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TENDER DOCUMENT FOR HIRING VEHICLE SERVICES

TENDER DOCUMENT NO. CIPET/CSTS/GWL/TENDER_VEHICLE HIRING/2019-20/07, Dated 03.10.2019

CIPET: Centre for Skilling and Technical Support (CSTS)

Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India
Textile Technology Dept. Building,
Near Women Polytechnic, Padav, Gwalior - 474007 (M.P.)
E-mail-id: cipetgwalior@gamil.com, website: www.cipet.gov.in

IMPORTANT DETAILS

1. Start date/time of sale of Tender document 07.10.2019 /09:00 Hrs
2. Last date/time of sale of tender documents 21.10.2019 /13:00 Hrs
3. Last date/time of submission of Tender Documents 21.10.2019/ 17:00 Hrs
4. Date & Time of opening of technical bid 22.10.2019/ 11:00 Hrs

*Date of Financial Bid opening will be intimated to the technically qualified bidders only.

Other Important Information

1. Tender Fee - Rs.590 (Non-Refundable) including GST-18%
2. Earnest Monet Deposit (EMD) - Rs. 5,000 (Refundable)
3. Annexure I - Technical Bid
4. Annexure II - Financial Bid

01. NOTICE INVITING TENDER FOR HIRING VEHICLE SERVICES

Tender No. CIPET/CSTS/GWL/VEHICLE HIRING/2019-20/07, Dated: 03.10.2019

CIPET: Centre for Skilling and Technical Support (CSTS), Gwalior, is an autonomous Institute established under Ministry of Chemicals & Fertilizer, Government of India. CIPET: CSTS, Gwalior invites sealed tenders in two bid system from reputed transport service provider having capacity to supply the required numbers of vehicle for a period of One year, as per details mentioned below.

Sl. No.	Description of Vehicles	No. of vehicles required	Minimum KMS (Monthly)
1.	Maruti Dzire AC (2018 onward Model)- Colour - White, Variant : Diesel (For Regular usage, 12 hours per day service)	01* (Monthly)	2,000/
2.	Innova Crysta /Innova Tavera/Ertiga/Scorpio/Sedan- Amaze,Dzire,X-Cent/Swift/Honda City/Maruti Ciaz/Bus (40 Seater)/Traveler (12/14 seater) etc	(On call basis as and when required)	-----

The detailed tender notice along with tender document can be obtained from the Office of CIPET: CSTS, Gwalior on any working day from **07.10.2018 to 21.10.2019** between 09.00 AM to 05:00 PM on payment of **Rs 590.00 (Rupees Five Hundred Ninty only) including GST-18%** as Cost of Tender Document in the shape of demand draft/ Cash or can also be downloaded from the CIPET website www.cipet.gov.in The tender document downloaded from the website must be accompanied with demand draft of Rs.590.00 (Rupees Five hundred Ninty only) including GST-18%. Demand Draft should be drawn in favors of **"CIPET VTC, Gwalior payable at Gwalior"**

Sealed Tender- Technical Bid and Financial Bid - be sealed in two separate Envelopes (envelope containing Technical bid be marked as **"Cover -1"** and Envelope containing Financial bid be marked as **"Cover - 2"**) and these two Envelopes be sealed in a third large envelope (**Cover -3**) super-scribed

SCOPE OF SERVICE

Bidders are required to Provide Hiring of vehicle service to CIPET: CSTS, Gwalior on "As and When Requirement Basis" as well as "Dedicated Vehicles on Full Time Basis" (round the clock). CSTS: CSTS, Gwalior is essentially intending hiring of 1 car on Monthly/Daily basis on contract for a period of 1 year. The number of cars required may vary based on demand. The successful bidder will be awarded the CONTRACT OF HIRING CARS SERVICE ON MONTHLY and AS & WHEN REQUIRED BASIS for 1 Year.

PERIOD OF CONTRACT:

1. The hiring contract shall be for an initial period of 1 (one) year & can be extended at the same terms and conditions for further period of two more Years (but one year at a time) on satisfactory performance. The extension will be sole discretion of CIPET: CSTS, Gwalior.
2. No price escalation is allowed during first year of contract period. However escalation of as per actual price change in fuel may be considered after 01 year during contract period extension.
3. The contract will be terminated by giving 15 days notice if the service is not found satisfactory or any complaint received from users.

TERMINATION:

The contract can be terminated by giving 30 days notice in writing by the contractor.

TERMS OF PAYMENT:

Contractor shall raise monthly running account bill on 1st of every subsequent month and the payment shall be made within 15 days from the date of receipt of bill month along with copy of the duly attested Log-Book.

ABOUT THE VEHICLE ON MONTHLY BASIS

1. The Vehicle should be of 2018 onwards model with white in colour and be provided with new Batteries, tyres, tubes and upholstery at the time of placement along with the driver.
2. The vehicle should be well equipped with all facilities.
3. The Log Books for duty of the vehicles will be recorded from Institute Campus on each trip basis and records duly authenticated should be shown on demand and also to be produced with monthly bill. The vehicle with driver will remain stationed at the Institute Campus for 12 hours at the disposal of CIPET.
4. The vehicle(s) should be in good condition and should be provided on time. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle. The service provider shall be responsible for appropriate insurance coverage. In this regard, the service provider shall maintain driver's compensation; provider shall also maintain comprehensive

general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damage to any property arising out of, or in Connection with, the services which result from the fault of the service provider, or its staff/driver. The service provider shall provide CIPET: CSTS, Gwalior with certification thereof upon request.

5. In case of any breakdown or for any other reason of the vehicle, the owner has to arrange a substitute vehicle within 01:00 hrs of time failing which penalty at the rate of 100/- per hour charges will be deducted from the bill at the discretion of the Institute. Similarly in the event of non-availability of driver due to sickness or any reason substitute driver has to be provided for the Vehicles immediately.
6. The tenderer should ensure that the vehicle should comply with all statutory Obligations like insurance coverage, road tax, etc. together with MINIMUM OF "ALL M.P. "COMMERCIAL ROAD PERMITS VEHICLE. Before undertaking the contract.
7. The tenderer must be in a position to provide the vehicle within 07 days from the date of issue of Work Contract.
8. If the successful bidder fails to provide the vehicle in the prescribed time after the award of contract, CIPET: CSTS, Gwalior has full right to forfeit the Earnest Money Deposit (EMD) of the Contractor without giving any intimation.
9. if month hired Vehicle running is less than 2000 KM or 2500 KM , than remaining KM's will be carry forward for next month and so on.

ABOUT THE DRIVERS (Monthly Car)

1. **Contractor shall provide one (01) driver for each CAR.** Driver should be competent, matured and having a valid **professional (Commercial) driving license** issued by a Competent Authority with Minimum Three years experience in case of light vehicle or 1 year in case having Heavy Commercial Vehicle License. Driver should be sober, gentle, and courteous. The character and antecedents should be verified by the Police authorities. If a particular driver's performance/conduct is not acceptable to the Institute, he must be replaced immediately within 02days. In case of being intoxicated condition, indiscipline on the part of driver, he should be replaced immediately as this is life risk and detrimental to the safety of the organization.
2. They should always be on duty in uniform as per the colour and design decided by the Institute.
3. The drivers should be paid at least the minimum wages as per the Minimum Wages Act, under Govt. Rules. Besides Provident Fund facility as per statute to be provided to them. This shall be ensured by the owner and in case of any complaint regarding non compliance of any statutory Payments, the same shall be deducted from the bill without prejudice to the Institute's right to cancel the contract.

GENERAL CONDITIONS OF THE CONTRACT FOR HIRING VEHICLE:

1. Prices/Rates should be quoted only in the "Annexure- II" in the manner as given therein. Rates/offer given in any other manner will not be accepted.
2. The monthly Hire charges shall include all cost of maintenance and Servicing, Mobile /Engine oils and other lubricants, wages and others Benefits of the drivers, as per requirement of the Institute, Road taxes,Permits, Insurance, all statutory payments for driver and vehicles, etc.
3. Toll Tax and parking charges (if any for outside duty) may be reimbursed to the contractor along with settlement of monthly bill on production of slip Like Parking, Toll Tax, State Tax etc.
4. The Car/Vehicle and driver must be produced for inspection before and only this approved car and driver must be provided every day to the Institute.
5. In case of change of regular vehicle substitute vehicle provided must be in Compliance with all rules and regulations as applicable and if on Verification this is not found to be true then a penalty of Rs. 500 per day will be charged and vehicle will not be treated as on official duty for this Period. Similar condition applies for substitute driver. In the case of same Situation continuing for 3 days, the contract will be terminated.
6. The Bidders are required to submit their offer in two parts (**Technical Bid as per Ann. I & Financial Bid as per Ann. II**)
 - Cover - 1 (Technical Bid)** shall be superscribed as "Technical bid" duly indicating the Tender Reference no. which should contain the details as per "Annexure I", EMD of **Rs.5,000/ (Rupees Five Thousand Only)** in the form of Demand Draft drawn in favour of **CIPET -VTC, Gwalior** and cost of Tender document/ Money receipt for amount paid towards cost of tender document. The technical bid without EMD & Tender Fee stands cancelled.
 - Cover 2 (Financial Bid)** should contain Price only and shall be superscribed as "Financial bid" duly indicating the Tender Reference No. as per "Annexure II "
 - Cover 3 (Technical and Finance Bid)** both the cover should put in to Cover 3 and shall be superscribed as "Technical bid and Financial bid" duly indicating the Tender Reference No.
7. **Security Deposit:** The tenders whose tenders have been selected have to Deposit the Security Deposit of Rs. 20,000/- (Rs. Twenty Thousand only) in the form of Demand draft drawn from any Nationalized Bank in favour of **CIPET VTC, Gwalior**, shall be deposited within 07 days from the date of issue of order and the entire security amount shall be retained till the successful completion/execution of the work order. Institute reserves the right to forfeit this security deposit if party fails to comply any provision or violates any terms and conditions of the contract and no correspondence will be entertained in this regard. No interest will be paid by CIPET on Security deposit to the contractor.

DUTIES AND RESPONSIBILITIES OF CONTRACTOR

1. PROVISION OF STAFF: The contractor shall provide, at his own cost, trained Drivers having valid license and other employees with necessary tools, Instruments, equipment etc., for the safe, effective and efficient discharge of the work contemplated in the contract.
2. The contractor shall provide, at his own cost, all employees with necessary Identity cards/license, uniforms, mobile phone which they shall display on their Person to distinguish them from unauthorized persons.
3. Contractor shall be responsible for the proper and orderly conduct of his staff/workers while performing their duties as a part of this Contract and shall employ only such persons whose character has been verified by the police/ the Govt. Administrative Officer. He shall, on demand, produce papers regarding Police verification of any of his staff.

Other Terms & Conditions:

1. The successful bidder shall not subcontract, transfer or assigns the task to any other agency without the previous written approval of CIPET: CSTS, Gwalior.
2. In case of the absence of Driver, agency has to provide the substitute Driver. If the agency fails to provide the substitute of Driver/Vehicle, a Penalty @ 2 times per day on the hiring cost of the vehicle shall be imposed.
3. The Tenderer shall provide vehicles as per requirement of the Institute and As and when required even at a short notice.
4. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender. The transport agency must have provided similar service to Govt. organizations of equal stature.
5. Vehicles shall be used for the Inter State travels, if required.
6. The Contractor has to provide GST & PAN number
7. If the successful bidder fails to provide the vehicle in the prescribed time after the award of contract, CIPET: CSTS, Gwalior has full right to forfeit the Earnest Money Deposit (EMD) of the Contractor without giving any intimation.
8. The bid received after the specified date and time will not be considered.
9. Vehicles shall be under the control of CIPET: CSTS, Gwalior during the contract period except for the duration it goes for regular maintenance (only one day per month) after taking Permission from the concerned authority and shall not be used by the contractor for any other personal purpose.
10. The bidders have to submit the Work Orders & Performance Certificates/Satisfactory Services certificates for evaluation purpose.

11. The Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
12. TDS will be deducted at source from hiring bill/s as per the Income Tax Act.
13. No advance payment would be made. During the period of contract, the rates will not be revised.
14. All vehicles shall be insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
15. Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents as per rules & regulations of Government of India.
16. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
17. If the successful bidder fails to provide the vehicle in the prescribed time after the award of contract, CIPET: CSTS, Gwalior has full right to forfeit the Earnest Money Deposit (EMD) of the Contractor without giving any intimation.
18. The CIPET- GWALIOR will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.

**Director & Head
CIPET: CSTS, Gwalior**

TECHNICAL BID - HIRING OF VEHICLES SERVICES

SL.NO	PARTICULARS	
1	Name of the Firm/Agency with address and Phone No.	
2	Name Address of Proprietor / Director with Mobile no.	
3	Registration No of the firm & copy of license.	
4	Constitution of the firm (Attach proof)	
5	Permanent account number (Attach proof)	
6	GST. No, If any (Attach proof)	
7	Details of three years for supply of vehicles in any of the Department/Autonomous /universities/Public Sector undertaking of GOI or any other state Government or Public Sector Banks or Private Organization (Attach Work order/ performance/Experience Certificate issued by the Organization/Department)	
8	Details of vehicles owned & registered by the agency (Please submit attested copies of documents) 1) No. of vehicles 2) Type of vehicles: Make, Model, Year, and Condition etc. 3) Drivers : No. of trained drivers continuously on roll for last one year)	
9	Whether the agency has been blacklisted by any of the departments/organizations of the govt.	
10	EMD & cost of tender Fee details.	
11	Financial Turnover of Last 3 Year (Attached Balance Sheet & Income Tax return)	

Declaration

I, (Name of the person) hereby declare that I am authorized to sign this document and that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/terminated.

Seal & Signature of the Tenderer

Place:

Date:

TENDER NO. CIPET/CSTS/GWL/TENDER_VEHICLE HIRING/2019-20/07, Dated 03.10.2019

FINANCIAL BID- HIRING OF VEHICLES SERVICES
(To be submitted in a separate sealed envelope)

FOR MONTHLY BASIS

Sr. No.	Type of Vehicle (AC)	Fixed charge (2000 km /p.m.) Amount (in Rs.)	Fixed charge (2500 km /p.m.) Amount (in Rs.)	Extra km running charges (per km) Amount (in Rs.)	Night halt charges(out station)
	Maruti Dzire AC (2018 onward Model)- Colour - White, Variant : Diesel (For Regular usage, 12 hours per day service) Vehicle & Fuel Charges (Inclusive of Fuel, oil , Driver Salary+ PF + ESIC, Vehicle Maintenance Cost, Insurance, Road Tax etc.)				

II. Rate for Rental Vehicle (As & when required basis)

Sr. No.	Type of Vehicle (AC)	4 hrs. 50 km.	10 hrs. 80 km.	Outstation charges for minimum running 250 km./day	Extra Per km. Local running charges	Per km. outstation charges	Night halt charges
1	Innova Crysta						
2	Innova/Scorpio/ Ertiga Tavera						
3	Sedan card Maruti Dzire/Hyundai-X-Cent/Toyota Etios/Honda-Amaze						
4	Maruti Swift/Tata Vista						
5	Honda City AC/ Maruti Suzuki						

	Ciaz/Hyundai Verna						
6	Bus (40 Seated)						
7	Bus Non AC (50 Seated)						
8	Traveller						

Note: All taxes (Toll Tax, perking, other state Border Tax & GST (Service tax) will be paid extra as per actual.

- a. We confirm that the quoted prices will remain firm and there would not be any price escalation during the initial contract period of one year.
- b. We also confirm that we abide by all the tender conditions and we do not have any counter conditions, in the event of violation of any of the tenders' terms and conditions the submitted SD will be forfeited.

Yours faithfully,

Seal & Signature of the Tenderer

Place:

Date: