

TENDER DOCUMENT



CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR
Industrial Area, Hajipur – 844 102
www.cipet.gov.in/tender

HIRING OF VEHICLES

LAST DATE AND TIME FOR SUBMISSION OF TENDER: 25.03.2018 by 02.30 PM

PRE BID METTING: 20.03.2019 at 11.00 AM

DATE OF OPENING (Technical Bid): 25.03.2019 at 3.00 PM

DATE OF OPENING (Financial Bid) : after evaluation of technical bid

ADDRESS FOR TENDER SUBMISSION:

**To,
DIRECTOR & HEAD
CIPET:CSTS HAJIPUR
INDUSTRIAL AREA
HAJIPUR- 844 102
VAISHALI, BIHAR**

CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR



(Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Government of India)
Industrial Area, Hajipur – 844 102
Ph.: 72503 60110/ 77810 20332
Email: cipetpatna@gmail.com
Website: www.cipet.gov.in
Date:- 20.02.2019

HIRING OF VEHICLE(S)

AT

CIPET:CSTS HAJIPUR, VAISHALI, BIHAR

Applications are invited from reputable authorised dealers/ vendors/ service providers/ Manufacturers for empanelment Hiring of Cars/ Vehicle. The prospective bidders meeting the above requirements are requested to collect the tender documents online. This tender document can be downloaded from our website www.cipet.gov.in under tender section.

Tender should be submitted in sealed cover along with EMD of Rs.10,000.00(Rupees Ten Thousand Only) and Tender processing fee of Rs.525.00(Rupees Five Hundred and Twenty Five Only).

The last date for submission of filled in offers is 25.03.2019 at 02.30 PM. The "Bids" will be opened on the same day at 3.00 PM in the presence of the bidders or their authorized representative who may wish to be present.

CIPET:CSTS-Hajipur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

Director & Head,

Tender for hiring of vehicle(s)

1.	Tender Processing Fee (Non Refundable)	Rs. 500/- + Rs.25.00(GST5%)=Rs. 525.00 (Rs Five Hundred Twenty Five Only) in the form of Demand Draft from any nationalised bank in favour of "CIPET" payable at Hajipur.
2.	Earnest Money Deposit (EMD)	Rs. 10,000.00 (Rs. Ten Thousand Only) in the form of Demand Draft from any nationalised bank in favour of "CIPET" payable at Hajipur.
3.	Contract Period	The period of contract shall be for One Year from the date of start of agreement and the institute reserve the right extend the validity of the contract on the same rate and term & condition for another one year subject to satisfactory performance of the service provider.
4.	Bid Validity	The validity of bids shall be 180 days from the last date of submission of the bids.
5.	Pre Bid Meeting	11.00AM to 12.00 Noon on dated 20.03.2019 for clarification of queries, if any, at above mentioned address.
6.	Last Date of Submission of Tender	Upto 02.30 PM on dated 25.03.2019.
7.	Place of Submission/ Opening of Tender	CIPET Hajipur Industrial Area Hajipur – 844 102
8.	Opening of Tender	Part I – Technical Bid The technical bid shall be opened on dated 20.03.2019 at 3.00 PM in the presence of authorised representative of the bidders who chose to attend. Part II- Financial Bid Financial Bid of the technically qualified bidders shall be opened at a later date. The financial bid opening time, date and place shall be intimated to technically qualified bidders separately by the institute in advance.
9.	Contact Person	Purchase Officer CIPET Hajipur, Tel. – 72503 60110/ 77810 20332

CIPET:CSTS Hajipur reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reason, whatsoever and at any moment of time. No correspondence shall be entertained in this regard. For details, visit us at www.cipet.gov.in.

Director & Head

Central Institute of Plastics Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 28 locations - 5 High Learning Centres, 12 Other Learning Centres, 3 Specialized Centres, 2 R & D Wings, 5 Vocational Training Centre, 1 Petrochemical Data Services spread across the country catering to the needs of Polymer and allied industries. 11 more centres are in the process of establishment.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2008 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

Headquartered in Chennai, CIPET has centres at Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhopal, Bhubaneswar, Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Raipur, Valsad and Vijayawada. All the state-of-the-art centers are equipped with excellent infrastructure facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance with plan fund support from Government of India. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

CIPET renders Technology Support Service in the areas of design, tooling, plastics processing and testing and quality assurance in India and abroad. CIPET has been in the forefront of strengthening the technological capabilities and has been constantly building capacities and leveraging its expertise, caliber and skill sets to meet the emerging and evolving needs of the industries.

CIPET works in close liaison with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues

towards plastics and plastics waste management has been very well received by the industry.

