

 भारत 2023 INDIA वसुधैव कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE	 कोल इंडिया Coal India  75 Azadi Ka Amrit Mahotsav	सेंट्रल कोल्फील्ड्स लिमिटेड( कोल इंडिया की अनुषांगी, एक मिनी रल कम्पनी)( <b>CENTRAL COALFIELDS LIMITED</b> (A Miniratna Subsidiary Company of Coal India Ltd.)
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सं.: सीसीएल/एस डी एंड सीएसआर/ आर एफपी/ 250  
 No. CCL/SD&CSR/RFP/250

दिनांक: 30/6/2023  
 Date: 30/6/2023

### Request for Proposal

Central Coalfields Limited is a miniratna subsidiary company of Coal India Limited having coal mining operations spread in 8 Districts of Jharkhand. The Company undertakes a number of CSR activities in villages around coal mines and other parts of Jharkhand.

Under an initiative to provide job oriented training, CCL has to arrange LMV Driving Training to PAPs and other villagers primarily around its green field Kotre-Basantpur Area in **Block- Gomia District- Ramgarh**. Targeting training of 73 such candidates, company has to fix an operational, Govt. licensed Driving Training Centre (DTC).

Proposals are invited for the following service:

Description of work	Location	Earnest Money (Rs)	Period of Completion (in Days)
Providing LMV Driving training and Driving License to 73 candidates of Kotre Basantpur Area under CSR of CCL.	Village: Pachmo, Circle: Gomia, District Bokaro.	NIL	3 months

#### Time Schedule

S. No.	Particulars	Date	Time
1	Issue of RFP and publication on company website by	05.07.2023	
2	Start Date of submission of proposal	08.07.2023	
3	End Date of submission of proposal (Last date of receipt of password protected Technical and Financial Bid at CCL through e – mail)	18.07.2023	11:00 AM
4	Date and time for submission of password by proposer with CCL through e mail	18.07.2023	11:30 PM - 2.30 PM
5	Date and time of opening proposals by CCL	18.07.2023	3:30 PM

*e-mail of CSR Dept in reference to this RFP is [gmsdnscr.ccl@coalindia.in](mailto:gmsdnscr.ccl@coalindia.in)*

Proposal/Offer may be submitted as per instructions to bidders considering the scope of work, deliverables and other aspects mentioned in this request in subsequent sections.

#### 1) Salient Dates for submission of offer:

- i) Last date of receipt of password protected Proposal at CCL through e-mail- [gmsdnscr.ccl@coalindia.in](mailto:gmsdnscr.ccl@coalindia.in): 18.07.2023, 11.00 AM.
- ii) Date of submitting password of submitted Proposal by the applicants with CCL through email: 18.07.2023, 12.30 PM.

#### 2) SCOPE OF SERVICE: The selected entity shall have to provide the following towards execution of the service for which proposals are invited:

- i) Sharing information with concerned CCL officials about the Eligibility criteria of candidate (Age, qualification, pre-license if any) and documents to be obtained from applicants.
- ii) Finalization of list of candidates to be provided training in coordination with nodal officer of CCL. Candidates' list shall be compiled by CCL officials and selected entity shall extend all support in finalizing it in reference to the eligibility criteria as per Govt norms.
- iii) LMV Driving training of 73 candidates at Vill: Pachmo, Block: Gomia, Dist.: Bokaro as per approved norms. Training shall be provided at suitable mutually decided venue considering proximity of the beneficiaries. Training can be provided at one or more locations, in batches, as required for successful completion of training. Due regard shall be given to convenience of the beneficiaries at all steps of implementation.
- iv) Arranging driving license to candidates from respective licensing authorities including cost of transportation, test driving and other facilitating jobs.

**3) DELIVERABLES:**

- i) Provision of LMV driving training of 73 candidates at Vill: Pachmo, Block: Gomia, Dist.: Bokaro
- ii) Issue of certificate of Driving Training in applicable standard format, as applicable.
- iii) Driving License issued to candidates by Licensing Authority.

**4) Documents to be submitted with Proposal:**

- i. Letter submitting proposal (Format as per Annexure I)
- ii. License issued to proposer/bidder by Govt. of Jharkhand in appropriate format under Motor Vehicles Act 1988/Central Motor Vehicles Rule 1989
- iii. PAN
- iv. GST
- v. Budgetary offer (As per Annexure II):
  - Cost per head on account of training.
  - Cost of arranging Driving License from Licensing Authority.
  - Cost of Facilitation for getting License
  - GST
  - TOTAL cost per head.

*[Rates submitted only for part of the service shall not be entertained]*
- vi. Other details to be submitted by applicant:
  - Duration of the training.
  - Approach/ Methodology of training.
  - Eligibility criteria of candidate (Age, qualification etc.)

**5) Instructions to the applicants**

- I. The proposal complete in all respect including required credentials and budgetary offer should be submitted through password protected e-mail to [gmsdnscr.ccl@coalindia.in](mailto:gmsdnscr.ccl@coalindia.in)
- II. Incomplete applications in any respect shall be summarily rejected.
- III. The applicants are required to submit copy of requested credentials duly signed by authorized signatory. The credentials are for record of CCL. Company shall make decision for selection of service provider based on lowest budgetary offer (including impact of GST) provided that the DTC has valid license as per form 11 and has started operations and has all readiness to provide service as per scope. CCL has right to disqualify proposer if the available infrastructure/facility is found non- functional or inadequate for providing training.
- IV. In submitting offer, each applicant acknowledges that they have read and understood all related requirements and ground conditions.
- V. The budgetary offer submitted shall be valid for 4 months.



- VI. The application(s) submitted in response to this request shall become property of CCL.
- VII. CCL shall neither be responsible nor pay any expenses or losses which may be incurred by the applicants in the preparation and submission of their application.
- VIII. CCL reserves the right to accept or reject any or all application(s) at any point of time without assigning any reason whatsoever.

**6) Schedule of Payment**

The schedule of payment will be as under:

- (i) First installment (after providing 15 days of training): 50 % of Offered Cost of Sub Head A (Training Fees) of Financial Proposal.
- (ii) Second installment (after providing 30 days of training): Remaining 50 % of Offered Cost of Sub Head A (Training Fees) of Financial Proposal.
- (iii) Third Instalment: Offered Cost of Driving License Fees as per Sub Head B (Driving License Fees) of Financial Proposal On proof of submission of license fee to authority
- (iv) Fourth and final installment (on furnishing of Driving License to CSR Department): Offered Cost of Sub Head C (Cost of facilitating for getting License) of Financial Proposal.

*[\*cost shall mean total agreed cost per beneficiary enrolled for training by DTC/Driving School for the actual number of beneficiaries covered]*

- Payment shall be admissible in respect of no. of persons enrolled and imparted training by selected DTC including certification and issue of Driving license.
- Complete payment shall be made only when 100% of the candidates undergoing training are issued valid LMV driving license.

All the payments shall be passed by the SD&CSR department of CCL and paid by HQ Finance of CCL.

- 7) **Inquiries/Contact Person(s):** For any specific query pertaining to this request, intending applicant may write to [gmsdncsr.ccl@coalindia.in](mailto:gmsdncsr.ccl@coalindia.in). referring this letter.

**For further queries, the following persons may be contacted:**

S S Lal, GM(Civil)/CSR – 8987786207

Uphar Kaushal, Dy. Manager (CD)-7595949218

- 8) **Legal jurisdiction:** Disputes, if any shall be limited to Courts in Ranchi.
- 9) **Confidentiality**

This letter inviting applications must not be reproduced in whole or in part without the prior written consent of the 'Employer'. All information contained within this document is given in strict confidence.

  
30/01/23  
GM (SD&CSR), CCL.

Copy to:

1. RTO, Bokaro, Hazaribag, Ramgarh.
2. GM(H), Hazaribag Area CCL.
3. GM(F) I/c, CCL
4. PO, KBP
5. Deputy Manager (CD)/CSR

Copy for information to:

1. TS to D(P), CCL.

Letter head of applicant

**Letter submitting Proposal**

Ref. No.

Date

To

The GM (SD&CSR)  
SD&CSR Department,  
Alaknanda Building,  
2<sup>nd</sup>Floor,  
CCL Darbhanga  
House, Ranchi -  
834001

**Subject: Proposal for conducting LMV Driving Training to 73 candidates of Kotre Basantpur Area in Vill: Pachmo, Block: Gomia, Dist.: Bokaro**

Sir

With reference to your RFP vide no.....dated ..... on the subject cited above, we propose to execute the service. In this connection, the following documents are submitted:

- i. License issued by Govt. of Jharkhand in Form 11 under Motor Vehicles Act 1988/Central Motor Vehicles Rule 1989.
- ii. PAN
- iii. GST
- iv. Budgetary offer (As per Annexure II):
  - Cost per head on account of training
  - Cost per head for License Fees
  - Cost per Head for facilitation for getting Driving License from Licensing authority
  - GST (If applicable)
  - TOTAL cost per head
- v. Other details:
  - Duration of the training.
  - Approach/ Methodology of training.

This is to undertake that all Information and Documents submitted with our proposal are genuine, authentic, true and valid.

Enclosures: as above

Yours faithfully,

Authorized Signatory of Proposer

**Annexure – II**

**Financial Proposal**

1. Name of the Activity: Providing LMV Driving training and Driving License to 73 candidates of Kotre Basantpur Area under CSR of CCL.
2. RFP Ref. No., Date:
3. Name of Driving School/Proposing Entity:
4. Offered Cost Including Break up:

Sl. No.	Description of Activity	Quantity, Unit	Offered Rate Per Unit (in Rs.)	Offered Amount (in Rs.)
A	Training Fees	73 Nos.		
B	Driving License Fees	73 Nos.		
C	Facilitation for getting License	73 Nos.		
	Sub total			
	GST @ ____% (As applicable)			
	<b>Total</b>			

(Amount should be mentioned both in words and figures)

Authorized Signatory

[Letter head of proposer]

**UNDERTAKING**

I/We solemnly declare that:

1. I/We am/are submitting proposal for **“Providing LMV Driving training and Driving License to 73 candidates of Kotre Basantpur Area under CSR of CCL.”** against RFP Notice No. .... Dated ..... and I/we offer to execute the work/service in accordance with all the terms, conditions and provisions of the bid.
2. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this proposal is complete, correct and true.
3. All copy of documents, credentials and documents submitted along with this proposal are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of my/ our firm and all partners of the firm etc. for 02 (two) years from being eligible to submit Bids in CIL and its subsidiaries from the date of issue of such letter.

Signature and seal of Proposer/Bidder