



**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
Chandrapur
(Ministry of Chemicals & Fertilizers, Govt. of India)**

TENDER DOCUMENT

HIRING OF VEHICLE

Director & Head,
CIPET:CSTS-Chandrapur,
Plot No. C-10/1, MIDC Tadali Industrial Area
Chandrapur - 442406

Web site : www.cipet.gov.in
E-mail: chandrapur@cipet.gov.in

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
(Department of Chemicals & Petrochemicals, Chemicals & Fertilizers, Govt. of India)

HIRING OF VEHICLE

Central Institute of Petrochemicals Engineering & Technology (CIPET):CSTS-Chandrapur invites offers through GeM under two bid systems (Technical and Financial) from reputed and experienced Firm/Agency for providing Following Vehicles in excellent condition for Monthly Contract basis for a period of one year (to be renewed yearly basis, up to three years on satisfactory performance) from the date of contract as per terms & conditions specified in the tender document.

Sl.	Type of Vehicle	Make /Model	Mode of Hiring
01	Sedan Car AC (white)	Any (BS-VI) or Higher	Monthly

Interested Agency are requested to send their offer in Prescribed Form along with required documents under two bid systems (Technical and Financial).

The complete Tender document along with terms & conditions is available on CIPET website <http://www.cipet.gov.in> and GeM Website.

Director & Head
CIPET:CSTS- Chandrapur

INSTRUCTIONS TO THE BIDDERS

1. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
2. Firms/Agencies must quote their rate for vehicle mentioned.
3. **MODE OF PREPARATION & SUBMISSION OF BID:**

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

I. Technical Bid:

- a. Application for pre-qualification in Annexure- " I"
- b. The agency should furnish Registration Certificates
- c. PAN & GST Certificate
- d. EMD
- e. Income Tax /PAN Registration Certificates
- f. Copy of work order completed during the last three years.
- g. All requisite supporting documents in support of all claims made in tender document and Annexure-I.

II. Financial Bid as per GeM format.

III. For any clarification in this matter, Bidder may contact to CIPET:CSTS-Chandrapur during office hours.

4. EARNEST MONEY DEPOSIT (EMD):

EMD: The Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only) as per details above should be directly deposit through NEFT/RTGS and copy of the same to be uploaded in the Technical Bid.

The tenderers who are currently registered and also, will continue to remain registered during the tender validity period as Micro and Small Enterprises (MSEs) as defined in MSE Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or with National Small Industries Corporation, New Delhi shall be eligible for exemption from EMD. In case the tenderer falls in this category, it should furnish copy of its valid registration details (with MSME or NSIC, as the case may be).

EMD will not carry any interest and EMD of the Unsuccessful bidders will be refunded after finalisation of bids.

Successful bidder has to submit Performance Guarantee / Security deposit equivalent to 5% of the amount of annual contract value in the form of fixed deposit of a nationalized bank in favour of CIPET Chandrapur which should be valid for a period of 60 days beyond the completion of the contractual obligations by the bidder. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the agency. The same will be returned after the completion of contract without interest.

5. PERFORMANCE SECURITY:

The successful Agencies/Firms shall have to deposit equivalent to 5% of the amount of annual contract value towards performance security by way of Demand Draft issued by a Nationalized / Scheduled Commercial Bank in favour of CIPET Chandrapur payable at Chandrapur, MH.

I. No interest will be payable by CIPET Chandrapur on the performance security.

6. Agency/Firm must confirm the acceptance of all the terms and conditions of the tender.
7. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder Agency/Firm must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
8. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.

9. **OPENING OF BIDS:**

I. **Technical Bid** will be opened on the scheduled date and time mentioned in the GeM.

II. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the date and time which will be intimated to the qualified bidders after the scrutiny of technical bids through GeM.

10. **PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid and open for acceptance for a period mentioned in GeM Bid.
11. **AMENDMENT OF TENDER DOCUMENTS:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced.
12. **EXTENSION OF LAST DATE:** The Director & Head, CIPET:CSTS-Chandrapur, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.
13. **QUANTITY:** The actual requirement of Vehicle may vary at time of placement of the work order.
14. **CLARIFICATION OF TENDER DOCUMENT:** A prospective bidder requiring any clarification of the Tender document may communicate to the Director & Head, CIPET:CSTS-Chandrapur during office hours.
15. **EXECUTION OF ORDER:** Selected Agency/Firm has to provide the vehicles as per the work order.
16. **DISCRETION:** The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Director & Head, CIPET:CSTS-Chandrapur OR Person authorized by him is final in all matters of tender.

ELIGIBILITY CRITERIA

All the Bidders / Agencies must fulfil the following eligibility criteria and submit the documents and the declarations accordingly.

1. Vehicle as required in tender document to be quoted must be registered in 2024 or later with specific make and model.
2. The Agency/Firm must be registered for tour & travel purpose.
3. Agency must have Permanent Account Number & submit a self-attested copy of PAN Card.
4. Minimum 3 years of experience in related field.
5. Vehicle must be **BS-VI compliance or latest** model/registration with specific make and model.
6. The agency quoting for Car Services must have turnover of Rs. 10 Lakhs or more per year for at least three consecutive financial years.
7. Bidders must submit an undertaking for providing Monthly Wages/Salary to be paid to the drivers (not less than the minimum wages) including provision of mobile phones for the drivers.
8. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/debarred from any organization/institute and no case is pending with the police or in court of law against their name, duly notarized.
9. CIPET:CSTS-Chandrapur reserves the right to modify / relax any of the terms & conditions of the tender.
10. An undertaking to the effect that the firm has carefully read and understood all the terms and conditions laid down in the tender.

GENERAL TERMS & CONDITIONS

1. The Vehicle must be in excellent condition. Charges must be quoted as per the models specified.
2. The **color** of vehicle shall be **white** and register for commercial service.
3. The hiring period will be for one year (to be renewed yearly basis, up to three years on satisfactory performance). The period of contract may be curtailed or extended depending upon the performance of the agency and requirement of the Institute.
4. The car and driver shall be at the disposal of the Institute Authority officials during the period of engagement.
5. The agency will take care of Insurance of the vehicles as well as of the Drivers.
6. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
7. The drivers must observe all etiquette and protocol while performing the duty. He must be neatly dressed, should wear **proper uniform** to be decided by the institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute. All drivers should be provided with mobile phones.
8. Driver selected by the agency will be assessed by the Institute before his engagement is finalized. During the contract period, frequent changes of driver will not be allowed without permission of Institute.
9. The agency shall be responsible for any thefts/burglary/damage caused to the students/employee/Guest of the Institute travelling in the Vehicles. The compensation arising out of such activities shall be borne by the agency.

10. All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained.
11. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
12. Total breakdown period excluding routine maintenance **in a year should not exceed 12 days.**
13. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
14. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
15. The vehicles provided to the Institute must have valid permits.
16. All the drivers provided for the vehicles must have a valid driving license from the RTO.
17. The Institute reserves the right to relax any of the eligibility criteria given in the tender document for award contract in the best interest of the Institute.
18. The Institute is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.
19. The Agency should submit their bids(s) in the format attached.
20. The Agency shall abide by all statutory laws, rules and regulation of the state Govt. / Central Govt. as per jurisdiction.
21. All the certificates, testimonials desired in tender as per the eligibility criteria will be verified with the original documents at any stage.
22. It is the responsibility of the agency to pay the wages to the Drivers as per the Minimum Wages Act as notified by the Ministry of Labour from time to time. The drivers must be paid not less than the minimum wage. The contract may be cancelled if any complaints received from the drivers in this issue. The agency shall provide all the facilities to the driver engaged under this contract during the lease period. The Institute shall not have any liability towards payment of salary, perks or other benefits to the Driver employed by the agency.

23. No manpower should be engaged exclusively for this contract when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person displaced from job". The institute shall not entertain such claim.
24. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The institute shall in no way be liable for any such incident occurring during or in connection with this contract.
25. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director & Head, CIPET:CSTS-Chandrapur is the sole arbitrator to decide the same or his decision is final and binding on both the parties.
26. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Chandrapur, MH only.
27. The vehicle can be de-hired giving prior notice of one month considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services, the work order of the Agency may be terminated giving one weeks' notice.
28. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.
29. The need of vehicle may increase /decrease in future.
30. The contract cannot be outsourced to third party.
31. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

32. DOCUMENTATION OF BILL :

Selected Firm/Agency has to submit the bill monthly along with signed logbook.

Log book has to be signed by the Authorized Person of the Institute daily.

33. PAYMENT:

- I. Payment will be made by monthly only after receipt of the relevant Bill along with other documents.
- II. No part payment/advance payment shall be made.

TECHNICAL BID :(ANNEXURE- I)

**TECHNICAL BID - HIRING OF VEHICLES
(PRE-QUALIFYING REQUIREMENT)**

Sl. No.	Required Information	Details to be filled up by the Bidders Firm/Agency
1.	Name of Bidding Firm/ Agency (Attach certificates of registration)	
2.	Full Address of Registered Office with Telephone No. , FAX No., & Mobile No.	
3.	E-Mail ID:	
4.	Type of Firm: Private / Partnership /Cooperative /NGO. (Please enclose copy of Memorandum/Articles of Association / Certificate of Incorporation	
5.	Income Tax Registration No /PAN No. (Please Attach copy)	
6.	GST Registration Number(Please Attach copy)	
7.	Name of proprietor / Director of Firm/Agency & address:	
8.	The bidder should have at least Three (3) years experience in work of similar nature	
9.	EMD	
10.	Details of Bank	Name of Bank: _____ Account No. : _____ IFSC Code : _____ MICR Code : _____

11.	Work orderCopies having executed similar type of services (Please Attach copy)	
12.	Annual Turnover of last three years as specified with proof of document	
13.	Is organization blacklisted by any organizations?	
14.	Name, address, designation, phone, cell number and E Mail address of the Contract Person :	
15.	Whether Firm agrees to abide by the terms and conditions of the tender document? In the event of award of the contract?	
16.	Whether firm agrees to give security deposit against warranty obligations?	
17.	Is bid valid specified as per GeM?	
18.	Is Bid document duly signed?	
19.	Agreed to provide the Vehicle as specified in tender	
20.	Payment Terms agreed as Specified.	

Agencies / Bidders not submitting full information / documents at the first instance shall be rejected.

(Signature of Authorized

person) Full Name:_____

Place:_____

Seal of the Agency/Firm

Date_____