

Tender Document for

Hiring of Vehicle at CIPET: CSTS, Guwahati

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

P.O.- Changsari, Dist- Kamrup- 781101, Assam

M- 6000688156 / 9957193628

e-mail: cipet_ghy@rediffmail.com

Website: www.cipet.gov.in



TENDER DOCUMENT NO. CIPET/CSTS/GUWAHATI/VH/18-19/06

LAST DATE FOR SUBMISSION OF BID: 25.03.2019, 04:30 PM



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NOTICE INVITING TENDER FOR HIRING OF VEHICLE SERVICE
TENDER NO. CIPET/CSTS/GUWAHATI/VH/18-19/06

CIPET: CSTS, Guwahati invites sealed Tenders from resourceful and reliable agencies for providing Hiring of Vehicle Service at CIPET: CSTS, Guwahati 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 Vehicle Service (Swift DZire-VDI / Tour) No. of Vehicle – 01 Fuel : Diesel, Colour: White / Silky Silver	Tender Fee Rs. 500/- in cash/DD in favour of “CIPET GUWAHATI” payable at Changsari

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: CSTS, Guwahati office from 04.03.2019 to 25.03.2019 till 04:30 PM by paying cost of Rs. 500/ or can also be downloaded from www.cipet.gov.in. The Tender Fees needs to be paid in both the cases.

Bid without Tender fee will not be accepted. The Last date for the submission of the Bid: 25.03.2019, 04:30 PM. Opening of Technical Bid: 26.03.2019, 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

Director & Head, CIPET: CSTS, Guwahati

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 Guwahati 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)
- Vehicle age should not be more than 01 (one) year.

TERMS & CONDITIONS:

1. The cost of the tender document fee of Rs. 500/- (Rupees Five Hundred only) is to be paid by Cash / Demand Draft drawn in any nationalized bank in favour of "CIPET Guwahati", Payable at Changsari 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 Guwahati", Payable at Changsari
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, Guwahati.
3. The vehicle provided must be registered in Guwahati 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, Guwahati 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, Guwahati.
10. Parking & toll taxes will be reimbursable on actual.
11. Vehicle model hired on monthly basis should not be earlier than one (01) 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, Guwahati 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. 10,000 (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) in our "CIPET GUWAHATI, A/c No 10196461087." State Bank of India, IFSC code: SBIN0016944. 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, Guwahati and the firm/agency shall be blacklisted in addition to the termination of the contract.
17. All the vehicles provided to CIPET: CSTS, Guwahati 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- Guwahati 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.

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 6 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, Guwahati.
7. The agency will have to provide the replacement of driver in case of any eventuality. CIPET: CSTS, Guwahati 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, Guwahati.
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 Guwahati.
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.

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, Guwahati 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 Guwahati 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:

COMMERCIAL BID for Monthly Vehicle

Sl. No.	Details of Vehicles for Regular Use	Monthly fixed charges in Rs.	Free Running Kilometers within monthly charge, if any	Fuel Charges/K M above Free Kilometers	Other Charges, if any (Give full particulars)		Remarks
					Charges for Extra Km	Charges for Extra Hours	
01	SWIFT D'zire (AC) Fuel-Diesel, BS4 Compliant Colour- White / SILKY SILVER Model – VDI/Tour						

- 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). The Vehicle would be used for outstation journey too. Outstation allowance (night halt) @ Rs..... Per night will be paid by CIPET: CSTS, Guwahati.
- c). Goods & Service Tax (GST) will be paid extra, if applicable and as per actual.

Signature of the Tenderer _____

FINANCIAL BID FOR CASUAL HIRING OF VEHICLE

[illegible]

20.	Mahindra BOLERO											
21.	Mahindra Scorpio											
22.	Passenger Bus- 35 seater											

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 Guwahati 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: