



मासिक किराये पर वाहन के लिए निविदा
निविदा संख्या सिपेट :सीएसटीएस/वलसाड/वाहन/2021-22/01 दिनांक : 09.04.2021

निविदा जमा करने की अंतिम तिथि :26.04.2021 14.00 ,बजे तक

सिपेट :कौशल एवं तकनीकी सहायता केंद्र ,वलसाड
(रसायन एवं पेट्रोरसायन विभाग)

रसायन एवं उर्वरक मंत्रालयभारत सरकार ,
तिरुपतिप्लाजा, एन.एच.08, धरमपुर चौकड़ी,
आई.ओ.सी.एल.पेट्रोलपंपकेपास, वलसाड- 396001

TENDER FOR VEHICLE ON MONTHLY RENTAL

Tender No.: CIPET: CSTS/VALSAD/VEHICLE/2021-22/01 Dt. 09.04.2021

LAST DATE FOR SUBMISSION OF TENDER: 26.04.2021, 14:00 Hrs

CIPET: CENTRE FOR SKILLING & TECHNICAL SUPPORT, VALSAD

(Dept. of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India)

Tirupati Plaza, N.H. No.8, Dharampur Chowkdi,
Nr. IOC Petrol Pump, Valsad (Gujarat) - 396007

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Website:www.cipet.gov.in/ www.tenderwizard.com/CIPET

CIPET: INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY

Notice Inviting Tender

Tender No.: CIPET: CSTS/VALSAD/VEHICLE/2021-22/03

Date: 09.04.2021

CIPET CSTS Valsad invites sealed Tender in two Bid systems (Technical and Financial) from registered, reliable and authorized agencies for providing Vehicle on hire service on Monthly rental basis at CIPET: CSTS, VALSAD/CHIKHLI. The scope of work along with Technical and Financial bid details are narrated below.

NAME OF WORK:

CIPET: CSTS, Valsad invites sealed tender for providing Vehicle Service at CIPET: CSTS, Valsad/Chikhli for a period of one year on contract basis. The details are as under:

Sl. No.	E-Tender No. & Date	Name of the Item/Work	Estimated Value of tender (Including Applicable GST)	EMD	Service should start within	Tender Fees in Rupees	Last Date & Time of online Bid submission
01	CIPET: CSTS/VALSAD/VEHICLE/2021-22/03 Dated: 09.04.2021	Hiring of Vehicle Service (Swift DZire/ Honda Amaze/Hyundai Accent/Tata Indigo) No. of Vehicle – 01	Rs. 5,00,000/- (Rupees Five Lakh Only)	Bid Security Declaration in prescribed format or 10,000/-	30 Days from the date of award of contract order	590/- (Rupees Five hundred ninety only inclusive of GST)	26.04.2021 at 14:00Hrs

The sealed Tender should be of two parts viz. Technical Bid & Commercial Bid and packed separately and send together in another cover with the marking "**TENDER FOR HIRING OF VEHICLES SERVICE**". The Tender documents can be obtained from the CIPET: CSTS, Valsad office from 09.04.2021 to 26.04.2021 till 02:00 PM by paying cost of Rs. 590/ 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: 26.04.2021, 02:00 PM. Opening of Technical Bid: 26.04.2021, after 03:00 PM. 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

In light of the provisions contained in point-4 contained in office memorandum No. F.9/4/2020-PPD, Gol, Ministry of Finance, Dept. of Expenditure, Procurement Policy Division dated 12.11.2020, all bidders must submit the **Bid Security Declaration** in prescribed format, in place of EMD.

**Sr.Tech.officer & In-charge
(CPET: CSTS, Valsad)**

Eligible Criteria for Bidders:-

- Average Annual Turn Over during last 2 financial years should be minimum amount of Rs. 4.00 lakhs.
- Up-to-date IT Return for the last 2 years, PAN Card & GST Registration Certificate.
- Self-declaration on no pending litigation **(Annexure I)**
- The Bidders must have office in Gujarat with proper evidence for faster & better serviceability.
- Experience of providing vehicle to government departments/PSU/ Universities would be desirable. **(Annexure II)**
- Tendered Undertaking regarding acceptance of tender documents and tender terms & Conditions **(Annexure III)**
- Tender fees scan copy and EMD (Directly Online Transfer in CIPET VTC ACCOUNT, A/c No. 33000200000582", Bank of Baroda, IFSC: BARB0ABRBUL).
- Bid Security declaration in place of EMD with relevant annexures C&D.

TERMS & CONDITIONS:

1. The contract would be valid for a period of one year from the date of contract and can be extended for further one year, on the basis of requirement, performance and at the sole discretion of CIPET: CSTS, Valsad.
2. The vehicle provided must be registered in Gujarat and properly insured.
3. The Driver must have valid driving licenses and properly dressed up with white Shirt & trousers during the duty hours.
4. The Agencies will be solely responsible for any misconduct of the drivers.
5. No advance payment would be made. During the period of contract, the rates will not be revised for one year or further extended period.
6. TDS will be deducted at source from bill as per the Income Tax Act.
7. CIPET: CSTS, Valsad reserves the right to terminate the contract with 30 days notice without assigning any reason.
8. 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, Valsad.
9. Parking & toll taxes will be reimbursable on actual.
10. Vehicle model hired on monthly basis should **not be older than year 2019 Model**.
11. Payment shall be made preferably within 15 days following submission of original invoices in duplicate by the Service Provider.
12. 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: CSTS, Valsad 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. 15,000 (Rupees Fifteen 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 VTC ACCOUNT, A/c No. 33000200000582" Bank of Baroda, IFSC code: BARB0ABRBUL. 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, Valsad and the firm/agency shall be blacklisted in addition to the termination of the contract.
17. All the vehicles provided to CIPET: CSTS, Valsad 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 the Board 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. Vehicle should be commercial **Taxi passing** (Commercial Passing)

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 driver should have at least 3 years of work experience.
3. The driver shall be in proper dress –white shirt trouser or safari suit. 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 and the cost shall be borne by agency
5. 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.
6. Their 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.
7. 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, Valsad.
8. The agency will have to provide the replacement of driver in case of any eventuality. CIPET: CSTS, Valsad has the right to ask the agency for removal of any Driver who is not found competent or disciplined.
9. Once assigned, the vehicle will not be changed/ replaced without prior permission of CIPET: CSTS, Valsad.
10. 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.
11. In case of failure to provide vehicle on time, CIPET: CSTS, Valsad 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: CSTS, Valsad from the service provider, which will be deducted from the bill.

12. 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.

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.
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, Valsad 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	Particular	Remarks
A.	Should have minimum 2 years' experience 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)	Informative and Compliance
B.	Should have/obtained before commencement of the work the requisite licenses, approvals, certificates from all statutory authorities viz. RTO/Income Tax/GST/Commercial Tax Depts. valid for the entire duration of the above work.	Informative and Compliance
C.	Whether the agency has been blacklisted by any of the departments/organizations of the Government of India/ Government of Gujarat and any criminal case is pending against the said firm/agency	
1.	Name of the Firm/Agency with address and Contact No. & Email ID	
2.	Address and Mobile no. of the bidder	
3.	Registration No. of the firm	
4.	Constitution of the firm (Attach Proof)	
5.	PAN Card & TIN Number [Photocopy to be attached]	
6.	GST Registration No.: [Photocopy to be attached]	
7.	Name of the Signatory & post held in the Company (if any)	
8.	Whether 24x7 service and support will be available	
9.	Do you have on office at Gujarat? If so, Please provide the Address and Telephone No.	
10.	Annual turnover & IT of last 2 Financial Year 2018-19 & 2019-20	
11.	Tender Fee Paid Rs. 590/- (Proof to be attached)	
12.	Bid Security Declaration (Annexure C & D) in place of EMD [Attached]	
13.	Others	

Place/Date:

(Name, Designation and Signature with Seal of the Company)

FINANCIAL BID

SI.No.	Model of Vehicle (AC)	Rate per month including fuel, drivers, payment etc., Charges for following Fixed KM per month with service 10 hours per day for our CIPET, Valsad & Chikhli Centre			Charges for Extra per Km	Charges for Extra Per hour	Remarks
		1000 Km	1500 Km	2000 Km			
1	Swift DZire/ Honda Amaze/ Hyundai Accent/Tata Indigo						

- 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, Valsad.
- c). Goods & Service Tax (GST) will be paid extra, if applicable and as per actual.

Place/Date:

(Name, Designation and Signature with Seal of the Company)

FINANCIAL BID FOR DAILY HIRING OF VEHICLE

Sl. No.	Type/Model of Vehicle (All models with AC) Diesel	Rate per day, Including fuel, Drivers payments, etc. 10 Hours/100 KM	Charges for Extra Km	Charges for Extra Hours	Remarks
1	Tata Indigo				
2	Swift Dzire				
3	Honda Amaze				
4	Innova (AC)				
5	Honda City				
6	i20				
7	Ertiga				

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, Valsad.
- c). Goods & Service Tax (GST) will be paid extra, if applicable and as per actual.

Place/Date:

(Name, Designation and Signature with Seal of the Company)

ANNEXURE I

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 Gujarat 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:

ANNEXURE III

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:



BID SECURITY FORM

Whereas _____
(hereinafter called the tenderer)

has submitted their offer dated _____
for the supply of _____
(hereinafter called the tender)

Against the Purchaser's Tender No. _____

KNOW ALL MEN by these presents that WE _____ (Bank Name)
of _____ having our registered office at _____
_____ are bound unto _____ (hereinafter called the "Purchaser")

In the sum of _____

For which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank _____ day of this _____ 20 _____.

THE CONDITIONS OF THIS OBLIGATION ARE:

(1)	If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender.
(2)	If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity
(a)	Fails to furnish the Performance Security for the due Performance of the contract.
(b)	Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Branch _____ Name and designation of the officer _____
Seal, name & address of the Bank and address of the _____

Note: Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

Bid Securing Declaration Form

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)