



RFQ No.: CEO/Smart City/2024-25/19503, Dated: 23/07/2024

**REQUEST FOR QUOTATION
FOR
SUPPLY OF FUEL (HIGH SPEED DIESEL)
FOR
200 KVA DIESEL GENSET
FOR
JAMMU SMART CITY LIMITED**

July 2024

Bid Inviting Officer:

CHIEF EXECUTIVE OFFICER

Address: The Chief Executive Officer,
Jammu Smart City Limited, 4thFloor,
North Block, Bahu Plaza, Jammu-180012
Email id: dgm.admin@jammusmartcity.in
Contact No. – (+91)7006946437

-Sd/-

CHIEF EXECUTIVE OFFICER

Jammu Smart City Limited



Request for Quotation

JOB NOMENCLATURE: SUPPLY OF FUEL (HIGH SPEED DIESEL) FOR 200 KVA DG SET AT JAMMU MUNICIPAL CORPORATION, TOWN HALL COMPLEX, JAMMU

1. SCOPE OF WORK:

The scope of work to be performed by the Successful Supplier essentially comprises of Supply of Required **Quantity of Fuel (High Speed Diesel)** and **Refuelling of the Genset Fuel Tank** as per requirement raised by the Authority for the **200 KVA DG SET installed at Jammu Municipal Corporation, town Hall Complex, Jammu.**

Details of 200 KVA DG Set are as follows:

- a. Make – HARISON
- b. Model – HG200KVA
- c. Fuel Tank Capacity – 750 Litres

2. CONTRACT DURATION:

- 2.1. **The total contract duration allotted for the job shall initially be 1 year which may further be extended for another 1 year on the same terms and conditions, if mutually agreed. The date of start of job shall be reckoned as 3 days after submission of performance security to JSCL.**
- 2.2. **The supplier need to understand in definite terms that the contract duration mentioned above is non-negotiable and there can be no default in this regard.**

3. ELIGIBILITY CRITERIA:

- i. The supplier must be a registered vendor of retail petroleum fuel in the Union Territory of Jammu & Kashmir.
- ii. The supplier must have experience in operating petroleum fuel pump in Jammu City.
- iii. The supplier must have a valid copy of PAN & GST/VAT.
- iv. The supplier shall have the appropriate licence for retail sale of petroleum fuel (High Speed Diesel) issued by the concerned agency of Government of India.
- v. Selection of successful supplier will be based on the lowest quote received (inclusive of all taxes) for Supply of Fuel (High Speed Diesel).
- vi. In case of tie, selection of successful supplier will be done on the basis of the annual turnover of the suppliers. Supplier having greater annual turnover in pervious financial year i.e. (FY 2022-23) will be selected as Successful Supplier.
- vii. The supplier should not have been blacklisted by any government department. The supplier shall submit affidavit (on ₹100 stamp paper) duly attested by notary regarding the same.



Note:-

- (i) **The supplier shall submit self-attested hard copies of the documents mentioned under Clause 4 along with Annexures within 15 days of the issuance of this document.**
- (ii) **All the documents shall be placed in one single sealed envelop and the same shall be submitted to**

DGM (Admin)
Jammu Smart City Office
4th Floor, North Block, Bahu Plaza
Jammu, J&K 180012
Email id: ceo-jammusmartcity@jk.gov.in,
dgm.admin@jammusmartcity.in
Contact No. +91-7006946437

4. DOCUMENTS TO BE SUBMITTED

- i. Self-attested valid copy of PAN & GST/VAT.
- ii. Valid licence for retail sale of petroleum fuel (High Speed Diesel) issued by the concerned agency of Government of India.
- iii. Registration certificate for retailing of petroleum fuel in the Union Territory of Jammu & Kashmir.
- iv. Financial standing of the supplier duly signed and certified by CA, as per Annexure-C.
- v. Affidavit regarding blacklisting on ₹100 stamp paper duly attested by notary as per Annexure-F.
- vi. Annexures mentioned under contract forms in this document.