Tender Document for Hiring of Vehicle on Monthly and Daily Basis

INSTRUCTIONS TO THE BIDDERS

1. Eligibility Conditions and Documents for Technical bids

a. Tenders are hereby invited to **Supply of Vehicle for Office** to be used for project & Office activities on "As and When Requirement Basis" as well as "Dedicated Vehicles on Full Time Basis" (round the clock) for CIPET:CSTS, Hajipur.

The firm/agency should have average turnover of at least Rs. 02.00 lakh per year in the past two financial years (2017-18 and 2018-19) (self-attested copy of income tax return and audited accounts need to be enclosed)

b. The service provider/agency should be an income tax and service tax assessee (self attested copies of PAN card, latest income tax return and service tax return need to be enclosed)

c. Experience of providing vehicle to government departments/PSU/ Universities would be desirable. Relevant documents should be submitted with the technical bids. Bidder should have experience of supplying of commercial vehicle with Central or State Govt. Departments / Autonomous bodies/Public Sector Undertaking / reputed Multi National Companies.

d. All vendors are requested to submit the tender documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address :

**CIPET:CSTS Hajipur
Industrial Area
Hajipur – 844 102
BIHAR**

e. **MODE OF PREPARATION & SUBMISSION OF BID:**

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. **Cover 1(Technical Bid)** shall be superscribed as "Technical bid" duly indicating the Tender Reference No which should contain the details as per "Annexure I";
- II. **Cover 2 (Financial Bid)** should contain Price only and shall be superscribed as "Price bid" duly indicating the Tender Reference No. as per "Annexure II & III"

- III. The Bidders should offer their price as per "Annexure – II & III" on printed letter head of the Bidder's firm indicating thereon Registration, FAX, Email, Telephone numbers, etc.)
 - IV. **Cover 1 and Cover 2** should be sealed individually and superscribed with the tender reference no. Both covers shall be placed in a **third cover** which shall also be sealed and superscribed "TENDER FOR HIRING OF VEHICLES" along with advertisement Notice No. in bold letters on the top of the envelop and same should be addressed to "Director & Head CIPET:CSTS Hajipur, Industrial Area, Hajipur – 844 102, Bihar."
 - V. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
- f. The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
- g. The institute reserves the right to accept or reject any or tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Head, CIPET Hajipur will be final and binding.

2. EARNEST MONEY DEPOSIT (EMD):

- I. The offers must be accompanied with an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the institute account through DRAFT in favour of CIPET, payable at Hajipur failing which their bid will be rejected.
- II. Without EMD, the technical bid will not be considered and the tender will be rejected summarily.
- III. The EMD should remain valid for a period of 03 Months.
- IV. The bid security should be valid for 03 months. If the EMD is not found valid in terms of amount wise, period wise or otherwise, technical bid of the bidder are liable to be rejected.
- V. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tendered withdraw or amends / impairs or derogates from the tender in any respect.
- VI. EMD of unsuccessful bidders will be returned within one month of tender evaluation.
- VII. Withdrawal is not allowed after submission of tender. EMD of the successful bidders who fail to honor the exceptions of Work order with prescribed terms & condition shall stand forfeited. No representation in this regard shall be entertained by this Institute.

VIII. EMD of the selected successful bidder will be refunded on after submission the performance security.

IX. No interest will be payable by the CIPET Hajipur on the Earnest Money Deposit/ performance security in any quarter.

3. PERFORMANCE SECURITY:

The successful Agencies/Firms shall have to deposit of Rs 45,000.00/ (Rs Forty Five Thousand only) towards performance security by way of Demand Draft/Bank Guarantee issued by a Nationalized / Scheduled Commercial Bank in favor of CIPET Hajipur. The Bank Guarantee should be valid for 60 days beyond the period of contract.

- I. EMD of the selected Agency/Firm will be refunded on after submission the performance security.
- II. No interest will be payable by the CIPET Hajipur on the Earnest Money Deposit/ performance security in any quarter.

6. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.

7. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped.

8. Agency/Firm must confirm the acceptance of all the terms and conditions of the tender.

9. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder Agency/Firm must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.

10. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.

11. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever will be summarily rejected in the first instance itself.

4. OPENING OF BIDS:

I. Envelop (Cover) 1 i.e. Technical Bid will be opened on the scheduled date and time mentioned in the tender enquiry in the CIPET Hajipur administrative building in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.

II. Envelop (Cover) 2 i.e. Financial Bid of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry OR a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be posted on our web site. The

bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.

5. FUNDAMENTAL METHOD OF CALCULATION:

A. FOR DAILY RENTAL: Daily Fixed Rental charge + Running rate per Km + Extra hour. Calculation for lowest bidder will be only done in total summation of columns as per ANNEXURE for daily rental basis.

B. FOR MONTHLY RENTAL Monthly Rental Charge + Running rate per Km + extra hour. Calculation for lowest bidder will be only done in total summation of columns as per ANNEXURE for monthly rental basis.

Selection of the lowest bidder will be done separately for DAILY RENTAL & MONTHLY RENTAL basis.

6. PERIOD OF VALIDITY OF BIDS: The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

7. AMENDMENT OF TENDER DOCUMENTS: at any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced and bidders are requested to regularly visit cipet website for updates.

8. EXTENSION OF LAST DATE: The Director & Head, CIPET Hajipur, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

9. QUANTITY: The actual requirement of Vehicle may vary at time of placement of the work order.

10. CLARIFICATION OF TENDER DOCUMENT: A prospective bidder requiring any clarification of the Tender document may communicate to the Purchase Officer, CIPET Hajipur during office hours.

11. EXECUTION OF ORDER: Selected Firm has to provide the vehicles within 15 days after issue of work order.

12. DISCRETION: The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Director & Head, CIPET Hajipur OR Person authorized by him is final in all matters of tender and purchase.

B. Terms and Conditions

a. The contract would be valid for one year from the date of contract and can be extended for further one years, one year at a time, on the basis of requirement, performance and at the sole discretion of CIPET:CSTS Hajipur.

b. The vehicle provided must be registered in Bihar with **commercial registration and comprehensively insured**.

c. The Driver must have the licenses and properly dressed up with Khaki or white Shirt & trousers during the duty hours. Rs 200/- (Rupees two hundred only) will be charged as penalty if the driver is found to be not in uniform on the duty.

d. The Agencies will be solely responsible for any misconduct of the drivers.

e. No advance payment would be made. During the period of contract, the rates will not be revised.

f. TDS will be deducted at source from hiring bill/s as per the Income Tax Act.

g. CIPET:CSTS Hajipur reserves the right to terminate the contract with 15 days' notice without assigning any reason.

h. In case of any Loss, damage or accident, total responsibility lies with agency/firm and driver will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the CIPET:CSTS HAJIPUR.

i. The beginning price of petrol/diesel will be the price prevalent in Bihar on the day of the agreement. For all subsequent revisions, the previous price will be the price at which the previous revision has taken place.

j. Parking & toll taxes will be reimbursable on actual.

k. Vehicle model hired on monthly basis should not be of earlier than One Year Old.

l. Payment shall be made preferably within 15 days following submission of invoices in duplicate by the Service Provider.

m. 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 workers compensation; provider shall also 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 HAJIPUR with certification thereof upon request.

n. 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.

o. 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 Labor Act etc.

In case of violation of any such statutory provisions, the agency will be solely responsible.

p. The firms whose tender for monthly hiring are accepted shall deposit Performance Security within 07 days from the issue of offer of work order. It should be paid in the form of DD in favour of CIPET, payable at Hajipur. 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 the CIPET:CSTS HAJIPUR and the firm/agency shall be blacklisted in addition to the termination of the contract.

q. All the vehicles provided to CIPET:CSTS Hajipur 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.

r. The Tenderer shall provide vehicles as per requirement of the Institute and as and when required even at a short notice

s. All vehicles must be BS-IV compliance or latest model/registration with specific make and model.

t. Bidders must submit an undertaking for providing Monthly Wages/Salary to be paid to the drivers (not less than the minimum wages) including provision of mobile phones, white uniform (two pairs), Black Shoes (2 Pairs) & washing allowance for the drivers.

u. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/ debarred from any organization/institute and no case is pending with the police or in court of law against their name, duly notarized.

v. The color of vehicle shall be white or light color preferable for Car & MUV.

w. The car and driver shall be at the disposal of the Institute Authority officials during the period of engagement.

x. In case of the absence of Driver, agency has to provide the substitute. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 4 times per day on the hiring cost of the vehicle shall be imposed.

y. Normally, notice will be issued to the agency by the Institute for vacation and no payment for this period will be made in case of monthly rental basis if hired for services.

C. Additional Terms and Condition for Monthly Hired Vehicle:

In addition to terms and conditions mentioned above, the following additional terms and conditions shall be applicable on vehicles taken on monthly hire:-

a. The driver should have at least 3 years of work experience. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the

Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.

b. The driver shall be in proper dress – khaki or white shirt- trouser or safari suit. Behavior 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.

c. Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency.

d. Minimum monthly emoluments paid to the driver would be as per applicable minimum wage notification of Govt. However, the agency is free to pay any amount above this minimum stipulation. Further, the agency would also be required to adhere to all government statutory requirements in respect of minimum pay and statutory deductions.

e. The duty timing of the monthly hired driver would be normally from **8 am to 8 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.

f. 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 HAJIPUR.

g. The agency will have to provide the replacement of driver in case of any eventuality. CIPET:CSTS HAJIPUR has the right to ask the agency for removal of any Driver who is not found competent or disciplined.

h. Once assigned, the vehicle will not be changed/ replaced without prior permission of CIPET:CSTS HAJIPUR.

i. There will be separate log book for monthly vehicle maintained by the driver/agency. All entries in the log book will verified/ countersigned by the concerned officers.

j. In case of failure to provide vehicle on time, CIPET:CSTS HAJIPUR will procure a vehicle from open market and the charges paid to such vehicle will be deducted from the monthly bill of the service provider. In addition, a penalty of Rs. 1000/- per day till the date of default shall also be charged by CIPET HAJIPUR from the service provider, which will be deducted from the bill.

k. 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.

l. Driver selected by the agency will be assessed by the Institute before his engagement is finalized.

m. The agency shall be responsible for any thefts/burglary/damage caused to the students/employee/Guest of the Institute travelling in the Vehicles. The compensation arising out of such activities shall be borne by the agency.

n. All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained.

o. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.

p. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.

q. The Agency shall abide by all statutory laws, rules and regulation of the state Govt. / Central Govt. as per jurisdiction.

r. No manpower should be engaged exclusively for this contract when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person displaced from job". The institute shall not entertain such claim.

s. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The institute shall in no way be liable for any such incident occurring during or in connection with this contract.

t. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director & Head, CIPET:CSTS Hajipur is the sole arbitrator to decide the same or his decision is final and binding on both the parties.

u. The vehicle can be de-hired giving prior notice of 15 days considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services the work order of the Agency may be terminated giving one weeks' notice.

v. Force Majeure: If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or

delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

D. DOCUMENTATION OF BILL : Selected Firm/Agency has to submit the bill monthly along with signed logbook. Logbook will be provided by the Institute Authority and will be carried in all Vehicles by the Driver. Log book has to be signed by the Authorized Person of the Institute daily.

E. PAYMENT: I. Payment will be made by monthly only after receipt of the relevant Bill along with other documents. II. No part payment/advance payment shall be made.

F. AVAILABILITY OF TENDER DOCUMENT: The tender documents containing Terms and conditions along with prescribed proforma/format for furnishing required information/details can be downloaded from tender section of our website www.cipet.gov.in from 20.02.2019.

Annexure I**TECHNICAL BID - HIRING OF VEHICLES****(PRE-QUALIFYING REQUIREMENT)**

Sl. No.	Particulars	YES/NO
1	Name of the Firm/Agency with address and ph 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	GST Reg. No(Attach proof)	
7	Provident Fund Registration number(Attach proof)	
8	ESI Registration Number (Attach proof)	
9	License Number under Contract Labour (Attach proof)	
10	Details of three years for supply of vehicles in any of the Department/Autonomous /universities/Public Sector undertaking 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)	
11	Whether the firm or its sister concern have been awarded tender for supply of Vehicles in the past by the CIPET, If yes complete details thereof mentioning the name and address and period of contract	

12	The firm ever been reprimanded by any of the department for providing unsatisfactory services If yes, complete details thereof	
13	Whether the agency has been blacklisted by any of the departments/organizations of the Government of India/ Government of Bihar and any criminal case is pending against the said firm/agency	
14	Whether Terms and conditions of the tender duly accepted	
	Signature of the Tenderer Name of the Singatory & post held in the Company (if any) Place Date	
15	EMD & TENDER FEES Details	
16	Payment Terms agreed as Specified.	

Agencies / Bidders not submitting full information / documents at the first instance shall be rejected.

Signature of the Tenderer _____

Annexure II

PRICE FOR HIRING OF CAR/MUV
(MONTHLY RENTAL BASIS)

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)			
8.	BUS(42 SEATER)			
9.	BUS(68 SEATER)			

Notes:

- a) The rates should be inclusive of all the incidental cost like Petrol/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 Hajipur.
- c) GST will be paid extra, if applicable and as per actual.
- d) other charges(if any)

Signature of the Tenderer _____

Annexure III**PRICE FOR HIRING OF CAR/MUV****(DAILY RENTAL 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)			
8.	BUS(42 SEATER)			
9.	BUS(68 SEATER)			

Notes:

- a) The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, road tax, servicing charge etc, as well as payment made 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 Hajipur.
- c) GST will be paid extra, if applicable and as per actual.
- d) other charges(if any)

Signature of the Tenderer _____

Annexure IV

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 Bihar 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:

Annexure V

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:

Annexure VI

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: