

IDCOL FERRO CHROME & ALLOYS LIMITED

(A Wholly owned Subsidiary of IDCOL)

A Govt. of Odisha Undertaking

Regd. Office & Works : Ferro Chrome Project-755 020

Jajpur Road, Dist: Jajpur (ODISHA)-755020

Tel.No:06726-220212/ Fax No:06726-220524

e-mail: ifcal@nic.in

website : www.ifcal.nic.in



TENDER DOCUMENT

FOR

**ENGAGEMENT OF BOLERO CAMPER VEHICLE ON MONTHLY
RENTAL BASIS**

Tender ref. no: IFCAL/AUTO/ 2096 Dtd.13.02.2020

Full signature of the tenderer :

(Seal with date)

: P/2 :



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**TENDER NOTICE FOR ENGAGEMENT OF BOLERO CAMPER
VEHICLE ON MONTHLY RENTAL BASIS**

TENDER Ref. No. IFCAL/AUTO/2096 Dt.13.02.2020

Last date & time of receipt of sealed tender : dt.27.02.2020 upto 5.00 P.M

For details, please log on to our website – www.ifcal.nic.in or www.idcorissa.com

MANAGING DIRECTOR



TENDER Ref. No. IFCAL/AUTO/

Dt.

TENDER SCHEDULE

Sealed tenders in prescribed format are invited from the intending vehicle owners / travel agencies / vehicle provider firms for engagement of vehicle of undernoted type for use by Idcol Ferro Chrome & Alloys Ltd. The details of tender can be down loaded from the websites [www..idcorissa.com](http://www.idcorissa.com) or www.ifcal.nic.in from dt.15.02.2020 to dt.24.02.2020.

The last date of receipt of the tender is 27.02.2020 upto 5.00 P.M.. The sealed envelope containing the tender should reach the office of the Managing Director, Idcol Ferro Chrome & Alloys Ltd., P.O : Ferro Chrome Project, Jajpur Road, Dist. : Jajpur, Odisha, PIN – 755020 by Regd. Post / Speed Post / Courier Service.

Type of vehicle	Requirement	Period of engagement
5 seater (4 + Driver) non-AC Bolero Camper originally purchased as brand new on or after 01.03.2016 Make : M&M Ltd.	One no. vehicle	One year from the date of issue of LOI / work order whichever is earlier with chances for extension

ELIGIBILITY CRITERIA :

The tender submitted by the tenderer will be taken into consideration provided the tenderer fulfils the following eligibility criteria and submits the documents / credentials as follows alongwith the General Bid.

- (i). The vehicle (i.e, 5-seater non-AC Bolero Camper) offered for deployment should have been purchased as a brand new vehicle on or after 01.03.2016.
- (ii). The tenderer shall submit alongwith the General Bid, the format of undertaking in Annexure-A.
- (iii). The tenderer must possess income tax PAN.
(Photo copy of PAN card should be enclosed).

Signature & seal of the Tenderer



(iv). The tenderer must possess GST registration number.

(Photo copy of GST registration certificate should be enclosed)

(v). The tenderer shall furnish with the General Bid the instruments (i.e, Banker's cheque / Demand Draft / Pay Order) towards the cost of tender document and the earnest money as specified in the clause (B) of the "Instructions & Informations for the Bidders".

N.B : During General Bid opening and scrutiny process but prior to Price Bid opening, IFCAL may ask the tenderer to produce any other additional document to assess eligibility.

INSTRUCTIONS AND INFORMATIONS FOR THE BIDDERS

Tender papers containing the details of the terms & conditions and the blank bid formats can be down loaded from any of our websites i.e, www.ifcal.nic.in or www.idcorissa.com.

(A). The sealed tender shall be received in two parts, each part kept in a separate sealed envelope.

Part-I : General Bid	-	Envelope – I
Part-II : Price Bid	-	Envelope – II

The above two sealed envelopes shall be placed in a third bigger sealed envelope superscribed with "TENDER FOR ENGAGEMENT OF BOLERO CAMPER" and the last date of receipt of the bid. The complete address of the tenderer shall be written on the left side of the envelope. These particulars should also be written on each of the envelopes containing the bids. The tender should be addressed to the Managing Director, Idcol Ferro Chrome & Alloys Ltd., P.O : Ferro Chrome Project, Jajpur Road, Dist. : Jajpur -755020, Odisha.

Signature & seal of the Tenderer



B) i) **Cost of Tender document** : Rs.590.00 (Rupees Five hundred ninety) only inclusive of GST. While submitting the tender, the bidder has to enclose the cost of tender paper in shape of Demand Draft/ Banker's Cheque/ Pay Order drawn on any nationalized bank in favour of Idcol Ferro Chrome & Alloys Ltd, At/PO : Ferro Chrome Project, Jajpur Road, Dist. : Jajpur payable at Jajpur Road. The cost of tender paper is non-refundable.

(ii). **EMD** : Rs.15,000.00 (Rupees fifteen thousand only) should be made in shape of Demand Draft/ Banker's Cheque/ Pay Order drawn on any nationalized bank in favour of Idcol Ferro Chrome & Alloys Ltd. payable at Jajpur Road.

(iii). Place, date & time and mode of submission of bid : The sealed offer should reach the Office of the Managing Director, Idcol Ferro Chrome & Alloys Ltd., PO : Ferro Chrome Project, Jajpur Road, Dist. : Jajpur, Odisha, Pin-755020 by 5.00 P.M of 27.02.2020 by Regd. Post / Speed post / Courier Service. However, IFCAL management will not be responsible for any delay in receipt of sealed bids. Any offer delivered by any other means will not be taken into consideration.

C). The monthly rental charge (which is fixed and is exclusive of the cost of HSD oil but inclusive of all other expenses including driver's wages) for the vehicle proposed to be deployed is to be quoted in the price bid format (i.e, Annexure-II).

D). The General Bid should be filled up as per annexure – I and duly signed it should be put in a sealed cover alongwith the documents mentioned at Eligibility Criteria as well as the instruments of EMD and the cost of tender paper. The sealed cover should be superscribed as “GENERAL BID FOR

Signature & seal of the Tenderer



ENGAGEMENT OF BOLERO CAMPER”. Price should be quoted strictly as per the Annexure-II (Price Bid). The Price Bid should be kept in a separate sealed cover other than that containing the General Bid and it should be duly signed. The sealed cover containing the Price Bid should be superscribed as “PRICE BID FOR ENGAGEMENT OF BOLERO CAMPER”.

- E). The General Bids of offers shall be opened first. Price bid shall be opened in those cases where the bidder is found to have qualified in the General bid.

GENERAL TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF VEHICLE

1. **DEFINITION OF TERM :**

- a). The expression IFCAL wherever used shall stand for the company Idcol Ferro Chrome & Alloys Ltd.
- b) Management shall mean the Managing Director, Idcol Ferro Chrome & Alloys Ltd, a Govt. of Odisha Undertaking or his authorized representative.
- c). The vehicle supplier shall mean the travel agency/ vehicle owner / vehicle provider firm who has been awarded the contract for engagement of vehicle.
- d). The word “vehicle” wherever used shall mean 5-seater (i.e, 4 + driver) non-AC Bolero Camper vehicle (Make : M & M Ltd.).
- e). The “Officer in Charge” shall mean the person designated by Idcol Ferrochrome & Alloys Ltd. to deal in all matters relating to the engagement of the vehicle and shall include those who are authorized by Idcol Ferro Chrome & Alloys Ltd to act on his behalf.

Signature & seal of the Tenderer



2. **Scope of work :**

(a). The vehicle supplier shall provide litigation free vehicle as per description in the tender schedule. The vehicle will be engaged by IFCAL on fixed monthly rental basis where the monthly rental charge does not include the cost of HSD oil consumed in vehicle running. The cost of HSD oil consumed in running will be paid as per the average mileage specified at Clause no. 5(h) of the General Terms & Conditions of Contract. The vehicle shall be inducted into service at IFCAL with effect from 07.03.2020 failing which the LOI will be cancelled and the EMD/ security deposit will be forfeited.

The vehicle should be registered as a commercial vehicle.

b). **Duty assignment :**

(i). The vehicle may be used for any official work of IFCAL. Such work includes transportation of materials and conveyance of officials.

(ii). The vehicle alongwith driver will be deployed on daily 24-hour duty basis. The vehicle alongwith driver shall be engaged for all days in every month without any break. During the daily 24 hours duty period, a driver with valid license should always be available with the vehicle. In case, driver is absent or is not provided by the vehicle supplier, it will be treated as if the vehicle supplier has not provided the vehicle. In such case, penalty proportionate to the time of absence of driver considering the monthly charge as corresponding to the hours of duty equal to 24 X No. of days in the month will be levied and the same will be deducted from the monthly bill of the vehicle supplier or recovered from his security deposit.

The driver who is assigned duty in night shift, shall put his signature daily at 10.30 p.m and at 6.30 a.m at a register kept at the factory gate security

Signature & seal of the Tenderer



office to record his presence irrespective of whether the driver is continuing his duty from “B” shift or is freshly allotted duty in night shift by the vehicle supplier. If there is no signature of driver for any day / days in the attendance register for the night shift duty period, then it will be treated that the vehicle supplier has not provided the vehicle and penalty amount as explained above will be debited to the vehicle supplier’s account. No driver should leave the duty spot unless his reliever arrives.

In case of breakdown of vehicle or taking the vehicle off the plant duty for repair/ maintenance / RTO documentation work, the vehicle supplier is to provide a substitute vehicle of same type alongwith driver for the period of absence of the originally deployed vehicle. The substitute vehicle should be in good running condition and relevant RTO documents, insurance papers and ‘PUC’ certificates pertaining to the vehicle should be available with the vehicle in valid and updated condition.

- (iii). On every day of duty, the driver shall record in the vehicle log book the distance run in kilometer against every journey.
- (iv). The driver engaged must have a valid professional driving license.
- (v). The vehicle will be required to run locally at Jajpur Road or it may be used for journey to other places of business of IFCL within the state of Odisha.

3. **CONTRACT PERIOD**

- a). The contract period shall be one year from the date of issue of our Letter of Intent. The contract period may be extended further for suitable durations in phased manner on the basis of mutual consent between the vehicle supplier and IFCL.
- b). The management reserves the right to terminate the work order any time by giving one month notice without assigning any reason thereof. In the event of

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such termination of the work order, the vehicle supplier shall only be entitled to receive the amount for services actually provided under the work order till the termination of work order, subject to deductions if any under the terms of work order and no compensation / other claims will be allowed or considered.

c). In case of failure by the vehicle supplier to fulfill any of the contractual obligations, the management of IFCAL reserves the right to cancel the work order and in such case, the security deposit shall be forfeited.

4. **SECURITY DEPOSIT**

On award of the contract, the EMD of the successful bidder shall be converted into security deposit. Security deposit will be refunded free of interest only after satisfactory execution of the work order and after adjustment of any dues. EMD of unsuccessful bidders will be returned within 7 days of award of LOI in favour of the successful tenderer.

5. **RUNNING & MAINTENANCE OF THE VEHICLE**

- a). The instruction regarding vehicle use are stated in the scope of work (Clause no.2 of General Terms & Conditions of Contract).
- b). Normal maintenance kit should be provided with the vehicle by the vehicle supplier.
- c). Repair and maintenance of the vehicle in course of the engagement period will be sole responsibility of the vehicle supplier. Expenses in this regard will be borne by the vehicle supplier.
- d). All statutory and other liabilities of the vehicle which may arise in course of operation as well as government fees/ taxes to be paid will be borne by the vehicle supplier.
- e). Accommodation of the driver and other staff if any will be the sole responsibility of the vehicle supplier.

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- f). The vehicle supplier shall be responsible for any accident/ illegal use/ any lapses concerning the vehicle as well as the driver and shall bear all compensation/ penalty whatsoever may arise for such act.
- g). In case of breakdown of the vehicle due to any reason, the vehicle supplier has to provide a substitute Bolero Camper till break down period of the originally engaged vehicle is over.
- h). **Average mileage**
Fuel & lubricants shall not be supplied by the IFCAL. The vehicle supplier shall purchase these consumables at his own cost. The cost of HSD oil will be reimbursed as per the following mileage at the rate prevailing at IOCL's retail outlet at Jajpur Keonjhar Road.
- | Type of vehicle | Average mileage – Fixed for the Contract period
(Kilometres per litre of HSD oil) |
|--|--|
| -----
5 seater (4 + Driver)
non-AC Bolero Camper
Make : M & M LTD | -----
12 (twelve) |
- i). Toll fees paid during the course of journey will be reimbursed by IFCAL. The vehicle supplier must furnish the original toll fee receipt for claiming reimbursement.
- j). The successful bidder who is awarded the contract should produce all the original documents of the vehicle for verification before engagement of the vehicle. One set copy of documents should be furnished to the officer-in-charge.
- k). The vehicle shall be kept in good running condition at all times by the agency/ owner.

Signature & seal of the Tenderer



- l). The vehicle supplier shall not refuse to send the vehicle to any place as directed by the Officer-in-Charge or his representative.
- m). The vehicle supplier shall be responsible for the conduct of all the persons employed / engaged by them in the execution of the contract. Without prejudice to the generality of above, the vehicle supplier shall be bound to prohibit and prevent any of his/ her/their employees from being intoxicated while on duty, perform any act of misconduct while on duty, trespassing or acting in any way detrimental to the interest of the company, i.e, IFCAL.

6. **STATUTORY LAWS / RULES**

- a). The vehicle supplier will comply with all statutory provisions of law and rules made thereunder and keep IFCAL indemnified against all actions arising due to the act of their employees. The driver of the vehicle should possess a valid professional driving license.
- b). The vehicle should carry with it all valid and up-to-date documents like RC Book, 1st party comprehensive insurance, fitness certificate, road permit, road tax payment particulars, “Pollution Under Control” certificate, FASTag and any other statutory document in original. The officer In-charge may inspect these documents any time. The vehicle supplier should renew these documents and make payments of statutory dues in due time.

7. **TAXES/ INSURANCE/ PERMITS**

- a). All taxes and insurance presently in force or those to be levied in future during the engagement period in respect of the vehicle shall be borne by the vehicle supplier.
- b). Vehicle supplier shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and those which may be enforced from time to time in future.

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8. **COMPENSATION AND PENALTY**

a). In case of breakdown of vehicle or absence of the driver from duty spot, the vehicle supplier shall provide a suitable substitute vehicle immediately till the recovery of the particular vehicle under contract. If the vehicle supplier fails to provide substitute vehicle whenever the regular deployed vehicle is not available for use for any reason, then IFCAL has the right to engage a vehicle hired from any other agency and deduct the expenses incurred from the vehicle supplier's bill / security deposit. In case of engagement of a substitute vehicle in lieu of the original vehicle, the running of the substitute vehicle to and from IFCAL shall be recorded in the log book duly by the driver.

b) During the contract period if the vehicle is seized or detained by government authorities for non compliance of relevant act/ statutory requirement etc or for any reason whatsoever, penalty/ compensation will be payable by the vehicle supplier in addition to his/ her/ their liability to provide a substitute vehicle.

c). If on any working day, it is noticed that the vehicle has been used in unauthorized manner for purposes other than the official use of IFCAL, then this engagement shall be treated as unauthorized absence from duty and penalty as will be finalized by the management will be debited to the vehicle supplier's account.

9. **EMPLOYMENT LIABILITY**

a). The vehicle supplier shall be solely and exclusively responsible for engaging or employing drivers, helpers etc. The management of IFCAL will have no liability what so ever concerning the employee of the vehicle supplier or of the owners of the vehicle. The vehicle supplier shall indemnify IFCAL

Signature & seal of the Tenderer



against all loss or damage arising out of or in course of execution of the contract or out of his relations with his employees. The vehicle supplier shall be directly responsible for any disputes arising between him and his employees and keep the Officer-in-charge indemnified against losses, damages or claims arising thereof including any workmen's compensation etc. All wages, allowances, benefits, compensations, statutory dues in respect of the driver shall be borne by the vehicle supplier.

b). In case of non-fulfillment of any obligations under the contract or government laws & rules, the Officer-in-charge reserves the right to withhold payments due to the vehicle supplier. The vehicle supplier shall at their own expense carry and maintain such insurance with reputed insurance company/ companies as may be required under any law or regulation.