5. TERMS AND CONDITIONS FOR SUPPLY OF FUEL (HIGH SPEED DIESEL)

- i. The fuel tank capacity of existing DG Set is 750 Litres. The quantity of fuel required for refuelling of the tank will be intimated to successful supplier by the authority priorly.
- ii. The successful supplier has to supply fuel as per the required quantity raised, as and when required, by the authority only.
- iii. The successful supplier may issue "Petro-Card/Smart-Card" in the favour of "authority" at his own cost, which can be used later while placing an order/request.
- iv. The fuel required is High Speed Diesel and the minimum requirement of fuel shall not be less than 200 Litres for any such request raised by the authority.
- v. The quantity of fuel required in each phase may vary depending on the requirement by the authority.
- vi. The successful supplier has to supply fuel for DG Set located at Jammu Municipal Office using his/her own vehicle, manpower and required equipment.
- vii. The responsibility for safe and secure delivery of fuel from the source to destination lies with the successful supplier only. Also, unloading of fuel at destination and filling of the genset tank with the requested quantity of fuel, is



also in the scope of the successful supplier only. The tools and tackles required for unloading and refuelling has to be brought along by the successful supplier only at the time of delivery.

- viii. The make of the Fuel (High Speed Diesel) shall be IOCL, HPCL, BPCL or any other authorized retail outlet as authorized by the Ministry of Petroleum & Natural Gas, Govt. of India or its authorized agency.
- ix. The successful supplier shall have to submit computerized or fuel pump generated receipt of the order to the on duty official at the time of delivery along with Lat-Long and Date-Time stamp based clear photos of the display panel showing remaining fuel in the genset, one photo each before and after refuelling of the genset.

6. RATES

- i. Rate of Fuel shall be applicable as on the date of delivery of the fuel at JMC Office Town Hall, Jammu. For e.g. if fuel is ordered on multiple occasions i.e. 09 July, 13 July, 20 July and 25 July 2024, then the rate of fuel as on the date of delivery (per litre rate of High Speed Diesel as per government approved rates on that day including all taxes (if any applicable) will be taken into account for billing purposes.
- ii. The supplier shall quote Service Charges towards Supply, Transportation, Manpower, Required Equipment or any tools required for the supply of fuel at the destination, along with all applicable taxes.
- iii. Service Charges quoted by the supplier shall remain fixed during the entire contract period.
- iv. The rate of Fuel (High Speed Diesel) shall be applicable as per prevailing rate as on the date of supply of fuel at the destination.

7. DELIVERY & TIMELINE:

The delivery timeline for the supply of fuel shall be as follows:

- i. The successful supplier shall be responsible for timely delivery of fuel (i.e. within 60 to 90 minutes of raising the request by the authority) as and when required by the authority at the destination.
- ii. **Any delay or failure in timely supply of fuel may attract applicable penalty as mentioned in this tender document. Further, the interim arrangement shall be made by JSCL on the Cost & Risk of the successful supplier.**
- iii. The present estimated utilization of fuel on monthly basis is approximately 1000 Litres. The actual requirement may vary on either side (increase/decrease) which shall be reconciled on a monthly basis only.
- iv. Any cost related to transportation, labour, duties, or taxes etc. shall be borne by the successful supplier only. In no circumstances, any cost shall be transferred to JSCL.

8. PERFORMANCE SECURITY:

- 8.1. The selected supplier shall furnish a performance security (as per Annexure-E) in the shape of FDR/CDR equivalent to **₹50,000/- (Rupees Fifty Thousand only)** within 01 week after the issuance of Letter of Intent (LoI)/ Work Order by the



authority. The performance security shall be returned, without any interest, to the successful supplier within 07 days after successful completion of the contract.

- 8.2. In case of non-performance by the successful supplier the performance security shall be forfeited by the authority.

9. PAYMENT:

- 9.1. The rates quoted by the supplier for the scope of work shall be deemed inclusive of all service costs of Door-Step Delivery of fuel and refuelling of genset tank, GST/VAT, and all other taxes as applicable.
- 9.2. GST/VAT and all other statutory taxes shall be applicable as on the date of delivery of fuel at the designated site.
- 9.3. The authority reserves the right to ask for submission of GST/VAT returns submitted by the successful bidder.
- 9.4. The payment shall be released to the vendor on monthly basis, subject to verification of fuel supplied, penalty levied (if any).

10. QUALITY ASSURANCE AND WARRANTY:

- 10.1. The successful supplier must provide assurance that the fuel supplied meets the quality standards and norms as described by the Ministry of Petroleum and Natural Gas, Government of India.
- 10.2. Supplier shall have to submit Quality Test Reports/ Inspection Reports for the supplied fuel on the authority's request.
- 10.3. The JSCL reserves the right to check the quality of fuel at the destination site. If the quality doesn't comply to the standards prescribed by the Ministry of Petroleum and Natural Gas, Government of India, supplier shall be penalised equal to the cost of the fuel supply ordered. In case, the supplier defaults on more than three occasions in this regard the JSCL shall be at liberty to terminate the contract & forfeit the Performance Security which shall be utilized for engaging another supplier at his risk & cost.

11. PENALTY

- 11.1. If the quality of supplied fuel is not as per the norms set up by the Ministry of Petroleum and Natural Gas, Government of India, then the authority shall impose penalty to the tune of the cost of supplied fuel (for that request) on the successful supplier.
- 11.2. If the successful supplier fails to meet the delivery timeline, a penalty of 15% of the cost of ordered fuel (for that request) shall be imposed on the successful supplier.
- 11.3. If a penalty is imposed on the successful supplier, the penalty amount shall be deducted from the monthly payment.
- 11.4. If the successful supplier fails to meet the delivery timeline for Three (03) consecutive requests, JSCL reserves the right to force close the contract and forfeit the performance security.



11.5. In case of a force closure of the contract by the successful supplier without providing a minimum 1-month notice, JSCL reserves the right to make alternate arrangements for fuel at the risk and cost of the successful supplier. The amount of variation shall be covered from Performance Security of the supplier.

12. DISPUTE RESOLUTION:

12.1. In case of any dispute, the same will be settled amicably between the parties.

12.2. If the matter is not settled amicably, the same will be resolved through arbitration. The parties shall be bound by the Arbitration and Conciliation Act, 1996 along with all the amendments subsequent thereto.

12.3. Dispute(s) is/are subject to the jurisdiction of Courts of Law based at Jammu, UT of J&K, India.

13. TERMINATION BY CLIENT

JSCL reserves right to terminate contract by giving a 14 days prior notice to successful supplier in case

13.1. The successful supplier does not perform its obligations or fails to remedy a failure in the performance of its obligations as per this document.

13.2. If the Client, in its sole discretion and for any reason whatsoever, decides to terminate Contract.

14. TERMINATION BY SUPPLIER

The successful supplier may terminate this contract by providing the client with a written notice period of 1 month.

15. OTHER TERMS & CONDITION:

15.1. JSCL reserves the right to reject any or all quotation received without assigning any reason.

15.2. The supplier shall quote the price in the format enclosed with this document and fill up the relevant parts accordingly.

15.3. The Quotations with conditions other than those specified in this document will be liable to be summarily rejected. No modification by the supplier in any of the conditions of RFQ document shall be permitted.

15.4. The supplier shall furnish all documents mentioned in RFQ document in prescribed format only.



CONTRACT FORMS

Annexure A	Format for the Rate to be Quoted by the Supplier
Annexure B	Details of Supplier
Annexure C	Financial Standing of the Supplier
Annexure D	Declaration for Accepting Terms and Conditions of Bid Document
Annexure E	PERFORMANCE BANK GUARANTEE
Annexure F	Affidavit regarding Blacklisting/Debarring

Note:- "Annexure E" shall be submitted after the award of contract by the successful supplier.



Annexure A: Format of the Quotation

Format for the Rate to be Quoted by the Supplier

Item	Price	GST	Total Price
Fixed Service Charges per Supply of Fuel (including all costs such as Transportation, Manpower, Required Equipment & all other charges (if any) required for refuelling of 200 KVA Genset installed at Jammu Municipal Corporation as per scope mentioned in the RFQ document)			

Note:-

1. RFQ means Request For Quotation.
2. Destination means Fuel Tank of 200 KVA Genset installed at Jammu Municipal Corporation, Town Hall Complex, Jammu.
3. Authority means Jammu Smart City Limited or Jammu Municipal Corporation.
4. Fuel means High Speed Diesel of quality as per norms/ standards defined by the Ministry of Petroleum and Natural Gas, Government of India.
5. Successful Supplier means the Supplier awarded with the work stipulated in the RFQ document.



Annexure B: Details of Supplier

General

Name of Company:

Date of incorporation and/or commencement of business:

Details of individual (s) who will serve as the point of contact/communication for the Company:

Name:

Designation

Company:

Address:

Telephone Number:

E-Mail Address:

Fax Number:

Particulars of the Authorized Signatory:

Name:

Designation:

Address:

Phone Number:

Fax Number:



Annexure C: Financial Standing of the Supplier

Sr.No	Year	Turnover (INR₹ in Lakhs.)
1.	2022-23	

Note:- "Annexure C" duly signed and stamped by the CA.



Annexure D: Declaration for Accepting Terms and Conditions of Bid Document

To,

Date:

The Chief Executive Officer,
Jammu Smart City Limited
Jammu.

Subject: RFQ _____ dated: _____ for -- ****insert name of work****

Sir/ Madam,

I have carefully gone through the Terms & Conditions mentioned in the above referred RFQ Document. I declare that all the provisions of this Document are acceptable to my company/ firm who has submitted its quotation as the supplier for this work. I further certify that I am an Authorized Representative of my company/ firm i.e., the Supplier and am therefore, competent to make this declaration. I further undertake on behalf of my company/ firm that we shall abide by the Bid including the rates quoted by my company/ firm.

Yours faithfully,

(Signature of the Bidder) Name:

Designation:

Seal:

Date:

Business Address:



Annexure E: PERFORMANCE BANK GUARANTEE

Bank's name, and address of issuing branch or office1

Beneficiary: *Name and address of the employer*.....

Date:.....

Performance Guarantee No.:.....

We have been informed that *name of the supplier*. . . . (Hereinafter called "the Supplier") has entered into Letter of Award No. *reference number of the contract*. . . . datedwith you, for the execution of *name of contract and brief description of works*. . . . (Hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we *name of the bank*. . . . hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *name of the currency and amount in words2*. . . . (*amount in figures*. . . .) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 3, and any demand for payment under it must be received by us at this office on or before that date.

.....
Signature(s) and seal of bank (where appropriate)

- 1 All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.
- 2 The guarantor shall insert an amount representing the percentage of the contract price specified in the contract and denominated either in the currency(ies) of the contract or a freely convertible currency acceptable to the employer.
- 3 Insert the date 28 days after the expected completion date. The employer should note that in the event of an extension of the time for completion of the contract, the employer would need to request an extension of this guarantee from the guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [6 months][1 year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."



Annexure F: Affidavit regarding Blacklisting/Debarring

To,

Date:

The Chief Executive Officer,
Jammu Smart City Limited,
Jammu.

Subject: RFQ _____ Dated: _____, for- **insert name of work**

Sir/ Madam,

I/ We have carefully gone through the Terms & Conditions mentioned in the referred Document. I/ We hereby declare that my company / firm/ partner/ director/ owner is not currently debarred/ blacklisted by any State Government / Central Government / PSU / Government Authority in India/ JMC as on the Bid Submission Date for last 03 years.

Or I declare the following: -

S. No.	Blacklisted / debarred by State Government / Central Government / PSU	Reason	Date on which blacklisting/ debarment notification was issued

NOTE: In case the company/ firm/ partner/ director/ owner was blacklisted previously, please provide the details regarding the Period for which the company/ firm/ partner/ director/ owner was blacklisted/ debarred and the reason/s for the same)

Yours faithfully

(Signature of the Bidder) Name:

Designation: Seal:

Date:

Business Address: