

Tender Enquiry No: CIPET:CSTS/RNC/Tender/03/Vehicle/2020

NOTICE INVITING TENDER



Vehicle Services of "CIPET:CSTS- Ranchi"

Date of Tender	:	02.01.2020
Last Date & Time for submission of Tender	:	16.01.2020 & 3.30PM
Date & Time of Opening of Tender	:	16.01.2020 & 5.30PM
Tender processing fee	:	Rs.1000.00+ 18%GST=Rs.1180.00

CIPET : Centre for Skilling and Technical Support (CSTS), Hehal, Ranchi - 834005, Jharkhand.
Mobile No.: +91-9445035650, Phone No.: +91-651-2511118
Email: cipetranchi@gmail.com.
www.cipet.gov.in

TENDER ENQUIRY

Sealed Tenders are invited from Agencies/Transport service providers having credentials for providing one Desire/ Tigore/ equivalent (AC) Car on rental basis for a period of one year.

The Tender Documents can be obtained from the Office of the Director & Head, CIPET :CSTS- Ranchi, Hehal, Ranchi – 834 005 or the Tender Form may also be downloaded from the Institute's website: www.cipet.gov.in.

Agencies/Transport Service Providers are requested to submit their bid document, complete in all respects along with the copies of Trade License & PAN and the cost of Tender Document of Rs.100/- and Earnest Money Deposit (EMD) amounting to Rs.10,000/- by Demand Draft each drawn in favour of " Central Institute of Plastics Engineering & Technology" and payable at Ranchi, and other requisite documents in the Office of the Director & Head, CIPET :CSTS- Ranchi, Hehal, Ranchi – 834 005 by **3.30 P.M. on 16.01.2020**.

The Tender will be opened on **16.01.2020 at 5.30 P.M.** at the Office of the Director & Head, CIPET :CSTS- Ranchi, Hehal, Ranchi – 834 005 in presence of authorized attending representatives of the bidders.

CIPET :CSTS- Ranchi reserves the right to reject any or all tenders without assigning any reason thereof.

General Terms & Conditions:

- (i) Contract period: One year (from 1st Feb, 2020 to 31st December, 2020 on all 7 (days) in a week including Saturdays, Sundays and Holidays) which may be extended for a further period of one year subject to satisfactory performance and requirement of the Institute. Duty hours of the vehicle will be from 8.00 AM to 7.00 PM (11 hours per day) which is subject to change.
- (ii) The vehicle will run not more than 2000 Kms per month. Beyond 2000 Kms in a month, Rate per Km must be mentioned in the quoted rate by the Agency.
- (iii) During duty hours, the Vehicle should follow the schedule for parking of the vehicle and should remain under the control of Admin Department of Institute.
- (iv) In each case the monthly invoice of the said vehicle should be submitted within 7 (seven) days of the next month. Applicable Tax as applicable should be shown separately in your invoice.
- (v) While on duty the driver should keep with him the proper & up-to-date records of the vehicle, valid driving license.
- (vi) The courtesy and good behaviour on the part of the driver is important. Discourteous or careless driver shall be replaced on demand by the Institute.
- (vii) The Agency is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case, the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.
- (viii) Liability of the Agency: When the Institute engages a vehicle, all liabilities in respect of the vehicle and the driver including accident to the vehicle, injury to driver and the passengers travelling in vehicle shall rest with the Agency. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
- (ix) The engagement and employment of driver and payment of wages as per existing provisions of various labour laws or regulations shall be deemed to be breach of this contract if not adhered to.

(x) The Agency shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the users. The essential spares are to be stored in the vehicle for trouble free driving. The Institute shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to CIPET Ranchi will have to be suitably compensated by the Agency.

(xi) Vehicle having commercial registration, shall be supplied to CIPET Ranchi and taxes etc., due on such vehicles shall be liability of the Agency. The cost of lubricants, repairs, maintenance, taxes, insurance, etc. will be the Agency's liability.

(xii) The vehicle deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per Institutes requirement with proper pollution check and valid pollution certificate.

(xiii) Driver of the vehicle must be provided and maintain mobile phones. No extra charges would be paid by IIM Calcutta for the same.

(xiv) In case of break down/servicing/repair, the Agency shall provide alternate vehicle of same model, failing which vehicle shall be hired from any other source/sources at the risk and cost of the Agency.

(xv) The maintenance cost, charges of fuel (petrol/diesel), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime etc. are the responsibility of the Agency and should be paid by the Agency. Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.

(xvi) The Institute shall have absolutely no responsibility to pay any compensation for any accident occurred to any person/representative of the Agency during his to and fro journey and or while attending to the services of the Institute and no other charges whatsoever shall be payable by the Institute to the Agency.

(xvii) The Institute shall have the liberty to enter into similar contract with any other Agency engaged in Car Rental Services parallely without making any reference.

(xviii) The rates will be inclusive of all taxes, i.e. cost of petrol/diesel, lubricants, driver's salary & allowances etc.

(xix) Payment will be made on monthly basis on submission of the bill (duly certified by the user and the Transport department, preferably within 30 working days from the date of submission of bill.

(xx) No escalation/extra charges will be allowed over & above approved rate during the tenure of contract.

(xxi) The Driver should be courteous to the users, maintain discipline, decorum, well dressed & should always carry a mobile phone with him. In the event of misbehaviour on the part of driver, the institute may impose penalty as deemed fit on the Agency.

(xxii) IIM Calcutta reserves the right to terminate the contract at any time without assigning any reason thereof by serving 30 days prior notice.

(xxiii) Sub-contracting Not Allowed : The successful bidder shall not subcontract, transfer or assign the task to any other Agency without the previous written approval of CIPET Ranchi. In case the Agency contravenes this condition, the institute shall be entitled to place the contract elsewhere at the cost and risk of the Agency and all expenses borne on this account shall be recovered from him.

(xxiv) Penalties:

(1) In case of break-down of the vehicle, the same to be replaced by other vehicle in good condition immediately (maximum one hour from the time of break-down). Failure on the part of Agency to provide such replacement will attract imposition of penalty on pro-rata basis against each break-down.

(2) CIPET Ranchi also reserves the right to impose penalties for unsatisfactory services which may include:

- (a) Delayed arrival/report at the designated stop/place.
- (b) Misbehaviour with the users.
- (c) Violation of instructions given by CIPET Ranchi. The final decision of the extent of penalty leviable on the Agency will rest with the Institute Authority and it is binding on the Agency.

(xxv) Arbitration: All disputes shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

Director & Head

Financial Bid

Sl. No.	Type/Model of Vehicle (All models with AC)	Monthly Fixed Rent	Running rate per Km.	Extra Hour Charges
1.	Indigo/ Tata Motors (BS-IV)			
2.	Swift Dzire / Maruti Suzuki (BS-IV)			
3.	Honda Amaze (BS-IV)			
4.	Innova /Toyota (BS-IV)			
5.	XUV (BS-IV)			
6.	Bolero (BS-IV)			
7.	Scorpio (BS-IV)			

- Vehicle should be of 2019 Model and above.

Signature of the Tenderer _____

Daily on call basis;

Sl. No.	Type/Model of Vehicle (All models with AC)	Daily Fixed Rent	Running rate per Km.	Extra Hour Charges
1.	Indigo/ Tata Motors (BS-IV)			
2.	Swift Dzire / Maruti Suzuki (BS-IV)			
3.	Honda Amaze (BS-IV)			
4.	Innova /Toyota (BS-IV)			
5.	XUV (BS-IV)			
6.	Bolero (BS-IV)			
7.	Scorpio (BS-IV)			

Signature of the Tenderer _____