

**Expression of Interest (E o I)
for hiring of vehicle for CIPET-IPT, B-27, Amausi
Industrial Area, Lucknow on Call basis**

EoI. No. : CIPET/LKO/Vehicle_EOI/2020-21/12 dated : 04.03.2021



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probe • perform • practice • Plastics

**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY,
LUCKNOW**

**(Dept. of Chemicals &
Petrochemicals, Ministry of
Chemicals & Fertilizers, Govt. of
India) B-27, Amausi Industrial
Area, Nadarganj, Lucknow**

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E-mail: lko2@gmail.com

Website: www.cipet.gov.in

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY-IPT
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
B-27, Amausi Industrial Area, Nadarganj, Lucknow-
226 008 (UP)
Ph. No. : 9424384803; 7607194014
E-mail-cipetlko2@gmail.com Website: www.cipet.gov.in

**Expression of Interest (E o I)
for hiring of vehicle for CIPET-IPT, B-27, Amausi
Industrial Area, Lucknow on Call basis**

Sealed EOI are invited from registered and authorized agencies for hiring of Dzire, Tata Tigor, Tata Etios, Tata Nexon, Innova Cresta, Honda City, Fortuner or similar vehicle for CIPET, B-27, Amausi Industrial Area, Lucknow on daily Call basis

CIPET Lucknow reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

1. Last date & time for submission of filled in EOI documents :15.03.2021 up to 02.00 PM
2. Date & Time of Opening of EOI : 15.03.2021 at 04.00 PM

Director & Head
CIPET-IPT,
B-27, Amausi Industrial Area, Nadarganj,
Lucknow-226 008 (UP)

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled date and time or incomplete in any manner will not be accepted.
2. The bidder 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.
3. **Amendment of Bidding Documents:**
 - (a) At any time prior to the submission of the bids, the service receiver may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.
 - (b) The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. **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.
5. **Submission of Bid:**

The EoI will be required to submit in “two bid system” in two separate envelopes as mentioned below:

 - (a) **Envelope No. I-** super-scribed as “**Technical Bid**” should contain an introductory letter of Firm along with copies of documents as evidences for the past 3 years’ experience in any Government Organization. The Agency has to fill up Annexure “A” with his signature along with all supporting documents.
 - (b) **Envelop No. II-** super/scribed as “**Financial Bid**” and should contain the EoI form duly signed in each page by Agency/authorized signatory with priced bid. The Agency has to fill up Annexure”B”
 - (c) Both Envelope I & II should be placed in large envelope which should be super-scribed “**hiring of vehicle for CIPET-IPT, B-27, Amausi Industrial Area, Lucknow on daily Call basis**” and addressed to Director & Head, CIPET-IPT, B-27, Amausi Industrial Area, Lucknow
6. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid’s misplacement or premature opening.
7. **Deadline for submission of Bids:**

Bids must be received by the Service Receiver at the address specified under commercial bid not later than 02.00 PM on 15.03.2021
8. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, 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.

9. **Contacting the Service Receiver:**

No bidder shall contract the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

10. **Evaluation of Bid:**

- (a) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope i.e. Technical Bid will be opened.
- (b) 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.
- (c) The bidders will be pre-qualified in technical bid, who fulfills the following criteria:
 - i. Minimum Average annual turnover of Rs. 30 Lakh of last three financial year.
 - ii. 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 or its Autonomous bodies/Public Sector Undertaking/ CSIR or any of its laboratories / reputed Multi-National Companies.
 - iii. Turnover/ Income Tax Return.
 - iv. Valid GSTIN No.
 - v. Valid PAN.
 - vi. Valid Bank Account along with IFSC Code
- (d) The Financial Bid will be opened for those parties who will qualify in Technical Bid
- (e) The contract will be awarded to the party on the basis of evaluation of Technical Bid & Financial Bid. In case one bidder came L1 in half service and second bidder came L1 in other half service than preference will be given to those bidders who become L1 in maximum services and negotiation shall be done with the bidder to work at L1 rate in remaining services.
- (f) If the price quoted by two or more supplier/ Service Provider are same then the bid will be finalized on the basis of past experience, turnover of the organization. However the decision of Director & Head will be final & binding on all the bidders.
- (g) CIPET is not liable to award tender to party qualified L1 in financial bid and the tender may be accepted on the basis of highest scoring in technical grading and physical verification Report.

- 11. The completion period should be strictly adhered filling which CIPET reserves the right to cancel the order without assigning any reasons whatsoever.
- 12. Payment shall be made preferably within 15 days following submission of tax invoices in original by the Service Provider.
- 13. Interested parties may view and download detailed EOI tender documents from **www.cipet.gov.in**
- 14. CIPET reserve the right to reject any or all EoI in full or part thereof without assigning any reason.
- 15. CIPET reserve the right to allot all assignment to one service provider or distribute assignments partly to others.
- 16. The Director & Head, CIPET is the final authority and his decision will be final and binding on the supplier for any disputes.

