

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), BHUBANESWAR

Department of Chemicals & Petrochemicals
(Ministry of Chemicals & Fertilizers, Govt. of India)
S-3/79, Sector-A, Zone-B, Mancheswar Industrial Estate,
Bhubaneswar-751010, Odisha
Phone: (0674) 2588203/2588392
Email: cipetsat@gmail.com, mcti@cipet.gov.in
Websites: www.cipet.gov.in



सिपेट CIPET

“EOI FOR EMPANELMENT OF TRAVELLING AGENCY”

EOI No. CIPET: CIPET: CSTS/BBSR/TA/2024-25/03

LAST DATE FOR SUBMISSION OF BID: 18.12.2024

Submission of Bids

The Bid document offer should be of two parts Viz., "**TECHNICAL BID**" and "**COMMERCIAL BID**" both marked with details, sealed and packed separately and send together with another cover with the marking "**EOI FOR EMPANELMENT OF TRAVELLING AGENCIES**".

The content of the both bids should be as under;

The EOI will be required to submit in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as EOI for "Technical Bid" and should contain an introductory letter of firm along with copies of documents as evidences. The Individuals/firms/Agency has to fill up Annexure "A" with seal & signature along with all supporting documents.

Envelop No. II super-scribed as EOI for "Financial Bid" and should contain the price bid form duly signed in each page by the Individuals/firms/Agency.

Both Envelope I & II should be placed in large envelope which should be super-scribed As "**EOI FOR EMPANELMENT OF TRAVELLING AGENCIES**" and addressed to CIPET: CSTS, Sector – A,Zone -B Mancheswar Industrial Estate,Bhubaneswar, Odisha-751010

SCOPE OF WORK

- CIPET: CSTS invites tender documents from reputed travelling agencies for providing vehicles as and when required by this office for local/outstation journeys for use of CIPET official purpose.
- The starting & closing of the running meter will be calculated from CIPET: CSTS, Bhubaneswar.
- The empanelled agency should submit the bill on monthly basis along with the following documents:
 - (a) Vehicle requisition slip.
 - (b) Proof of Duty slip in original with proper signature of officials.
 - (c) Original Toll Gate charges slip/ statements showing the same.
 - (d) Rate of fuel during the claim month as per the market.

Eligible Criteria for Bidders:

- Experience Criteria: The Bidder should have in same or similar experience with any Central / State Govt Organization /PSU / Public Listed Company/reputed institution for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid.
- Bidder Turn over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs.10 Lakhs. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- The bidder must have a local office at Bhubaneswar/ Cuttack / Khordha for smooth communication to the location.

- The owner should ensure that the vehicle should comply with all statutory obligations like insurance coverage, road tax, etc. together with MINIMUM OF "ALL Odisha. "COMMERCIAL ROAD PERMIT VEHICLE.

TECHNICAL BID should include the following:-

- Experience Criteria- Proof of Documents.
- Bidder Turn over Criteria-. Proof of Documents
- GSTIN, PAN card, & IT return for last 03 years.
- The Technical Bids shall be opening on **19.12.2024 @11.00AM**, after evaluation of technical bid commercial bid shall be open for the qualified bidders.

COMMERCIAL BID should include the following:-

- The agency must quote the rate as per the format provided in this bid documents
- Conditional bids will not be accepted. The condition laid down by CIPET:CSTS, Bhubaneswar is final and binding on all bidders.
- The quote should be in Indian Currency (INR).
- Rate Quoted shall be inclusive of all charges.
- Applicable taxes will be deducted as per prevailing Government rules and regulations.
- GST exempted as per the Notification No: 12/2017-Central Tax (Rate) dated 28.06.2017

The undersigned reserves the right to accept/reject any or all Tenders without assigning any reason thereof. No claims whatsoever shall be entertained for the loss/damage suffered by the parties/bidders on account of such rejection.

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



Financial Bid

Category of Vehicles	Long- Distant Jour		Local Journey			Airport/station drop & pickup (per Trip)
	Rate Per KM	Night Charges	Per day 12 hour	Fuel Charges km/Ltr.	Rate for Extra Hour	
Maruti Suzuki Dezire, Honda Amaze, Hyundai Xcent, Aura/ Etios						
Premium SUV/MUV						
Inova Crysta/Hybrid						
Innova						
Bolero/Travera						
Tempo Travellor 13 Seater						
Tempo Travellor 17 Seater						
Tempo Travellor 26 Seater						

- Long Distant Journey for Sedan cars will be consider after 250km & below 250km will be consider as local Journey.
- Long Distant Journey for Premium SUV/MUV will be consider after 300Km & below 300 km will be consider as Local Journey.
- Fuel charges for local journey should be quote as per distant cover per liter.

Date:
Place:

**Signature of Bidder
With Seal**