



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)
(Department of Chemicals & Petrochemicals)
Ministry of Chemicals & Fertilizers, Govt. of India
HIL Colony, Edayar Road, Pathalam, Eloor Udyogamanadal P.O.,
Kochi -683 501, Kerala

Tender No: CIPET-IPT/ADMIN/KOCHI/VEH/2022-23/02

Dated:01.03.2023

For

Hiring of Vehicle on Yearly Contract (2023-24)

Last Date & Time of Submission:21.03.2023 & 03:00PM.

The Institute is inviting E-tender quotations for hiring of vehicle Sedan Type (SWIFT DZIRE//TIGOR/ETIOS/ZEST OR EQUIVALENT (5-SEATER) (/ELECTRIC/PETROL/ DIESEL) for official use. The contract for hiring of the vehicle will be initially for a period of one year.

A. Basic Terms & Condition for hiring of the vehicles:

1. The car must be of 2016 to 2022 model and white in colour. Vehicle age should not be more than 07 years
2. Availability of the vehicle must be 24 X 7 x 365 days basis along with medically fit and good attitude drivers.
3. Vehicle shall be under the control of CIPET during the contract entire contract period.
4. Vehicle shall be used for the Inter State travels, if required.
5. The Contractor has to provide GST & PAN number with Aadhar proof.
6. The vehicles will be hired initially for period of one year. It shall be at the discretion of the CIPET authorities to terminate the contract during the year or extend the term for another year on the basis of satisfactory performance of the vendor.
7. The rates to be quoted as per Proforma given in Annexure – I and II.
8. The work order should be given by Annexure I quoted rate only, Annexure II is additional one for based on the office requirements of time to time.
9. The contractor has to deposit Earnest **Money Deposit(EMD) of Rs.10,000.00** in the form of D.D in favour of " **CIPET IPT-KOCHI, payable at Kochi** and Tender Fees **Rs.1180.00 inclusive of GST**
10. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed order, CIPET has full right to forfeit the Earnest Money Deposited (EMD) with Institute.
11. The contractor shall give written undertaking that he accepts all the terms and conditions without alter.
12. Vehicles will be at the disposal of CIPET through out the duration of the contract except for the duration it goes regular maintenance (only one day per month) after taking permission from the concerned authority.
13. CIPET reserves the right to cancel the all and/or any bids without assigning any reason.

Seal & Signature of Contractor

B. Other Terms & Conditions:

1. All repairs and maintenance, running costs, fuel/Gas, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor. Further, In case of any accident related or government fine or penalty charges only born by the contractors.
2. All drivers shall have valid driving license and proof of the same shall be provided by the Contractor to CIPET time to time.
3. Contractor shall be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of CIPET the said drivers shall be withdrawn and a fresh driver shall be provided to CIPET at no additional cost.
4. Contractor shall not deploy any vehicles running on LPG.
5. All hired vehicles shall be under CIPET's control and shall be parked in designated locations of CIPET when not in use. These will remain on duty for (12 hours) for 365 days or as per the instruction by CIPET.
6. The duty shall cover travel across the state of Kerala. The amount a quoted shall cover including outstation (With in Kerala) trips also, with in the monthly distance of 2500 KM, beyond which the extra Km charges may be applicable. No additional charges will be paid for outstation trips with in the State of Kerala and within monthly distance of 2500KM.
7. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted in foggy areas.
8. Vehicles should also be fitted with Toeing hook.
9. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc. Vehicle should be registered in commercial vehicle.
10. Contractor shall ensure that the driver has minimum 5-years experience and a valid driving license for commercial use.
11. Vehicle should be able to move freely to the neighboring states without any restrictions.
12. Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
13. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
14. Driver should always carry all necessary documents like registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
15. In case of breakdown of any vehicle the Contractor within one hours shall provide another vehicle of similar brand at no extra cost. CIPET shall have absolute right to charge Rs.2000/-per day if the vehicle is not provided within one hour.

Seal & Signature of Contractor

16. In case of any accidents to the vehicle, it will be the responsibility of the contractor or representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations shall be taken care by the contractor. Any sort of damage caused due to such incident either to man/machine shall be the complete responsibility of the contractor.
17. The contractor is valid for providing services of vehicle hiring and at no point of time any or all of the staff or Transporter shall raise a claim for employment in CIPET.
18. The drivers should carry sufficient cash for discharging obligations such as parking charges, toll taxes, etc. such expenditure can be claimed as reimbursement by the contractor. Original bills/Proper supporting document shall be submitted along with such claims with monthly bills.
19. Lodging, Boarding, transportation of drivers shall be the contractor's responsibility.
20. In the intervening period if a temporary vehicle is provided by the contractor and its mileage shall be taken separately from reporting to discharges and will be added to the total log book for the respective month.
21. Drivers should be well dressed. The contractor will provide uniform to all drivers who shall wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, CIPET shall have right to expel or refuse entry to any of the drivers and vehicle to be treated as absent.
22. Driver should be at least 10th Std. passed and should be able to read and write, and have minimum three years of experience as driver.
23. TDS shall be deducted at source from bill as per Income tax act. And all the relevant taxes shall be applicable from time to time.
24. Driver should be alert/careful enough to take care of items/material kept in the vehicles.
25. Vehicle should carry portable fire extinguisher and complete First Aid Kit Box.
26. The contractual amount will be fixed for first one year and on satisfactory services and renewal can be done on mutual agreement basis. The monthly fixed KM is 2500.
27. The firms whose tender for monthly hiring is accepted shall deposit Performance Security of Rs. 40,000 (Rupees Thirty thousand only) within 14 days from the issue of offer of work order. 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: IPT, Kochi and the firm/agency shall be blacklisted in addition to the termination of the contract.
28. In case the contractor after issuance of the work order willfully wants to terminate the contract before completion of the period, the EMD amount shall be forfeited.
29. CIPET: IPT, Kochi reserves every right to terminate the contract by giving 30 days' notice without assigning any reasons thereof.

Seal & Signature of Contractor

Terms of Payment:

Contractor shall raise monthly running account bill on first week of every month and the payment shall be made within 15 days from the date of receipt of bill.

Termination:

- The Contract can be terminated by the contractor by giving two months' notice or by either party, i.e., CIPET: IPT, Kochi after giving one notice to the other party extendable by mutual agreement till alternate arrangements are made. However, CIPET: IPT, Kochi reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. CIPET: IPT, Kochi decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- In case the contractor after issuance of the work order willfully wants to terminate the contract before completion of the period, the EMD amount shall be forfeited.

Jurisdiction:

All disputes arising out of this contract shall be subjected to the jurisdiction of the courts of the law at Kochi only.

Seal & Signature of Contractor

Format of bid security declaration from bidders in lieu of EMD

(Should be submitted on Companies Letter head)

I/We, the _____ authorized signatory of M/s..... Participating in the subject tender No.....for the item/Job of.....do here by declare:

- (I) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (II) (ii) That in the event we withdraw/modify our during the period of validity or I/wefail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security within the given time line Or I/we commit any breach of Tender Conditions/Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding/ award of all futurecontract(s) of Central Institute of Petrochemicals Engineering & Technology (CIPET)for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Name & Authorized Signatory

Company Name

Company Seal :

Date:



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TECHNICAL BID SHEET

Tender No.: CIPET-IPT/KOCHI/ADMIN/VEH/2022-23/02 dated:01.03.2023

Description of Work: Hiring of Vehicle Office Purpose on a yearly Contract Basis

S. No.	Particulars	Description / Remarks
1	Name of the Contractor	
2	Postal address	
3	Telephone No. with STD code	
4	Name of Contact person	
5	Mobile No.	
6	E-mail ID	
Following documents to be submitted along with the tender		
7	The firm should have valid registration certificate in support of establishment of the firm	
8	PAN (Permanent Account Number)	
9	GST Registration Certificate	
10	Similar Experience of having successfully completed to other organization during last three year along with work order copies	
11	The firm should enclose Annual Turnover during the last 02 financial years (2020-21 & 2021-22) in prescribed format along with CA Certificate	
12	The firm should enclose Income Tax Return during the last Assessment Years (2020-21 & 2021-22)	
13	Performa For Performance Certificate	

14	Demand Draft No. & Date for Tender Fees	
15	Demand Draft No. & Date for EMD	
16	List of Customers	
17	Validity of offer	

Signature and Seal of Authorized Signatory of Bidder
Name & Authorized Signatory
Company Name

Company Seal :

Date:

ANNEXURE II



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY(CIPET)
 (Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
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 Website: www.cipet.gov.in

FINANCIAL BID SHEET – (Vehicle For Additional Requirements)

Tender No.: CIPET-IPT/KOCHI/ADMIN/VEH/2022-23/02 dated:01.03.2023

Description of Work: Hiring of Vehicle Office Purpose on a Annual Contract Basis

S. No.	Description	Rate only for AC Vehicles
1	Innova	
	Minimum Charges for 4 Hrs& 40 KMs	
	Minimum Charges for 8 Hrs& 80 KMs	
	Extra Charges per Hour Beyond4hrs/8hrs	
	Extra Charges per KM Beyond40Kms/80KMs	
2	Innova Crysta	
	Minimum Charges for 4 Hrs& 40 KMs	
	Minimum Charges for 8 Hrs& 80 KMs	
	Extra Charges per Hour Beyond 4hrs/8hrs	
	Extra Charges per KM Beyond 40Kms/80KMs	
3	Sedan Vehicles - Dzire and Etios etc...	
	Minimum Charges for 4 Hrs& 40 KMs	
	Minimum Charges for 8 Hrs& 80 KMs	
	Extra Charges per Hour Beyond 4hrs/8hrs	
	Extra Charges per KM Beyond 40Kms/80KMs	

Signature and Seal of Authorized Signatory of Bidder

Name & Authorized Signatory

Company Name

Company Seal :

Date:

ANNEXURE I



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY(CIPET)
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FINANCIAL BID SHEET (Vehicle For Regular Requirements)
Tender No.: CIPET-IPT/KOCHI/ADMIN/VEH/2022-23/02 dated:01.03.2023
Description of Work: Hiring of Vehicle Office Purpose on a yearly Contract Basis- Diesel/Petrol

S.No	Type of Vehicle	Standard Running Per Month	Rate For AC Car (With Model & Vehicle Name)/ Per Month	Extra Per KM. Rate Beyond Standard KMS. (2500)	Night Charges on Driver (Lumps Sum& In Case of Out -Station Duty)	Extra Per Hour Charges Beyond 12 Hrs.
1.	SEDAN VEHICLE	2500km/Per Month and Daily Working 12 hrs				

Note:

- The Bidder Has Liberty to Apply for one Type of Vehicle or any Number of Vehicle
- Standard Running Per Month (2500 Kms) is Inclusive of All Expenses, Fuel/Charging, Salary of Driver Etc.
- The duty shall cover travel across the state of Kerala. The amount a quoted shall cover including outstation (With in Kerala) trips also, with in the monthly distance of 2500 KM, beyond which the extra Km charges may be applicable. No additional charges will be paid for outstation trips with in the State of Kerala and within monthly distance of 2500KM.
- The GST Will Be Paid Additional on the Bill to be Furnished.
- The Driver Must Be Provided as per Terms & Conditions.
- Income Tax / Other Liabilities will be Deducted at Prevailing Rates.
- Car Colour : White

I Hereby Agree the Terms & Condition Rolled out by CIPET

Place:

Date:

Signature and Seal of Authorized Signatory of Bidder
Name & Authorized Signatory
Company Name
Company Seal
Date