10. MAINTENANCE OF LOG BOOK

a) The vehicle log book should be maintained neatly and legibly by the vehicle supplier / their driver as per the format which will be provided to the vehicle supplier. Everyday the driver shall enter in the Log book "the kilometer reading" correctly as appearing in the odometer and get the same verified by the authorized person of IFCAL. This log book is to be countersigned by the officer in-charge everyday in respect of use of the vehicle on the previous working day. Log book should be available in the vehicle for verification by the officer in-charge.

A duplicate record of the log book details shall be maintained by the officer in-charge and the same is to be countersigned by you / your driver.

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b). In case the odometer showing the kilometer reading of the vehicle does not function for a certain period while on duty the distance covered by the vehicle for official purpose for this period shall be assessed by the Officer-in-Charge whose decision shall be final and binding on the vehicle supplier. The vehicle supplier shall ensure perfect functioning of odometer in the vehicle and shall arrange to repair/ replace the odometer within 24 hours. In case the odometer can not be rectified within 24 hours, the vehicle is to be replaced by a suitable substitute vehicle till the defect is rectified.

c). Log Books on completion shall be submitted to the Officer-in-charge for custody. The vehicle supplier may keep a duplicate copy for his record, if he so desires.

d). **Destination & route** :

The authorized officer will issue instruction to the driver from time to time regarding the journeys to be made. The vehicle shall follow the normal route to the destination. The vehicle shall not be diverted from the normal route or from the destination without permission of the officer-in-charge.

11. **VALIDITY OF THE BID**

The bid shall remain valid for a period of 90 days from the last date of receipt of bid. If a bidder intends to withdraw his/ her/ their bid during the validity period, his/ her/ their EMD will be forfeited.

12. a). Monthly bill shall consist of the fixed monthly rental charge and cost of HSD oil as per the price prevailing at retail outlet of IOCL at J.K. Road (based on the actual distance run in kilometer as certified by the officer in charge) and the toll fee paid by the vehicle supplier. .

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b). The bills are payable once in a month. The vehicle supplier is required to submit the monthly bill along with the Log Book of the vehicles and any other relevant documents by 7th of the succeeding month and the payment shall be released within 30 days from the date of submission of clear bill. After finalization of the tender and award of contract, the successful tenderer must deploy the vehicle within 30 days from the date of issue of LOI / work order whichever is earlier failing which the contract will be cancelled and the EMD / security deposit will be forfeited. When the vehicle is deployed within 30 days from the date of order, no payment will be made for the period from the date of issue of LOI/ work order upto the day preceding the date of first-time arrival of the above referred vehicle at our plant for engagement.

c). Statutory deduction as per the government rule shall be made from the approved bill amount.

13. **ADDITION OR DELETION IN THE SCOPE OF SERVICE**

The scope of the work / services may be altered to any extent as per exigencies of work during the contract period. The vehicle supplier shall accordingly provide services as may be required by the Officer-in-charge on being given a notice of 3 (three) days.

14. **DISPUTE AND ARBITRATION:**

Settlement of dispute : In the event of any dispute / differences between the parties arising under or in connection with the contract / agreement or any associated agreement entered into pursuant to this contract / agreement, they shall use all reasonable endeavours to resolve the matter on an amicable basis. If one party serves formal written notice on the other than a

Signature & seal of the Tenderer



dispute / difference of such a description has arisen and the parties are unable to resolve the dispute within a period of [thirty (30)] days from the service of such notice, then the dispute shall be referred to an Arbitrator to be appointed by the parties with their mutual consent for arbitration of the dispute. .

15. **LEGAL JURISDICTION**

A legal dispute, if arises, shall be settled within the jurisdiction of Hon'ble High Court of Odisha.

16. **FORCE MAJEURE**

This tender is subject to force majeure clauses and the performance of the work order contract either wholly or in part will be governed by the standard force majeure clauses. For any failure of the work order / contract due to public strike, natural calamity, labour unrest, riot etc. and all other causes beyond the control of the management of Idcol Ferro Chrome & Alloys Ltd the management shall not be responsible for the same in any manner whatsoever.

Accepted all terms &
Conditions

Date :

Signature & seal of the Tenderer



ANNEXURE-I

IDCOL FERRO CHROME & ALLOYS LIMITED
(A WHOLLY OWNED SUBSIDIARY OF IDCOL)
A Govt. of Odisha Undertaking,
Regd. Office : Ferro Chrome Project-755020
Jajpur Road, Dist. : Jajpur, Odisha, India
Tel.No. 06726-220212, e-mail : ifcal@nic.in

Tender Notice No: IFCAL/AUTO/ 2096

Dtd.13.02.2020

1. Name of the tenderer :
in capital letters
(ie, individual vehicle owner or
the proprietor of the travel agency)
2. Name of tenderer's father/ husband :
3. Permanent address :
4. Address for communication :

Land line telephone no. :

Mobile phone no. :
5. Status of tenderer :
(Mention whether submitting tender
as individual vehicle owner or a travel
agency or vehicle provider firm)

Signature & seal of the Tenderer

6. (a). **EARNEST MONEY DEPOSIT**

DD/Pay order/ Banker's Cheque No. & date (to be enclosed)	Name of the Issuing Bank	Amount in figure (Rs.)

(b). **DEPOSIT OF COST OF TENDER PAPER**

DD/Pay order/ Banker's Cheque No. & date (to be enclosed)	Name of the Issuing Bank	Amount in figure (Rs.)

7. Status of the tenderer as legal owner of the vehicle or not "Tick mark" in the appropriate column.

LEGAL OWNER OF THE VEHICLE	NOT THE LEGAL OWNER OF THE VEHICLE

8. Submission of documents :

Sl.no.	Document	Submission status	
		Submitted	Not submitted
1	Undertaking as per Annexure-A		
2	Copy of documentary proof of registration in respect of GST.		
3	Copy of PAN card		
4	EMD		
5	Cost of tender paper		

Signature & seal of the Tenderer



(Annexure-A)

FORMAT OF UNDERTAKING TO BE SIGNED AND SUBMITTED BY THE TENDERER

FORMAT OF UNDERTAKING TO BE SIGNED AND SUBMITTED BY THE TENDERER

I, the undersigned bidder, hereby undertake that in the event of award of contract by Mechanical Deptt. of IFCL in my favour for deployment of one 5-seater non-AC Bolero Camper vehicle originally purchased on or after 01.03.2016 shall deploy such a vehicle with effect from the date stipulated in the tender and this vehicle shall be in well-maintained and litigation-free condition. All vehicle related documents shall be in valid / updated condition. In case, the vehicle owner is a person other than the undersigned, then I further undertake that I will provide a substitute Bolero Camper vehicle alongwith driver immediately without disrupting the service in the event of withdrawal of the originally deployed vehicle by its owner on any account.

If I violate the above obligation as well as any term and condition of the tender then I have no objection to forfeiture of my security deposit or any other penal action such as blacklisting which the management of IFCL may take against me.

Date :

Signature and seal of the tenderer

: P/20 :



ANNEXURE-II

**IDCOL FERRO CHROME & ALLOYS LIMITED
(A WHOLLY OWNED SUBSIDIARY OF IDCOL)**

A Govt. of Odisha Undertaking,
Regd. Office : Ferro Chrome Project-755020
Jajpur Road, Dist. : Jajpur, Odisha, India
Tel.No. **06726-220212**, e-mail : ifcal@nic.in

Tender Notice No: IFCAL/AUTO/2096

Dtd.13.02.2020

PRICE BID

Type of vehicle	Fixed Monthly Rental Charge (Exclusive of the cost of HSD oil)
.5-seater (4 + Driver) non-AC Bolero Camper originally purchased as brand new on or after 01.03.2016 Make : M&M Ltd.	Rs. (Rupees.....).

- N.B : (i). GST is to be paid extra as applicable.
(ii). Monthly rental charge shall include all costs except the cost of HSD oil consumed during the month.
(iii) In case of discrepancy noticed in the price quoted in figures and the price quoted in words, the latter will be considered as the “Quoted Price”.

The cost of HSD oil to be reimbursed will be calculated at the retail price of HSD oil prevailing at IOCL’s retail outlet at J.K. Road as per the fixed average mileage specified at clause 5(h) of the General Terms & Conditions.

Date :

Name :

Signature & seal of the tenderer :