17. TDS (Tax Deducted at Source) and any other applicable tax shall be deducted as per prevailing rules and regulations of the Government of India, if applicable.
18. The contract would be valid for One year from the date of contract and can be extended for further period as deemed suitable and on the basis of requirement, performance and at the sole discretion of CIPET:IPT, Lucknow.
19. The vehicle must be registered in Uttar Pradesh with commercial registration and comprehensively insured.
20. The Driver must have the licenses and properly dressed up with Shirt, Trousers & shoes which should be provided by Agency.
21. The Agencies will be solely responsible for any misconduct of the drivers.
22. No advance payment will not be made, During the period of contract, the rates will not be revised.
23. TDS will be deducted at source from hiring bill/s as per the Income Tax Act.
24. GST TDS will be deducted at source from monthly hiring bills as per GST Act.
25. CIPET:IPT, Lucknow reserves the right to terminate the contract with 15 days' notice without assigning any reason.
26. 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:IPT, Lucknow.
27. Parking & toll taxes will be reimbursable on actual.
28. Vehicle model hired on call basis should not be of earlier than One Year Old.
29. 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:IPT, Lucknow with certification thereof upon request.
30. 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.
31. 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.

32. All the vehicles provided to CIPET:IPT, Lucknow should be in good road worthy 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.
33. The Agency shall provide vehicles as per requirement of the Institute and as and when required even at a short notice.
34. 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.
35. The colour of vehicle shall be white or light colour preferable for Car & MUV.
36. The car and driver shall be at the disposal of the Institute Authority officials during the period of engagement.
37. 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.
38. 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.
39. All legal disputes will have the jurisdiction of Lucknow only.

CIPET-INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT)
B-27, Amausi Industrial Area, Lucknow

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TECHNICAL BID

| S. No. | Particulars | Please Fill/ Tick(✓) |
|----------|--|-----------------------|
| 1 | Name of the Firm/Agency | |
| 2 | Postal address of the firm | |
| 3 | Telephone / Mobile No. | |
| 5 | Name of Contact person | |
| 6 | Mobile No. | |
| 7 | E-Mail ID | |
| 8 | Following Documents to be submitted along with technical bid | “Yes or No” |
| a | The firm should have valid registration certificate in support of establishment of the firm | |
| b | PAN (Permanent Account Number) Registration | |
| c | Certificates of GST Registration | |
| d | Documents related to Eligibility and experience of executing of similar type of work. | |
| e | The firm should enclose Annual Turnover valuing more than Rs. 10.00 Lakhs and above during the last 03 financial years (2017-18,2018-19 & 2019-20) | |
| f | The firm should enclose Final Account (Balance Sheet, Profit & Loss A/c & Trading A/c) during the last Three Financial Years (2017-18,2018-19 & 2019-20) | |
| g | The firm should enclose Income Tax Return during the last Three Assessment Years (2017-18,2018-19 & 2019-20) | |
| h | Duly sealed and signed copy of EOI | |

Date:

Place:

Signature & Seal of the bidder with date

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FINANCIAL / PRICE BID

| S. No | Particulars | Rates (in words) | Rates (in figures) | Per hrs. charges for detention beyond 08 hrs. | Per Km. Extra Charges beyond 80 Km. | Night charges |
|-------|--|------------------|--------------------|---|-------------------------------------|---------------|
| 01 | Hiring Charges for 08 Hrs. & 80 Km (AC) per day (Honda City) or equivalent | | | | | |
| 02 | Hiring Charges for 08 Hrs. & 80 Km (AC) Per day (Innova), equivalent | | | | | |
| 03 | Hiring Charges for 08 Hrs. & 80 Km (AC) per day (Innova Cresta), equivalent | | | | | |
| 04 | Hiring Charges for 08 Hrs. & 80 Km (AC) per day (AC) Tata Desired/Tata Tigor/Etios or equivalent | | | | | |
| 05 | Hiring Charges for 08 Hrs. & 80 Km per day (Fortuner) or equivalent | | | | | |

Declaration:-

1. The rates mentioned above are all inclusive of fuel & driver and no further Maintenance/ other Charges will be claimed.
2. Hiring period : for one year from the date of operation but can be extended by CIPET:IPT, Lucknow administration.
3. We agree to supply the vehicles at above rates as and when required by the CIPET:IPT, Lucknow.
4. We agree to maintain such records as may be required or prescribed by the CIPET:IPT, Lucknow from documenting the hiring of the vehicles and for preferring claims thereof, for payment.

5. We note that CIPET:IPT, Lucknow reserves the right to consider/cancel or any of the offers received without assigning any reason and that it also reserves the right to accept more than one offer.
6. We agree that in the event of any doubt or dispute about the hiring of these vehicles including the rates of hire charges we shall abide by the decision of the Principal Director CIPET:IPT, Lucknow.
7. The tenderer should have similar nature of work in any Govt./Semi Govt./Autonomous organization in the last two years as single/personal order.
8. We understood that we have to provide vehicle on daily call basis.
9. CIPET:IPT, Lucknow administration, however. Reserve the right to increase/decrease the nos. of vehicle as per the requirement.
10. Months means calendar month

Date:

Place:

Signature & Seal of the bidder with date