse the cost of the fuel and lubricant as mentioned below for regular office vehicle at sl no. I
  - i. One Ltr Fuel (Petrol / diesel) for 10 KM of run
  - ii. Cost of the lube oil shall be reimbursed at a flat rate of Rs. 200/- per Ltr for every 200 KM run in a month
  - iii. An additional amount of Rs.1,000/- per month will be paid for visiting frequently inside the harbor areas.
  - iv. Night halt charges @ Rs.300 /- shall be paid in case of night halt during outstation tours

Place :

Date :

SIGNATURE OF THE TENDERER WITH SEAL



**Dredging Corporation of India Limited**

**Annexure-IX**

<b>FORM FOR VENDOR CODE CREATION/CHANGES IN ERP</b>			
<b>1.0 VENDOR DETAILS:</b>			
<b>Name of the Vendor</b>		<b>* Vendor Code</b>	
<b>Address (including PIN code)</b>			
<b>Mobile Number</b>		<b>Email ID</b>	-
<b>2.0 Taxation and Other Registration Details : (Supporting copies needs to be attached)</b>			
<b>PAN No.</b>		<b>GSTIN</b>	
<b>Type of Vendor</b>	Registered / Unregistered / Composite Dealer (Tick whichever is applicable)		
<b>Note: In case vendor does not provide PAN, TDS @ 20% will be deducted</b>			
<b>3.0 Bank Details : (Copy of cancelled cheque needs to be attached)</b>			
<b>Bank Name, Branch &amp; City</b>			
<b>Bank Account Number</b>		<b>IFSC Code</b>	
<b>4.0 PURPOSE FOR WHICH VENDOR CODE IS REQUIRED TO BE CREATED/MODIFIED IN ERP</b>			
<b>Recommended by (Person requesting for creating/ modification of the Vendor Code)</b>	<b>Approved by (Concerned Section HOD)</b>	<b>Remarks if any</b>	
<b>Name :</b>			
<b>Signature :</b>			
<b>Date</b>			
<b>Created by (in ERP) (AM-F)</b>	<b>Approved by (JGM - IT)</b>	<b>Approved by (in ERP) (JGM - F)</b>	
<b>Name :</b>			
<b>Signature :</b>			
<b>Date</b>			