



**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY
CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT -
VIJAYAWADA**

(Deptt. Of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
Survey No.: 377, Surampalli Village, Gannavaram Mandal, Krishna Dist. – 521 212

The Institute is inviting tender/quotations for hiring of vehicle SWIFT DZIRE/INDIGO ECS/ETIOS/ZEST (5 SEATER) (DIESEL) for official use. The contract for hiring of the vehicle will be initially for a period of one year. The interested parties may send their quotations on the prescribed application form as per Annexure – 1 (Technical Bid) along with the quoted rates as per Annexure – 2 (Financial Bid).

An Earnest Money Deposit (EMD) of Rs. 5,000/- in the form of Demand Draft (D.D)/ Banker Cheque in favour of the CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY (CIPET VTC – VIJAYAWADA), payable at Vijayawada, must be forwarded along with the Tender/quotation. Earnest Money Deposit (EMD), Technical Bid and Financial Bid 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 “Quotations for Hiring of vehicles” The tender documents must reach the below address on or before **14.07.2020 at 16:00 Hrs**

Manager & Head

CIPET- Vijayawada,
Central Institute Of Plastics Engineering & Technology,
Survey No.: 377, Surampalli Village, Gannavaram Mandal, Krishna Dist. – 521 212

The tenders will be opened in the admin office on 15.07.2020 @ 16:00 Hrs. in presence of all the tenders or their authorized representatives.

Basic Terms & Condition for hiring of the vehicles:

1. The car must be of 2012 to 2016 model and white in colour. Vehicle age should not be more than 05 years
2. Availability of the vehicle must be 24 X 7 basis along with medically fit drivers.
3. Vehicle shall be under the control of CIPET during the contract period.
4. Vehicle shall be used for the Inter State travels, if required.
5. The Contractor has to provide Service Tax & PAN number with Aadhar proof.

6. The vehicles will be hired initially for period of one year. It shall be at the discretion of the CIPET authorities to terminate the contract during the year or extend the term for another year on the basis of satisfactory performance of the vendor.
7. The rates to be quoted as per Proforma given in Annexure – 2.
8. The contractor has to deposit Earnest Money Deposit (EMD) of Rs.5,000/- in the form of D.D in favour of “CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY (**CIPET VTC- VIJAYAWADA**)”, payable at **Vijayawada**”.
9. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed order, CIPET has full right to forfeit the Earnest Money Deposited (EMD) with Institute.
10. The contractor shall give written undertaking that he accepts all the terms and conditions without alter.
11. Vehicles will be at the disposal of CIPET throughout the duration of the contract except for the duration it goes regular maintenance (only one day per month) after taking permission from the concerned authority.
12. CIPET reserves the right to cancel the all and/or any bids without assigning any reason.

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 shall be provided by the Contractor to CIPET.
3. 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 the said drivers shall be withdrawn and a fresh driver shall be provided to CIPET at no additional cost.
4. Contractor shall not deploy any vehicles running on LPG.
5. All hired vehicles shall be under CIPET's control and shall be parked in designated locations of CIPET when not in use. These will remain on duty for (10 hours) for 365 days. For at least 12(hrs) or as per the instruction by CIPET.
6. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted in foggy areas.
7. Vehicles should also be fitted with Toeing hook.
8. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc. Vehicle should be registered commercial vehicle.

9. 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. 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 comprehensively 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 that should accompany vehicle as per rules & regulations of applicable laws.
14. In case of breakdown of any vehicle the Contractor within two hours shall provide another vehicle of similar brand at no extra cost. CIPET shall have absolute right to charge Rs.1000/- per day if the vehicle is not provided within two hours.
15. In case of any accidents to 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 contractor is valid for providing services of vehicle hiring and at no point of time any or all of the staff or Transporter shall raise a claim for employment in CIPET.
17. 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 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 shall have right to expel or refuse entry to any of the drivers and vehicle to be treated as absent.
21. Driver should be at least 8th Std. passed and should be able to read and write, and have minimum three years of experience as driver.
22. TDS shall be deducted at source from bill as per Income tax act. and all the relevant taxes shall be applicable from time to time

23. Driver should be alert/careful enough to take care of items/material kept in the vehicles.
24. Vehicle should carry portable fire extinguisher.
25. The contractual amount will be fixed for first one year and on satisfactory services and renewal can be done on mutual agreement basis. The contractual amount can be increased or decreased on considering of increasing or decreasing of fuel charge. The monthly payment charges shall be increased or decreased for 2500 kms on a average basis of the car (i.e. 15km/ltr) and accordingly corresponding rate will be calculated and applicable/payable for monthly payment for extra kilometer (over 2500 kms) during second and/or third subject to the satisfactory services.
26. The firms whose tender for monthly hiring is accepted shall deposit Performance Security of Rs. 10,000 (Rupees Ten thousand only) within 15 days from the issue of offer of work order. 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, Vijayawada and the firm/agency shall be blacklisted in addition to the termination of the contract.
27. In case the contractor after issuance of the work order willfully wants to terminate the contract before completion of the period, the EMD amount shall be forfeited.
28. CIPET: CSTS, Vijayawada reserves every right to terminate the contract by giving 30 days notice without assigning any reasons thereof.

Terms of Payment:

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

Termination:

- In case the Contract has to be terminated, 30 days notice in writing shall be given by the either side.
- In case the contractor after issuance of the work order willfully wants to terminate the contract before completion of the period, the EMD amount shall be forfeited.

Jurisdiction:

All disputes arising out of this contract shall be subjected to the jurisdiction of the courts of the law at Vijayawada only.

Seal & Signature of Contractor