



**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND
TECHNOLOGY**

केंद्रीय पेट्रोकेमिकल्स इंजीनियरिंग एवं तकनीकी संस्थान

**CENTER FOR SKILLING AND TECHNICAL SUPPORT SERVICES
(CSTS): VIJAYAWADA**

कौशल एवं तकनीकी सहायता केंद्र (सि यस टि यस) : विजयवाड़ा

रसायन एवं पेट्रोसायन विभाग / Department of Chemicals & Petrochemicals

रसायन और उर्वरक मंत्रालय / Ministry of Chemicals & Fertilizers

भारत सरकार / Govt. of India

**Tender No: CIPET/CSTS/VJA/LOC.TRANS VEH/2020-21 ,dated:
03.12.2021**

For

Hiring of Vehicle for Local Transportation of the Students

Last Date & Time of Submission: 03.12.2021 & 16:00 Hrs

CIPET:CSTS, VIJAYAWADA

Survey No.: 377, Surampalli Village, Gannavaram Mandal, Krishna District,

Vijayawada - 521 212, Andhra Pradesh

The Institute is inviting tender/quotations for hiring of vehicle for Local Transportation of the students from To & From from Hostel to Institute. The contract for hiring of the vehicle will be initially for a period of 06 months from the date of issue of work order, which shall be increased further up to 06 months or as desired by the Competent authority basing the requirement of the institute and consensus from both sides i.e. Institute and the party. 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).

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 "Quotation for Local Transportation of the Students" The tender documents must reach the below address on or before **03.12.2021 at 16:00 Hrs.**

Joint Director & Head

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

The tenders will be opened tentatively on 06.12.2021 @ 11:00 Hrs. in presence of all the tenders or their authorized representatives.

Annexure – A

TERMS & CONDITIONS

a) Basic Terms & Condition for hiring of the vehicles:

1. The vehicles should have proper registration certificate and the applicant should have valid Firm registration. In case of applicant being an individual, he/she should have authorized and valid driving license and PAN card.
2. The below are the details of the hostels hired by the institute.

S.NO	NAME OF THE HOSTEL	ADDRESS OF THE HOSTEL	DISTANCE FROM THE INSTITUTE (ONE - WAY)
1	BOYS HOSTEL - 01	Atithi Enclave, Venkateswarapuram colony, Gannavaram, Krishna Dist., Andhra Pradesh	10 KM
2	BOYS HOSTEL - 02	Door No.: 33 – 11, Beside Venkateswara Swamy temple, Post office Road, Gannavaram, Krishna Dist., Andhra Pradesh	13 KM
3	GIRLS HOSTEL	2nd Road, Venkateswarapuram colony, Above Sri Durga General stores building, Gannavaram, Krishna Dist., Andhra Pradesh	12 KM

3. Availability of the vehicle must be on all the working days of the institute. Vehicle should be kept at the respective Hostel by 08:30 AM and shall be kept at the institute by 05:00 PM.
4. The Contractor has to provide PAN number with Aadhar proof.
5. The vehicles will be hired initially for period of 06 months from the date of issue of work order. It shall be at the discretion of the CIPET authorities to terminate the contract during the contract period or extend the term for another 06 months on the basis of satisfactory performance of the vendor and as per the requirement of the institute with 01 month notice period. In case the contract wants to terminate the contract, shall give 01 month notice period.
6. The rates to be quoted as per Proforma given in Annexure – 2.
7. In compliance to the No. OM released by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India vide No.: F.9/4/2020-PPD, dated: 12.11.2020, the Earnest Money Deposit (EMD) to be submitted by the bidders shall be treated as "NIL". EMD Declaration document shall be submitted by the bidder at the time of submission of e-tender in the prescribed format as mentioned as Annexure – A of this tender document
8. The contractor shall give written undertaking that he accepts all the terms and conditions without alter.
9. CIPET reserves the right to cancel the all and/or any bids without assigning any reason.

b) 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. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance and payment of road tax.
6. Contractor shall ensure that the driver has valid driving license.

7. 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.
8. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
9. 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.
10. 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.
11. 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. Any sort of damage caused due to such incident either to man/machine shall be the complete responsibility of the contractor.
12. 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.
13. 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.
14. Lodging, Boarding, transportation of drivers shall be the contractor's responsibility.
15. 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.
16. 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. Driver should behave decently with the students. In case of receipt of any genuine complaint from the students, contractor shall take the responsibility to change the driver immediately.
17. 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
18. Driver should be alert/careful enough to take care of items/material kept in the vehicles.
19. Vehicle should carry portable fire extinguisher.

20. CIPET: CSTS, Vijayawada reserves every right to terminate the contact by giving 30 days notice without assigning any reasons thereof.

21. Safety in terms of vehicle condition and physical condition of the driver shall be ensured by the contractor for safe travel of the students to the destinations failing which the consequences shall be entirely borne by the contractor.

c) 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.
- Payment shall be done as per the actual trips executed by the vehicle as per the vehicle movement log sheet

d) Termination:

- The Contract can be terminated by the contractor by giving one month notice or by either party, i.e., CIPET:CSTS, Vijayawada after giving one notice to the other party extendable by mutual agreement till alternate arrangements are made. However, CIPET:CSTS reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. CIPET:CSTS's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

e) 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/Individual



CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT - VIJAYAWADA

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

APPLICATION FORM FOR HIRING OF VEHICLES

Payment Details: Tender Fess for an amount of Rs.590/- with details_____

S.NO	PARTICULARS	DETAILS
1	Name of the Contractor/Agency/Individual	
2	Complete Address	
3	Telephone/Mobile Number(s)	
4	E- Mail address	
5	GST registration – In case of the contractor/agency (<i>Enclose copy</i>)	
6	PAN Number issued by the IT Dept. in favour of the contractor/agency/Individual (<i>Enclose copy</i>)	
7	EMD Self-Declaration document	<i>Enclosed/ Not Enclosed</i>
8	Type of Vechicle	<i>BUS/MINI VAN/TATA ACE/AUTO</i>
8	Valid Vehicle Registration certificate (<i>Enclose copy</i>)	
9	Valid Driving license in case of an individual (<i>Enclose copy</i>)	
8	Singed Terms & Conditions of the Tender	<i>Enclosed/ Not Enclosed</i>
9	Non-relative declaration	<i>Enclosed/ Not Enclosed</i>

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.
2. I understand that the decisions taken by CIPET are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by CIPET from time-to-time.

Place & Date _____

Name _____

Designation _____

Agency Seal (in case of agency)/Signature

**ANNEXURE – 2****CIPET : CSTS – VIJAYAWADA****FINANCIAL BID****ADVT NO.: CIPET/CSTS/VJA/LOC.TRANS
VEH/2020-21, dated: 13.03.2021**

S.NO	NAME OF VEHICLE	BASIC AMOUNT IN RS/- PER ROUND TRIP FROM BOYS HOSTEL - 01 (DISTANCE FROM INSTITUTE - 10 KM)	BASIC AMOUNT IN RS/- PER ROUND TRIP FROM BOYS HOSTEL - 02 (DISTANCE FROM INSTITUTE - 10 KM)	BASIC AMOUNT IN RS/- PER ROUND TRIP FROM GIRLS HOSTEL (DISTANCE FROM INSTITUTE - 12 KM)	BASIC AMOUNT IN RS/- PER ROUND TRIP FOR CUMULATIVE TO ALL THE 03 HOSTELS
1	BUS (60 SEATER)				
2	MINI VAN (15 SEATER)				
3	TATA ACE (13 SEATER)				
4	AUTO (12 SEATER)				
5	PLEASE MENTION THE GST % IN CASE OF A FIRM -				

NOTE:

1. THE BIDDER HAS LIBERTY TO APPLY FOR ONE TYPE OF VEHICLE OR ANY NUMBER OF VEHICLES AND ALSO CAN QUOTE CUMULATIVE TO ALL THE HOSTELS.
2. THE DRIVERS TO BE PROVIDED SHOULD BE AS PER TERMS AND CONDITIONS.
3. INCOME TAX/OTHER LIABILITIES WILL BE DEDUCTED AT PREVAILING RATES.
4. DRIVER HIRING CHARGES PER DAY/PER MONTH FOR ONE VEHICLE BEING PROVIDED (BORNE BY CONTRACTOR)

I HEREBY AGREE TO THE TERMS AND CONDITIONS ROLLED OUT BY CIPET

DATE:**PLACE:****SIGNATURE OF THE CONTRACTOR OF THE
FIRM/INDIVIDUAL**

Format of bid security declaration from bidders in lieu of EMD
(Should be submitted on Companies Letter head)

I/ We, the authorized signatory of
M/s..... Participating in the
subject tender No..... for the item/Job of
.....do hereby declare:

- (I) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (II) (ii) That in the event we withdraw/modify our during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions/Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding/ award of all future contract(s) of Central Institute of Petrochemicals Engineering & Technology (CIPET) for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Name of Authorized Signatory.....

Company Name.....

Date :