

Tender Document for

Hiring of Vehicle for CIPET: CSTS, Agartala

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
(Ministry of Chemicals & Fertilizer, Govt. of India)



Rubber Park Area, Bodhjunnagar, Sub Division Mohanpur
Agartala, District –West Tripura-799008

Phone Number - 03812310080/03812310161

e-mail: cipetvtcagartala@gmail.com

Website: www.cipet.gov.in



TENDER DOCUMENT NO. CIPET/AGT/ADMIN/Office Vech. /2020-21/06

LAST DATE FOR SUBMISSION OF BID:2019,20.01.2020 4:30 PM



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NOTICE INVITING TENDER FOR HIRING OF VEHICLE SERVICE
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CIPET: CSTS, Agartala invites sealed Tenders from resourceful and reliable agencies for providing Hiring of Vehicle Service at CIPET: CSTS, Agartala for a period of one year on contract basis. The details are as under:

Sl. No	Description	Tender Fees in Rs. (Non- refundable)
01	Hiring of Office Vehicle (Swift DZire-VDI / Tata Zest) No. of Vehicle – 01 Fuel : Diesel/CNG, Colour: White / Silky Silver	Tender Fee Rs. 500/DD or NEFT favour of "CIPET Agartala VTC" Account No :- 36114607250 Payable at SBI R.K.Nagar Branch

The sealed Tender should be of two parts viz. Technical Bid & Commercial Bid and sealed separately and send together in another cover superscribed as "TENDER FOR HIRING OF VEHICLES". The Tender documents can be obtained from the CIPET: website www.cipet.gov.in.

Bid without Tender fee will not be accepted. The Last date for the submission of the Bid: 20.01.2020, 05:30 PM. Opening of Technical Bid: 21.01.2020, at 10:30 AM. Opening of Commercial bid: After Evaluation of Technical Bid. 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

Deputy Director & Head, CIPET: CSTS, Agartala

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 Agartala with proper evidence for faster & better serviceability.
- The firm should have GST registration (If applicable).
- Experience of providing vehicle to government departments/PSU/ Universities would be desirable. (Annexure II)
- Vehicle age should not be more than 05 (five) year
- Vehicle should be Registered Commercial Vehicle.

TERMS & CONDITIONS:

1. The cost of the tender document fee of Rs. 500/- (Rupees Five Hundred only) is to be paid by online / Demand Draft drawn from any nationalized bank in favour of "CIPET Agartala VTC Account No: - 36114607250".
2. EMD of Rs. 5,000/- (Rupees Five Thousand) is to be paid by Demand Draft drawn in any nationalized bank in favour of "CIPET Agartala VTC", Payable at SBI R.K. Nagar Branch.
3. The contract would be valid for a period of one year from the date of contract and can be extended for maximum 1 (One) year, on the basis of requirement, performance and at the sole discretion of CIPET: CSTS, Agartala
4. The vehicle provided must be registered in Agartala and properly insured.
5. The Driver must have valid driving licenses and properly dressed up during the duty hours.
6. The Agencies will be solely responsible for any misconduct of the drivers.
7. No advance payment would be made. During the period of contract, the rates will not be revised for one year.
8. TDS will be deducted at source from bill as per the Income Tax Act.
9. CIPET: CSTS, Agartala reserves the right to terminate the contract with 30 days' notice without assigning any reason.
10. 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, Agartala.
11. Parking & toll taxes will be reimbursable on actual.
12. Vehicle model hired on monthly basis should not be older than one (05) Year Old.
13. Payment shall be made preferably within 15 days following submission of original invoices in duplicate by the Service Provider.
14. 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, Agartala with certification thereof upon request.

15. 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.

14. 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.

15. The firms whose tender for monthly hiring are accepted shall deposit Performance Security of Rs. 10,000 (Rupees Ten thousand only) within 15 days from the issue of offer of work order. It should be paid through online (i.e. NEFT) in our "CIPET Agartala VTC , A/c No 36114607250 ." State Bank of India, IFSC code: SBIN0015394 or Bank Guarantee. 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, Agartala and the firm/agency shall be blacklisted in addition to the termination of the contract.

16. All the vehicles provided to CIPET: CSTS, Agartala 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.

17. The Tenderer shall provide vehicles as per requirement of CIPET: CSTS- Agartala and as and when required even at a short notice

18. GST TDS will be deducted at source from bill as per the Goods & Service Tax Act.

19. 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.

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 along with police verification should be submitted before award of the contract to this office.
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 8.30 am to 6.30 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 only.
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, Agartala.
7. The agency will have to provide the replacement of driver in case of any eventuality. CIPET: CSTS, Agartala 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, Agartala.
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. 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.
12. If required in Holiday also vehicle may be called. No additional charged will be given by CIPET.
13. The vehicle must have permit to travel in neighboring states, Permit fees all kinds of entry tax will be borne by the contractor/firm/agency.
14. No mileage will be allowed for lunch/breakfast or after filling of petrol/Diesel etc. to Driver.
15. No food bill will be provided to Driver by CIPET.
16. Calculation of distance from Garage to Garage but chargeable distance in this respect shall not be more than 5 Km in each way.
17. No of working days may be increased by the department any time and the supplier will have no extra claim for this.
18. Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver /vehicle is required, prior intimation should be given to the user/concerned.
19. The Contractor shall also be liable for all fines, penalties and traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period.

BIDDING PROCESS, EVALUATION OF BIDS AND CONTRACT

1. Bids shall be submitted in two envelopes separately for technical and financial bids. These two envelopes shall be sealed in another envelope and shall be submitted as described in the first part of this document.
2. The technical bid would be opened and evaluated first. Financial bids of only those bidders who qualify in technical bid would be opened for evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition. The technical bid should be accompanied by Tender fee and EMD.
3. Financial bid shall be submitted in two forms A and B as given below. The last column of these forms show the calculation of total cost for a fixed number of km which shall be considered for evaluation of financial bid and deciding the L1 bidder.
4. The successful bidders will enter into contract with CIPET: CSTS, Agartala 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 can

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 of the Vehicle & Firm. (Attach Prroof)	
4	Constitution of the firm (Attach Proof)	
5	Permanent account number (PAN) (Attach Proof)	
6	Goods & Service tax (GST) Reg. No. (Attach Proof) .If applicable.	
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 Tripura 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 Details	

Signature of the Tenderer

Place:

Date:

COMMERCIAL BID for Monthly Vehicle

Annexure I

Details of vehicles required on monthly Charges basis: -

Sl. No.	Details of Vehicles for Regular Use	Monthly fixed charges	Fuel Charges/ Per KM	Other Charges, if any (Give full particulars)		Remarks
				(A)	(B)	
01	SWIFT D'zire (AC)/Tata Zest Fuel-Diesel/CNG, Colour -White / SILKY SILVER Model – VDI/Tour					

Name & Signature of Bidder

Place: -

Date: -

- 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.
- The Vehicle would be used for outstation journey too. Outstation allowance (night halt) @ Rs..... Per night will be paid by CIPET: CSTS, Agartala.
- Taxes should be clearly mentioned.

CHARGES FOR CASUAL HIRING OF VEHICLE

Sl. No.	Details of Vehicles	Charges for Tour on Plain Area					Charges for Tour on HILLY Area					Remarks
		Fixed Charges	Fuel Charges/KM	Nighthalt Charges		Other Charges (please specify)	Fixed Charges	Fuel Charges/KM	Nighthalt Charges		Other Charges (please specify)	
				Driver's Bhatta per night	Vehicle charges				Driver's Bhatta per night	Vehicle charges		
1	Maruti Eco Van											
2	Maruti Van											
3	Swift Dzire											
4	Toyota INNOVA											
5	TATA Winger											
6	TATA MAGIC											
7	Mahindra Xylo											
8	Mahindra Bolero											
9	Mahindra Bolero											

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 Tripura 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.

Name & Signature of the Tenderer

Date:

Place: