



केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट)  
Central Institute of Petrochemicals Engineering & Technology (CIPET)  
(Formerly Central Institute of Plastics Engineering & Technology)  
Department of Chemicals & Petrochemicals,  
Ministry of Chemicals & Fertilizers,  
Govt. of India

# CIPET - JAIPUR

## Notice Inviting GeM Tender for "Vehicle Hiring" at CIPET - Jaipur.

Tender Document No: CIPET/JAIPUR/2024/Vehicle/01

GeM Tenders are invited for Hiring vehicle on monthly basis from registered firms/service providers engaged with the Govt./Semi-Govt./Autonomous Organizations or any other reputed organizations.

### Important Information

Sr. No.	Particulars	Details
1.	Purchaser	CIPET Jaipur
2.	Tender No	CIPET/JAIPUR/2024/Vehicle/01
3.	Issue of Tender document on GeM	17.12.2024
4.	Last date & time for download of Tender Document	As per GeM
5.	Online Tender bid submission	17.12.2024
6.	Date & Time of opening of Technical Bids	As per GeM
7.	Date & Time of opening of Financial Bids	As per GeM
8.	Venue of opening of Technical & Financial Bids	CIPET Jaipur
9.	Tender Fee	As per GeM
10.	Earnest Money Deposit (EMD)	As per GeM
11.	Performance Security Deposit	Rs. 50,000

## TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur

### **SCOPE OF WORK**

The following Vehicle is required by CIPET- Jaipur for official use:

<b>Sr. No.</b>	<b>Vehicle</b>	<b>Colour</b>	<b>No</b>	<b>Minimum KMS (Monthly)</b>
1.	Maruti Swift Dzire or Toyota Etios or Honda Amaze Diesel/Petrol (AC) Model – 2023 or 2024 or latest.	White	01	2000 KM

GeM tenders are invited for Hiring vehicle on monthly basis at CIPET- Jaipur. The tender can be download from the Institute website: - <https://www.cipet.gov.in>

In the event of any holiday later declared by the competent authority, the next working day will be consider for opening of tender on GeM portal. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

Principal Director & Head

### **INTRODUCTION**

Central Institute of Petrochemicals Engineering & Technology (CIPET) (*formerly known as Central Institute of Plastics Engineering & Technology (CIPET)*) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

**BASIC TERMS & CONDITION FOR HIRING OF THE VEHICLE:**

1. The car must be of 2023 or 2024 or latest model and white in colour. Preference will be given to latest model. The vehicles shall be finally selected based on the physical verification by the Authorized Officer of CIPET - Jaipur.
2. No CNG car will be accepted in the GeM tender. The boot of the car should be available for luggage purpose.
3. Availability of the vehicles must be 24 X 7 basis along with medically fit drivers.
4. Vehicles shall be under the control of CIPET - Jaipur during the contract period.
5. Vehicles shall be used for the Inter State travels, if required.
6. The Contractor has to provide GST & PAN number and any other required information.
7. The vehicles shall be hired initially for period of 03 years renewable on yearly basis subject to providing of satisfactory services. It shall be at the discretion of the CIPET - Jaipur's authorities to terminate the contract during the period or to extend the term for another period on the basis of satisfactory performance of the Service provider. The maximum term will be 03 years only.
8. The rates shall be quoted as per Performa given in Annexure – II (financial bid) will remain same for the duration of the contract -03 years.
9. If the successful bidder fails to provide the vehicle in the prescribed time after the award of contract, CIPET- Jaipur has full right to forfeit the Performance Security Deposit of the Contractor without giving any intimation.
10. The contractor has to give in writing undertaking that he accepts all the terms and conditions without any alteration.
11. Vehicles shall be at the disposal of CIPET - Jaipur throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month) after taking permission from the concerned authority of CIPET – Jaipur concerned official.
12. The driver should not be changed frequently. In case of change of driver, the same has to be informed to the authority of CIPET Jaipur and approval has to be taken. Necessary documents like PAN, aadhar card and driving licence of the driver has to be submitted in the Administration Department.
13. CIPET- Jaipur reserves the right to cancel any/all bids without assigning any reason.
14. The bidders has to submit the Work Orders & Performance Certificates/Satisfactory Services certificates for evaluation purpose. Preference will be given to service providers having Government Work Experience of similar nature.
15. The bidders have to note that the tender is a rate contract and monthly charges will not be affected due to change in price of diesel/petrol for the duration of the contract.
16. The kilometres of the running of the vehicle (To & Fro) will be calculated from CIPET - Jaipur only.

## **TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur**

17. The Vehicle should be fitted with white towels and seat covers.
18. The drivers have to maintain cleanliness in vehicle at all time.
19. The vehicle should go for complete dry cleaning once in a month.
20. The working hours will be from 08.00 AM to 08.00 PM from Monday to Saturday or as per requirement of CIPET-Jaipur.
21. The vehicle will have to report for duty as per the direction of CIPET-Jaipur's authority.
22. The Vehicle will be engaged for 12 hours per day from Monday to Saturday. The overtime will be paid accordingly. Necessary penalty of Rs. 100 Per Hour will be levied for reporting late on duty.
23. The driver has to maintain Vehicle log book and take signature from the users. The photocopy of the log book has to be submitted along with the bill will signature of the all the user of the vehicle.

### **OTHER TERMS & CONDITIONS:**

1. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
2. The driver should have valid driving license and proof of the same in form of certified copies shall be provided by the Contractor to CIPET - Jaipur.
3. The Contractor shall be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of CIPET - Jaipur the said driver shall be withdrawn and a fresh driver shall be provided to CIPET - Jaipur at no additional cost.
4. All hired vehicles shall be under CIPET- Jaipur's control. The vehicles shall remain on duty for (12 hours) for 365 days or as per the instruction of CIPET - Jaipur authorities.
5. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights to be fitted in foggy areas.
6. Vehicles should also be fitted with Toeing hook.
7. Contractor have to submit vehicle fitness certificate from RTO office of Jaipur city, comprehensive insurance, payment of road tax, inter-state permit, etc.
8. The Contractor shall ensure that the driver has valid driving license for commercial use.
9. Vehicle should be able to move freely to the neighbouring States without any restrictions.
10. The Contractor shall provide valid certificate of pollution check of the vehicle from the concerned authorities and the same shall be renewed well before the due date.
11. All vehicles shall be insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
12. Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving

## **TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur**

- license and all other documents as per rules & regulations of Transport Department - Government of Rajasthan and Government of India.
13. In case of breakdown, the Contractor within two hours shall provide another vehicle of similar type at no extra cost. CIPET- Jaipur shall have absolute right to charge Rs. 1,000/- per day as penalty if the vehicle is not provided within two hours.
  14. In case of accident of the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations shall be taken care by the contractor.
  15. The contract is valid for providing services of vehicle on hiring basis and at no point of time any or all Staff of Contractor shall claim for employment in CIPET – Jaipur.
  16. Drivers should carry sufficient cash for discharging obligations such as parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the contractor.
  17. Original bills/Proper supporting documents shall be submitted along with such claims.
  18. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
  19. In the intervening period if a temporary vehicle is provided by the Contractor and its mileage shall be taken separately from reporting to discharges and will be added to the total log book for the respective month.
  20. Drivers should be in uniform during duty hours. The contractor will provide uniform to driver who shall wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, CIPET- Jaipur shall have right to expel or refuse entry of any such drivers and vehicle to be treated as absent.
  21. Driver should be at least 10th std. passed and should be able to read and write, and have minimum three years of experience as driver.
  22. Driver should be alert/careful enough to take care of items/material kept in the vehicle.
  23. Vehicle should be fitted with portable fire extinguisher.
  24. The bidder has to sign all pages of this tender document as being accepting all the terms and conditions of the tender and upload the same on GeM portal.
  25. Principal Director & Head, CIPET-Jaipur reserves all rights with respect to this tender.

**TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur**

**TERMS OF PAYMENT:**

Contractor shall raise monthly running account bill on 1<sup>st</sup> of every subsequent month and the payment shall be made within 15 days from the date of receipt of bill.

**TERMINATION:**

The contract can be terminated by giving 60 days notice in writing from the bidder's side and 15 days notice from CIPET-Jaipur's side. CIPET-Jaipur reserves the right to forfeit Performance Security Deposit in case of violation of terms and conditions of the contract by the contractor.

**JURISDICTION:**

All disputes arising out of this contract shall be subject to the jurisdiction of the courts of the law at Jaipur only and the language of communication should be English only.

Seal & Signature of contractor

TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur

**Tender Document No: CIPET/JAIPUR/2024/Vehicle/01**

**ANNEXURE -1**  
**TECHNICAL BID**

1. Name of the Contractor/Agency -
2. Complete Address -
3. Mobile/Landline -
4. E-mail address - \_\_\_\_\_
5. GST Number -
6. PAN Number issued by the IT Deptt. -
7. Agency Registration Details -
8. Bid security declaration -
9. Vehicle Registration Certificate -
10. Any Other Details - \_\_\_\_\_
11. PUC -
12. Insurance of the Vehicle -
13. Driving Licence -
14. Work orders -
15. Performance Certificates -

Have you provided vehicle ever at any Govt./Semi-Govt./Autonomous Organizations or any other reputed organizations: YES/ NO (If yes, enclosed work order copies)

**Declaration**

I, ..... (name of the person) hereby declare that the 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 and necessary penalty will be imposed or security deposit will be forfeited.
2. I understand that the decisions taken by CIPET - Jaipur are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by CIPET- Jaipur
4. I understand that CIPET- Jaipur reserves the right to accept or reject and cancel the tender process and reject all Tender at any time prior to the award of the contract, without detailing any specified reasons whatsoever.
5. I have signed all the pages of the tender documents.

Place & Date \_\_\_\_\_

Agency Seal & Signature

TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur

Tender Document No: CIPET/JAIPUR/2024/Vehicle/01

**ANNEXURE -II**

**FINANCIAL BID**

(MONTHLY VEHICLE RATE QUOTE)

Sr. No.	Model of Vehicle (All Model with Air Conditioner)	Fixed Monthly Charge, which includes 2000 KM	Fixed Monthly Charge, which includes 2500 KM	Fixed Monthly Charge, which includes 3000 KM	Rate Per Km for Extra Kilometers	Extra Hour Rate after performing 12 hours Duty time	Outstation Allowance (Night Halt in Rs.)	Sunday Allowance (if the duty hours exceed more than 02 hours)
1.	Maruti Swift Dzire or Toyota Etios or Honda Amaze Diesel/Petrol (AC) Model – 2023 or 2024	<b><u>As per GeM</u></b>						

- A. The monthly rent will cover total above mentioned Kilo meters and normal timing of vehicles will be 8:00 AM to 8:00 PM. The minimum/nearest slab of the kilometers will be taken for the billing purpose.
- B. TDS will be deducted at prevailing rates of Government of India (GOI).
- C. No CNG vehicle will be accepted by the CIPET Jaipur.

Agency Seal & Signature



TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur

**Undertaking**

I/We, Mr. Ms ..... Son/ Daughter/Wife of  
..... (Address) .....  
.....  
on behalf of my/ our firm, hereby declare and undertaking that

The rates quoted in the price schedule include Agency Service Charges and all statutory levies and other Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from CIPET – Jaipur.

We will follow all the statutory rules applicable to us and it's time to time compliance.

In case of any default on our part, CIPET Shall be at liability to recover the amount of penalty from the security deposit.

I / We further do hereby certify that no legal suit / criminal case is pending against me / us /my / our firm / agency for violating the laws related to Income Tax , Service Tax etc.

I / We do hereby certify that the information furnished in this document are true and correct to the best of my / our knowledge. I / We will be liable for prosecution if any information above is found to be incorrect or misleading.

I have read the terms and conditions contained in the tender and have understood them and accepts without any alteration.

Date: Signature and Seal.....

Name .....

Place: Business Address.....

.....

**TENDER FOR HIRING OF "VEHICLE" at CIPET – Jaipur**

***BID SECURING DECLARATION FORM***

**E-Tender No.: CIPET/JAIPUR/2024/Vehicle/01**

To,  
CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY, (CIPET)  
CENTRE FOR SKILLING & TECHNICAL SUPPORT (CSTS),  
SP-1298, Phase- III, Sitapura Industrial Area, Tonk Road- Jaipur 302022

I/We, The undersigned, declare that:

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of Two years from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (I) fail or refuse to execute the contract, if required or (ii) fail or refuse to furnish the Performance Security, in accordance with the instruction to Bidders.

Date:

Seal & Sign. of bidder

Place:

**ENCLOSURES**

The following documents must be enclosed with the technical bid:

1. Bid Security Declaration
2. Vehicle Registration Certificate.
3. Insurance Copy
4. PUC
5. Driving License of the driver
6. PAN Card
7. GST Certificate
8. Commercial tax registration paid certificate.
9. Proof of establishment of firm
10. Similar Work Orders
11. Similar Performance Certificates
12. Any other documents with respect to this vehicle tender.