

CIPET: CSTS, JAIPUR



**[TENDER FOR
“HIRING OF VEHICLES”]**

CIPET: CSTS, JAIPUR

SP-1298, Sitapura Industrial Area, Phase III,
Tonk Road, Jaipur – 302022

Phone: 0141-2770264-66 Fax: 0141-2770736

Email: cipet_jaipur@yahoo.co.in

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of sale of Tender document	20.11.2019	09:00 Hrs
2.	Last date/time of sale of tender documents	11.12.2019	11:00 Hrs
3.	Last date/time of submission of offline bid	11.12.2019	13:00 Hrs
4.	Date & Time of opening of technical bid	11.12.2019	15:00 Hrs
*Date of Financial Bid opening will be intimated to the Technically qualified bidders only.			

PRE-BID MEETING on 27.11.2019 @ 14:00 Hours.

1. Tender Fee – Rs.500 (Non-Refundable)
2. Earnest Monet Deposit – Rs. 20,000 (Refundable)
3. Kindly note, the Tender Fee and EMD will remain same for single as well as for all vehicles.
4. Annexure A – Technical Bid
5. Annexure B – Financial Bid

The following Vehicles are required by CIPET: CSTS, Jaipur for official use:

Sr. No.	Vehicle	Colour	No's	Minimum KMS (Monthly)	Average KMS (Monthly)	Maximum KMS (Monthly)
1.	Maruti Swift Dzire Diesel/Petrol (AC) Model – 2017 or later	White	01	2,000	2,500	3,000
2.	Toyota Etios Diesel/Petrol (AC) Model – 2017 or later	White	01	2,000	2,500	3,000

CIPET: CSTS, Jaipur invites tender for hiring of vehicles (1 No MARUTI SWIFT DZIRE-5 SEATER-DIESEL/PETROL & 1 No TOYOTA ETIOS – 5 SEATER – DIESEL/PETROL – Model 2017 or later) for official use. The contract for hiring of the vehicle will be initially for a period of one year. The interested bidders may send their bids on the prescribed application as per Annexure-A (Technical Bid). The bidders may come for Pre-Bid meet on 27.11.2019 at 02:00 PM for any clarification regarding scope of work.

The bidders have to quote the rates as per Annexure B (Financial Bid) after attending Pre-Bid meet on 27.11.2019

An Earnest Money Deposit (EMD) of Rs. 20,000/- in the form of Demand Draft (D.D.) in favor of CIPET, payable at Jaipur, must be forwarded along with the Tender. **Tender Fee, Earnest Money Deposit (E.M.D), Technical Bid, Financial Bid and the tender document with sign and stamp on every paper should be put in separate sealed envelopes, with each envelope clearly indicating the type of enclosures.** All these should be put in one envelope and must be superscribed as “Tender for Hiring of Vehicles 2019”. The tender documents must reach the below address on or before 11.12.2019 @ 13:00 Hrs.

Director & Head,
Central Institute of Plastics Engineering & Technology (CIPET)
SP-1298, Sitapura Industrial Area, Phase III,
Tonk Road, Jaipur – 302022
Phone: 0141-2770264-66 Fax: 0141-2770736
Email: cipet_jaipur@yahoo.co.in

The tenders shall be opened on 1st Floor Conference Hall on 11.12.2019 @ 15:00 Hrs. in presence of all the tenderer or their authorized representatives.

The bidder in whose favor the work order is awarded will have to deposit Security Deposit amount of Rs. 30,000. The EMD of Rs. 20,000 of the successful bidder will be converted into Security Deposit and in total amount of Rs. 50,000 will be retained by CIPET: CSTS, Jaipur for the duration of the contract.

CIPET: CSTS, JAIPUR RESERVES THE RIGHT TO ENGAGE ONE VEHICLE OR BOTH THE VEHICLES DURING THE DURATION OF THE CONTRACT. THE BIDDER WILL BE SELECTED WHO IS IN A POSITION TO PROVIDE BOTH THE VEHICLES AS PER TERMS & CONDITIONS OF THE TENDER.

NOTE: BIDDERS CLAIMING MSME EXEMPTION FOR TENDER FEE & EMD WILL NOT BE ENTERTAINED. ONLY BIDS WITH PROPER TENDER FEE & EMD WILL BE CONSIDERED FOR FURTHER EVALUATION.

BASIC TERMS & CONDITION FOR HIRING OF THE VEHICLES:

1. The cars must be of 2017 or later model and white in color. Preference will be given to latest model. The vehicles shall be finally selected based on the physical verification by the Authorized Officer of CIPET: CSTS, Jaipur.
2. Availability of the vehicles must be 24 X 7 basis along with medically fit drivers.
3. Vehicles shall be under the control of CIPET: CSTS, Jaipur during the contract period.
4. Vehicles shall be used for the Inter State travels, if required.
5. The Contractor has to provide GST & PAN number.
6. The vehicles shall be hired initially for period of one year. It shall be at the discretion of the CIPET: CSTS, Jaipur's authorities to terminate the contract during the year or extend the term for another year on the basis of satisfactory performance of the Service provider.
7. The rates shall be quoted as per proforma given in Annexure-B (financial bid).
8. If the successful bidder fails to provide the vehicle in the prescribed time after the award of contract, CIPET: CSTS, Jaipur has full right to forfeit the Earnest Money Deposit (EMD) of the Contractor.
9. The contractor has to give in writing undertaking that he accepts all the terms and conditions without any alteration.
10. Vehicles shall be at the disposal of CIPET: CSTS, 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: CSTS, Jaipur. The bidder has to get the vehicle serviced only on Sunday.
11. CIPET: CSTS, Jaipur reserves the right to cancel any/all bids without assigning any reason.
12. The bidders have to submit the Work Orders & Performance Certificates/Satisfactory Services certificates for evaluation purpose. Preference will be given to service provides having government work experience of similar nature.
13. 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.
14. The kilometers of the running of the vehicle (To & Fro) will be calculated from CIPET: CSTS, Jaipur only.
15. The vehicle should be fitted with white towels and seat covers.
16. The drivers have to maintain cleanliness in vehicle at all times.
17. The working hours will be from 08:00 AM to 08:00 PM from Monday to Saturday or as per requirement of CIPET: CSTS, Jaipur.
18. The vehicle will have to report for duty as per the direction of CIPET: CSTS, Jaipur's authority.
19. The bidder will be eligible for Sunday allowance, if the duty hours on Sunday exceed more than 06 hours. The bidder will not be eligible for Sunday allowance for Pick-Up/ Drop at Railway Station/Bus Stop/Airport/others. **The Sunday allowance will not be provided for public holidays. The running on public holidays will be calculated on the basis of general usage of the vehicle.**
20. The billing will be done based on the running of the vehicle and as per the monthly fixed charges for 2,000 KMS or 2,500 KMS or 3,000 KMS. Additional KMS beyond 2,000 KMS or 2,500 KMS or 3,000 KMS will be paid extra as per the rates quoted in the financial bid, whichever is lesser.
21. The vehicle will be engaged for 12 hours per day from Monday to Saturday. Hence, the total engagement for the month will be 312 Hours. The bidder will be eligible for overtime allowance beyond 312 hours per month. The hours will be calculated on monthly basis and not on daily basis.

OTHER TERMS & CONDITIONS:

1. All repairs and maintenance, running costs, fuel/Gas, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
2. All drivers shall have valid driving license and proof of the same in form of certified copies shall be provided by the Contractor to CIPET: CSTS, 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: CSTS, Jaipur the said driver shall be withdrawn and a fresh driver shall be provided to CIPET: CSTS, Jaipur at no additional cost.
4. The Contractor shall not deploy any vehicles running on LPG.
5. All hired vehicles shall be under CIPET: CSTS, Jaipur's control. The vehicles shall remain on duty for (12 hours) for 365 days or as per the instruction of CIPET: CSTS, Jaipur's authorities.
6. 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.
7. Vehicles should also be fitted with Toeing hook.
8. Contractor have to submit vehicle fitness certificate from RTO office of Jaipur city, comprehensive insurance, payment of road tax, inter-state permit, etc.
9. The Contractor shall ensure that the driver has valid driving license for commercial use.
10. Vehicle should be able to move freely to the neighboring States without any restrictions.
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. All vehicles shall be insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
13. 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 and Transport Department, Govt, of Rajasthan.
14. In case of breakdown, the Contractor within two hours shall provide another vehicle of similar brand at no extra cost. CIPET: CSTS, Jaipur shall have absolute right to charge Rs. 1,000/- per day as penalty if the vehicle is not provided within two hours.
15. 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.
16. 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: CSTS, Jaipur.
17. The payment will be made as per the number of kilometers and attendance.
18. 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. 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 well dressed. The contractor will provide uniform to all drivers (02 Pairs Safari & 01 Pair Black Shoes) 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: CSTS, Jaipur shall have right to expel or refuse entry of any such drivers and vehicle to be treated as absent. In addition, CIPET: CSTS, Jaipur may levy penalty as decided by the management.
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 carry portable fire extinguisher.
24. The contractual amount will be fixed for first year. Based on satisfactory services, renewal can be done on mutual agreed terms & conditions.

TERMS OF PAYMENT:

Contractor shall raise monthly bill on 1st 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: CSTS, Jaipur's side. CIPET: CSTS, Jaipur reserves the right to forfeit EMD in case of violation of terms and conditions of the contract.

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

TECHNICAL BID (ANNEXURE –A)

TENDER FEE

DD No & Date. _____ for DD Amount of Rs. _____

EMD Details

DD No. & Date _____ for DD Amount of Rs. _____

Bank Name/Branch _____

1. Name of the Contractor/Agency: _____
2. Complete Address _____
3. Mobile & Landline _____
4. E-mail address _____
5. GST Registration Number _____
6. PAN Number issued by the IT Deptt. in favor of the contractor/agency: _____
7. Income Tax Returns (ITR) for last 03 years _____
8. Similar Work Orders (No's) of supplying services to Central/State Government organizations _____
9. Similar Performance Certificates (No's): _____
10. Any Other Details: _____

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/contract is liable to be cancelled/terminated.
2. I understand that the decisions taken by CIPET: CSTS, Jaipur will be final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by CIPET: CSTS, Jaipur.
4. I understand that CIPET: CSTS, 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 pages of the tender documents.

Place & Date _____

Agency Seal & Signature.

ENCLOSURES

The following documents must be enclosed with the technical bid:

1. Vehicle registration certificate.
2. Insurance copy.
3. PUC
4. Driving license of the driver.
5. Pan Card
6. GST Certificate
7. ITR for last 03 years.
8. Commercial tax registration paid certificate.
9. Proof of establishment of firm.
10. Similar Work orders
11. Similar performance certificates