

E- Tender Document for Hiring of Vehicle for CIPET: CSTS-Balasore



CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
(Ministry of Chemicals & Fertilizer, Govt. of India)
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TENDER DOCUMENT NO: CIPET/CSTS/BALASORE/VH/20-21/01

LAST DATE FOR ONLINE SUBMISSION OF BID: 15.07.2020, 5:30 PM

Notice Inviting E-Tender FOR HIRING OF VEHICLE SERVICE (NIT)

CIPET: CSTS-Balasore invites E- Tender in two Bid System from reputed Vendor /Contractor/Firms/Agency/Supplier (henceforth shall be referred as bidders in the Tender Document) having valid registration for supply of vehicles for 1 year”:

Sl. No	Description	EMD	Last Date & Time of Bid Submission
01	Hiring of Vehicle Service (Swift Dzire-VDI / Tour)/ Hyundai Accent/TATA Tiago Vehicle Type: Hatchback AC. Fuel: Diesel, Colour: White / Silky Silver. No. of Vehicle – 01	Rs10000/-	15.07.2020 5:30 P.M

Interested and eligible bidders may view and download the detailed tender documents from CIPET's E-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in

All Bids must be submitted through the online portal www.tenderwizard.com/CIPET only on or before 15.07.2020 up to 5.30 P.M. **EMD will be accepted only online mode.**

Salient information about the E-Tender:

1. Mode of submission: ONLINE ONLY. No offline Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Financial) will be available ONLINE at CIPET's E – Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from these websites.
3. Who can participate for this e-Tender: The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.
4. **How to register by a vendor:**
 - a. The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment of Approx. Rs. 1,500/- + 18% GST to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

- b. Processing Fees (As applicable as per norms of Keonics) Payable Online separately to M/S. KEONICS LTD.

5. Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone / E-mail	Remarks
Local Representative of KEONICS (Bhubaneswar)	Mobile: 7377708585/ 9776823641 Email: twhelpdesk404@gmail.com / twhelpdesk887@gmail.com	For Vendor registration / any other issue regarding e-Tender Process, please contact:
Mr. Sanjeeb Mohapatra	Email: cipethelpdesk@gmail.com	KEONICS as the details given in the previous Columns

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned to PDF & JPEG format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
8. While uploading / submitting the documents, it should be ensured that the file name should be the name of the document itself.
9. All pages of Tender documents with Addenda / Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.
10. Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda / Corrigenda (if any) with regard to the e – Tender, for which no separate paper advertisement will not be published.
11. Last date of online submission of Tender bid: 15.07.2020 up to 5.30 P.M.
12. EMD must be in paid through online mode only to the below mentioned account:
Account Holder Name: CIPET :CSTS BALASORE
Account No: 31487533193, STATE BANK OF INDIA, BALASORE I.E BRANCH
IFSC Code: SBIN0007020

13. Date & Time of Technical Bid Opening: 16.07.2020 at 10.30 AM.
14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated about the date & time after technical bid evaluation through the e-Tender portal.
15. Venue for Opening Bids: CIPET: CSTS, Balasore, Plot No-A, IDCO, Bampada Industrial Area, Balasore , Pin -756056 (Odisha)
16. CIPET reserves the absolute right to accept / reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Eligible Criteria for Bidders:-

- Vehicle must possess valid Pollution Certificate.
- Vehicle must possess valid Registration Certificate.
- Vehicle must possess valid Insurance.
- Self declaration on no pending litigation (Annexure I)
- The Bidders must have office in Balasore with proper evidence for faster & better serviceability.
- The firm should have GST registration.
- Experience of providing vehicle to government departments/PSU/ Universities would be desirable. (Annexure II) Copies of similar purchase order of last 3 financial years (2017-18 & 2018-19, 2019-20) to be uploaded as proof.
- Annual Turnover: 2 Lakhs during the last financial Year.
- Vehicle age should not be more than 05 (Five) year.

TERMS & CONDITIONS:

1. The cost of the tender document fee of Rs. 500/- (Rupees Five Hundred only) is to be paid by online drawn in any nationalized bank in favour of "CIPET:CSTS Balasore", Payable at Balasore which is non-refundable. EMD Rs. 10,000/- (Rupees Ten Thousand) is to be paid by Demand Draft drawn in any nationalized bank in favour of "CIPET:CSTS, Balasore", Payable at Balasore.
2. The contract would be valid for a period of one year from the date of contract and can be extended for further Two year, on the basis of requirement, performance and at the sole discretion of CIPET: CSTS, Balasore.
3. The vehicle provided must be registered in Balasore and properly insured.
4. The Driver must have valid driving licenses and properly dressed up during the duty hours.
5. The Agencies will be solely responsible for any misconduct of the drivers.
6. No advance payment would be made. During the period of contract, the rates will not be revised for one year.
7. TDS will be deducted at source from bill as per the Income Tax Act.
8. CIPET: CSTS, Balasore reserves the right to terminate the contract with 30 days notice without assigning any reason.
9. In case of any Loss, damage or accident, total responsibility lies with agency/firm. The driver will be fully responsible in case of unauthorized / illegal materials are found in the vehicle during the use of the officials of the CIPET: CSTS, Balasore.
10. Parking & toll taxes will be reimbursable on actual.
11. Vehicle model hired on monthly basis should not be earlier than one (05) Year Old.
12. Payment shall be made preferably within 15 days following submission of original invoices in duplicate by the Service Provider.
13. 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 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, Balasore with certification thereof upon request.

14. The service provider/contractor should have enough resources to repair their vehicles in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice.
15. The service provider/agency shall not provide any person as driver who has not completed 18 years of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like Minimum wages, Contract Labour Act etc. In case of violation of any such statutory provisions, the agency will be solely responsible.
16. The firms whose tender for monthly hiring are accepted shall deposit Performance Security of Rs. 20,000 (Rupees Ten thousand only) within 07 days from the issue of offer of work order. It should be paid through online (i.e. NEFT/RTGS/Bank Guarantee) in our "CIPET :CSTS, BALASORE, A/c No 31487533193" State Bank of India, IFSC code: SBIN0007020. The contract shall be signed only after furnishing of performance security. In case of breach of contract by the contractor, the performance security shall be forfeited by CIPET: CSTS, Balasore and the firm/agency shall be blacklisted in addition to the termination of the contract.
17. All the vehicles provided to CIPET: CSTS, Balasore should be in good road worthy condition and having valid documents / licenses from department and Insurance policy of the Driver & Vehicles with Pollution Certificate. The Tenderer shall be responsible for total maintenance of the vehicles provided by him.
18. The Tenderer shall provide vehicles as per requirement of CIPET: CSTS, Balasore and as and when required even at a short notice
19. GST TDS will be deducted at source from bill as per the Goods & Service Tax Act.
20. Bidders are requested to visit the CIPET website on a regular basis for necessary corrigendum / modification of the tender. No separate communication, paper advertisement shall be done in this regard.
21. A Hatchback / Electric hatchback is a passenger car in a two-box configuration with separate compartment for engine, passenger, and cargo like Swift, Hyundai i10, Hyundai i20, TATA Tiago etc.
22. Service provider shall ensure that assigned vehicle and driver report as per schedule provided by user department / buyer/ individual user. In an event of delay arrival beyond 30 minutes, user shall have right to hire other taxi services (which may or may not be similar hired vehicle category). The fare shall be debited to the service provider.

ADDITIONAL TERMS AND CONDITION FOR MONTHLY HIRED VEHICLE:

1. In addition to terms and conditions mentioned above, the following additional terms and conditions shall be applicable on vehicles taken on monthly hire:-
2. The biodata of driver should be submitted before award of the contract.
3. The driver shall be in proper. Behaviour of the driver should be extremely courteous and refined. He should be well aware of and should meticulously follow traffic rules. He should not be in habit of rash and fast driving and should have proper vision. He should have absolutely clean background and police record. A self-declaration certificate shall be furnished by the selected vendor/agency.

4. Driver shall be provided with mobile phone for smooth communication.
5. The duty timing of the monthly hired driver would be normally from 8 am to 8 pm but could be longer as per requirement and need. Accordingly the driver needs to be paid/ compensated for overtime and other allowances by the agency.
6. One day compulsory rest in a week shall be given to the driver. On the day of rest, alternate driver shall be provided by the agency/service provider as per the need of CIPET: CSTS, Balasore.
7. The agency will have to provide the replacement of driver in case of any eventuality. CIPET: CSTS, Balasore has the right to ask the agency for removal of any Driver who is not found competent or disciplined.
8. Once assigned, the vehicle will not be changed/ replaced without prior permission of CIPET: CSTS, Balasore.
9. There will be separate log book for monthly vehicle maintained by the driver/agency. All entries in the log book will be verified/ countersigned by the concerned officers.
10. The service provider/firm shall submit attested copies of owner book, insurance papers and other papers of the vehicle and attested copies of driver license.
11. Vehicle must be stationed at CIPET: CSTS, Balasore.
12. In addition to monthly vehicle the agency must be capable of providing casual vehicle on Need basis as per the list provided in the commercial bid for casual vehicle.
13. The successful bidders will enter into contract with CIPET: CSTS, Balasore as per above terms and conditions within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of its candidature.

TECHNICAL BID

Sl. No	Particulars	Details
1	Name of the Firm/Agency with address and Contact No.	
2	Address and Mobile no. of the bidder	
3	Registration No of the firm	
4	Constitution of the firm (Attach Proof)	
5	Permanent account number (PAN) (Attach Proof)	
6	Goods & Service tax (GST) Reg. No. (Attach Proof)	
7	Details of three years for supply of vehicles in any of the Department / Autonomous Institute / Universities / PSU of GOI or any other state Government or Public Sector Banks or Local Bodies / Municipalities (Attach performance Certificate issued by the office at the end of the contract)- Desirable	
8	Whether the agency has been blacklisted by any of the departments/organizations of the Government of India/ Government of Balasore and any criminal case is pending against the said firm/agency	
9	Name of the Signatory & post held in the Company (if any)	
10	Tender Fees & EMD	

Signature of the Tenderer

Place:

Date:

Financial bid for Monthly hiring of Vehicle (A)

Sl. No	Model of Vehicle (AC) Diesel	Rate per day including fuel, drivers, payment etc., monthly charges for 26 days/3000 KM/12 hours per day	Charges for Extra Hours & Km (Fuel charge per KM)	Remarks
1	Swift Dzire (Diesel)/ Hyundai Accent (Diesel)/ TATA Tiago. Vehicle Type: Hatchback AC			

a) The rates should be inclusive of all the incidental cost like Diesel, insurance, road tax, servicing charge etc, as well as salary paid to Driver.

b) Please quote the fuel charges per km.

c) The Vehicle would be used for outstation journey too. Outstation allowance (night halt) @ Rs. Per night will be paid by CIPET:CSTS, Balasore.

C) Goods & Service Tax (GST) will be paid extra, if applicable and as per actual.

Signature of the Tenderer _____

Financial bid for Daily hiring of vehicle (B)

Sl.	Type/Model of Vehicle (All models with AC) Diesel	Rate per day, Including fuel, Drivers payments, etc. 12 Hours/80 KM	Including fuel, Drivers payments etc. 12 Hours/80 KM	Charges for Extra Hours and KM
1	Swift Dezire			
2	Hyundai Accent			
3	Honda Amaze			
4	Bolero			
5	Honda City			
6	Toyota - Innova			

Notes:

a) The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, road tax, servicing charge etc, as well as salary paid to Driver.

b) The Vehicle would be used for outstation journey too. Outstation allowance (night halt) @ Rs. Per night will be paid by CIPET:CSTS, Balasore.

C) Goods & Service Tax (GST) will be paid extra, if applicable and as per actual.

Signature of the Tenderer _____

Notes:

1. The above particulars shall be typed on letter head of the Agency.
2. The Agency shall quote rate for each vehicle at appropriate column.
3. The rate shall be per unit basis i.e. for 1 (one) vehicle only.
4. Overtime charges/Night halt charges, etc. shall be clearly mentioned in the other charges column.
5. Applicable Taxes shall be clearly mentioned
6. Charges, other than the above, may be clearly mentioned in appropriate column.
7. Model/Colour of the vehicles shall be as spelt by CIPET authorities as per the requirement.

Signature of the Tenderer

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Balasore or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on _____

Signature of the Tenderer

Date:

Place:

UNDERTAKING

It is certified that my firm/agency/company having sufficient Experience for Supply of vehicles as mentioned in the Tender Document.

Signature of the Tenderer

Date:

Place:

UNDERTAKING

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Signature of the Tenderer

Date:

Place: