

**EXPRESSION OF INTEREST (EOI)
FOR
PROVIDING OF VEHICLE SERVICES**

Doc. No. : CIPET:IPT /BBSR/VS/EOI/21-22/01



**CIPET: Institute of Petrochemicals Technology (IPT)
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)
B/25, CNI Complex, Patia,
Bhubaneswar, Odisha- 751024
Ph. No: 0674-2743462/767, 2744607
Fax No: 0674-2743863
E-mail: cipetbbsr@gmail.com
Website: www.cipet.gov.in**

EXPRESSION OF INTEREST (EOI)

Sealed EOI are invited from the Registered Agencies/Service Providers/ for providing Vehicle Services at CIPET: IPT, Bhubaneswar & CIPET:SARP-LARPM, Bhubaneswar.

IMPORTANT DETAILS

SR. NO.	DESCRIPTION	DATE	TIME
1.	Date of Advertisement in News Papers	30-04-2021	-
2.	Last date/time of submission of bid	21-05-2021	03:00 PM
3.	Date & Time of opening of Technical bid	21-05-2021	03:30 PM

CIPET: IPT, reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reasons thereof.

Purchase Officer
CIPET: IPT, Bhubaneswar

General Instructions and Terms & Conditions

1. ELIGIBILITY AND SELECTION CRITERIA

- A registered company, firm or agency having more than 3 years' experience in similar work and Minimum Annual turnover more than Rs.30.00 Lakhs (Rupees Thirty Lakhs) during the last three financial years
- The Tenderer should be registered with the Competent Authority and should have valid License/Registration.
- The Tenderer should not have been blacklisted by any Govt. Dep't./Semi-Govt./Dep't. or any other organization.
- The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
- Any EOI received after the scheduled date & time or incomplete in any manner will not be accepted.
- The bidder (Firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid(s).
- The contract for Vehicle Services shall remain valid initially for a period of One (01) year. However, in order to evaluate the performance and services of the Service Providers/Agencies, the contract will be engaged on trial period of 03 (three) months. The contract for the remaining 09 months will be confirmed only if the services and quality of items served by the Service Providers/Agencies are found satisfactory during the trial period. The one-year contract period is subject to renewal by the Institute on satisfactory performance and as per mutually agreed terms and conditions. This contract period will be valid for a maximum period of 03(three) years only.

2. Amendment of Bidding Documents:

At any time prior to the submission of the bids, the Service Receiver may, for any reason, whether at their own discretion or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents through amendments.

3. Signing of Bid

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.

4. Submission of Bid

(a) The Bidder will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of Agency/Firm along with copies of documents as evidences. The Agency/Firm has to fill up Annexure "A" with his signature along with all supporting documents.

Envelope No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by Agency/authorized signatory along with price bid. The Agency/Firm has to fill up Annexure "B".

Both Envelope I & II should be placed in large envelope which should be super- scribed As "**EOI for Providing Vehicle Services**" and addressed to CIPET: IPT, Bhubaneswar, Odisha 751024.

5. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid's Misplacement or premature opening
6. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents, in which case all rights and obligations of the Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
7. Contacting the Service Receiver

No bidder shall contact the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
8. Evaluation of Bid
 - (i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
 - (ii) Those tenderers who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
 - (iii) The bidders will be pre-qualified in technical bid, who fulfill the following criteria:
 - Firm/Bidder must have valid license/registration.
 - Minimum Average annual turnover of more than Rs 30 Lakhs of last 3 financial years.
 - Experience minimum 3 years in similar work
 - Valid GSTIN no
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code:
 - (iv) The envelope II i.e. Financial Bid will be opened for those parties who will qualify in Technical Bid.
9. The completion period should be strictly adhered to, which CIPET:IPT, reserves the right to cancel the order/advertisement without assigning any reasons whatsoever.
10. Payment 100% shall be paid within 15 days of submission of Invoice with supporting documents.
11. This Expression of Interest (EOI) is floated for vehicle hiring services for 02 of its centres viz., CIPET:IPT, Bhubaneswar and CIPET:SARP-LARPM, Bhubaneswar. Accordingly after the finalization of the successful bidder, 02 work orders shall be issued by the two centres and the payment shall also be made respectively.
12. CIPET reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
13. The Principal Director & Head, CIPET: IPT, is the final authority and his decision will be final and binding on the supplier for any disputes.
14. All legal disputes will have the jurisdiction of Bhubaneswar only.

EXPRESSION OF INTEREST (EOI)

For Providing Vehicle Services at CIPET:IPT, Bhubaneswar

& CIPET:SARP-LARPM, Bhubaneswar

Agency/Firm/Company/ Service Providers/Agencies Details for Technical Evaluation:

Sr No	PARTICULARS	
1	Name of the authorized Individual/Firm/ Company/Agency	
2	Postal address	
3	Name of Contact person	
4	Mobile No	
5	E-Mail ID	
6	Firms Registration Certificate(copy enclosed)	
7	PAN (Permanent Account Number) (copy enclosed)	
8	GST Registration No. as applicable (copy enclosed)	
9	Registration / License No. (copy enclosed)	
10	Annual Average Turnover valuing more than Rs.30 Lakhs and above during the last three financial year (2017-18,2018-19,2019-20) (copy enclosed)	2017-18
		2018-19
		2019-20
		Average of 3 Yr
11	3 Years' Experience Certificate/Work Order/ PerformanceCertificate(Enclosed Separately)	
12	MSME/NSIC Certificate	
13	No Blacklisting Declaration	
14	Legal disputes with the clients, details if any (If Nil, give certificate to the effect that no legal Case/dispute is pending in any court against Firm/ its Executives etc. withany party)	

Date:

Seal & Sign.of the Bidder

Annexure-B

FINANCIAL BID (For Vehicle Services)

To
CIPET:IPT,BHUBANESWAR
B-25,CNI COMPLEX,PATIA, BHUBANESWAR- 751024

Subject: Selection of Service Providers/Agencies for providing Vehicle Services – Reg.

Dear Sir/Madam,

In response to your Advertisement for “Selection of Service Providers/Agencies for Providing Vehicle services at CIPET: IPT, BHUBANESWAR & CIPET: SARP-LARPM, BHUBANESWAR” we submit herewith our financial bid.

Financial bid for Monthly hiring of Vehicle

Sl. No	Model of Vehicle (AC) Diesel	Rate per Month including fuel, drivers, payment etc. in Rs. for 3000 KM per Month (Inclusive all)	Charges for Extra Hours on per hrs & Per KM basis in Rs.	Night Halt charges during out station in Rs.
1	Swift Dzire (Diesel)			

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:IPT, Bhubaneswar & CIPET:SARP-LARPM, Bhubaneswar separately .

Goods & Service Tax (GST)

**Authorized Signatory of the Bidders
with Seal**

Financial bid for extra hiring of Vehicle

Sl.	Type/Model of Vehicle (All models with AC) Diesel	Rate per day, Including fuel, Drivers payments, etc. 12 Hours/80 KM	Including fuel, Drivers payments etc. after 12 Hours/80 KM	Charges for Extra Hours and KM
1	Swift Dzire			
2	Innova (AC)			
3	Innova (AC) –Crystal			
4	Any other Vehicle : rate mentioned			

Notes:

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: IPT, Bhubaneswar & CIPET:SARP-LARPM, Bhubaneswar separately .

Goods & Service Tax (GST)

Authorized Signatory of the Bidders with Seal**Important Notes:**

- Rates quoted should be inclusive of all taxes / Levis (G.S.T and any other statutory Central/State Govt. taxes) and should be valid for ONE year from the date of the agreement which is extendable further maximum two year depending on the performance.
- Rate quoted by the bidder must be inclusive of all charges.
- Financial bid should be kept in separate sealed cover.

In case of Tie, decision of CIPET will be final and will be binding on bidder.

