

**TENDER DOCUMENT**  
**" FOR PROVIDING VEHICLE SERVICES ON MONTHLY RENTAL BASIS "**

AT

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND  
TECHNOLOGY: CENTER FOR SKILLING & TECHNICAL SUPPORT  
(CIPET:CSTS)

(Ministry of Chemicals & Fertilizers, Govt. of India)  
EPIP Complex, Industrial Area Hajipur- 844102  
(Bihar), (Vaishali)

Phone No.: 06224-273515,277424

Mobile No.: +91- 9437124606 /7489928501.

Email: [hajipur@cipet.gov.in](mailto:hajipur@cipet.gov.in)

On yearly Contract basis

TENDER NO: CIPET:CSTS/HAJIPUR / VEHICLE/2023-24/ 01 Dated 08.11.2023



TENDER FEE: 500/- (Inclusive GST)

Last Date & Time for Closing of Tender: 22.11.2023 at 04:00 P.M

## **1. IMPORTANT INFORMATION**

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| 1. Start date & time for sale of Tender document           | :- 08-11-2023 at 10:00 Hrs               |
| 2. Last date & time for sale of Tender document            | :- 22 -11-2023 at 16:00 Hrs              |
| 3. Tender Fees (Non-refundable)                            | :- Rs.500/- (Rs. Five Hundred Only)      |
| 4. Earnest Money Deposit (EMD) (Refundable)                | :- Rs.5,000/- (Rs. Five thousand only)   |
| 5. Submission of duly filled in Tender document on/ before | :- 22-11-2023 (Up to 16:00 Hrs)          |
| 6. Date & Time of Opening of Technical Bids                | :- 23-11-2023 (10:30 Hrs)                |
| 7. Date & Time of Opening of Financial Bids                | :- 23.11.2023 (14.30Hrs)                 |
| 8. Venue for Opening of Technical & Financial              | :- CIPET:CSTS, Hajipur, Vaishali, Bihar. |

## **2. INTRODUCTION**

Government of India established Central Institute of Plastics Engineering & Technology (CIPET) in 1968 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 32 locations across the country catering to the needs of Polymer and allied industries. 7 more centers 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 centers at Ahmedabad Amritsar, Aurangabad, Agartala Baddi, Balasore, Bengaluru, Bhopal, Bhubaneswar, Chandrapur Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, KORBA, Ranchi, 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 :CSTS, Hajipur was established in 1994 to cater the need of Plastic and allied industries in the region of Punjab. The Centre is having state of the art Technology and world class technical services. Also recognized and certified with the ISO/IEC 17025:2005, BIS and NABL Accreditation.

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.

### **3. PRICE**

Prices/Rates should be quoted only in the “Annexure- II” in the manner as given therein. Rates/offer given in any other manner will not be accepted. The monthly hire charges shall include all cost of maintenance and servicing, Mobile /Engine oils and other lubricants, wages and others benefits of the drivers, as per requirement of the Institute, Road taxes, Permits, Insurance, all statutory payments for both driver and vehicles, etc. Toll Tax and parking charges (if any for outside duty) may be reimbursed to the contractor along with settlement of monthly bill.

### **4. GUIDELINES FOR PARTICIPATION**

#### **THE BIDS ARE TO BE SUBMITTED IN TWO PARTS**

1. The Bid are to be Submitted in two parts. Technical & Financial Bid(Annexure- I&II). Prescribed in Tender Document in Annexure- I& II on Government-e-Market GeM Portal.

2. Tender Fee, EMD should be deposited in the form of NEFT/ DD in Favour of “**CIPET, HAJIPUR**”. The Bank details of the institute in as following :-

**Bank Name :- State Bank Of India**

**Branch :- Hajipur**

**Account Number:- 11041919945**

**IFSC Code:- SBIN0000088**

3. The scan copy of the same is to be uploaded in Technical Bid.

### **5. OPENING OF TECHNICAL BIDS**

The Technical Bids will be opened on 23.11.2023 at 10:30 hrs: at CIPET: CSTS, Hajipur, in the presence of bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

The Financial Bid will be opened only after accepting the technical bid for further consideration. The decision of the Institute in this regard will be final and no requests etc will be entertained from the bidders.

The intimation will be given to technically qualified bidders for opening of financial bid. EMD of the unsuccessful bidders will be returned, without interest, on or before 30 days from the date of award of contract to the successful bidder.

## 6. **PERIOD OF CONTRACT**

The hiring contract shall be for an initial period of 1 (one) year & can be extended at the same terms and conditions for further period of two more years (but one year at a time) on Satisfactory performance.

No price escalation is allowed during first year of contract period. However escalation of as price will be as per actual price change in fuel may be considered after six months during contract period. Contractor shall have to provide CAR Service within 05 days from the date of issue of work order.

The contract will be terminated by giving 01 month notice if the service is not found satisfactory or any complaint received from users.

## 7. **ABOUT THE VEHICLE:**

Sedan Category / Equivalent or higher Version :-

1. **Name of the Vehicle:- Maruti Dzire (AC) / Innova Crysta (AC) / Muruti Dzire Ertiga (Latest Model)**
2. **Kilometer per month :- 2500 Km Per month.**
3. **Hrs. of Duty = 12 Hrs.**
4. **Approximate budget for monthly rented vehicle Rs. 45000/- per Month.+ GST Extra.**

- **The Vehicle should be latest model (2022-23)of Maruti Dzire (AC)/ Innova Crysta (AC) and Muruti Dzire Ertiga.or onwards model and be provided with new batteries, tyres, tubes and upholstery at the time of placement along with the driver.**
- The vehicle should be well equipped with all facilities.
- The Log Books for duty of the vehicles will be recorded from Institute Campus on each trip Basis and records duly authenticated should be shown on demand and also to be product with monthly bill.
- The vehicle with driver will remain stationed at the Institute Campus for 12 hours at the disposal working time of CIPET. The vehicle will remain stationed at the institute for 24 hrs.
- In case of any breakdown or for any other reason of the vehicle, the owner has to arrange a Substitute vehicle within 01:00 hrs of time failing which penalty at the rate of 100/-per hour Charges will be deducted from the bill at the discretion of the Institute. Similarly, in the event Of non-availability of driver due to sickness or any reason substitute driver to be provided for the vehicles immediately.
- The owner should ensure that the vehicle should comply with all statutory obligations like insurance coverage, road tax, etc.
- The owner must be in a position to provide the vehicle within 05 days from the date of issue of Work Contract. The transport agency must have provided similar service to Govt.org of equal statute. The agency must own at least 4 similar vehicles registered in its own name and be able to provide suitable replacement in case of any contingency.
- Vehicle will stand at CIPET campus or guesthouse during night.
- Agency have to provide vehicle on holiday, Sunday, on demand basis by CIPET officials. And the extra duty on holiday will be paid to agency.

**8. ABOUT THE DRIVERS (AS PER REQUIREMENT)****Contractor shall provide one (01) driver for engaged Car.**

Driver should be competent, matured and having a valid professional (Commercial) driving license issued by a Competent Authority with minimum five years' experience in case of light vehicle or in case having Heavy Commercial Vehicle License, he should have at least 3 years' experience, apart from being sober, gentle, courteous and well behaved person with at least one year working experience in any reputed Organization. Their character and antecedents should be verified by the police authorities. If a particular driver's performance/conduct is not acceptable to the Institute, he must be replaced immediately within 02 days. In case of being intoxicated condition, indiscipline on the part of driver, he should be replaced immediately as this is life risk and detrimental to the safety of the organization.

They should always be on duty in uniform white shirts and black shoes as decided by CIPET.

Two pairs of uniform to be provided by the vehicle owner to his driver/s for each year.

The drivers should be paid at least the minimum wages as per the Minimum Wages Act, under Govt. Rules. Besides Provident Fund facility as per statute to be provided to them. This shall be ensured by the owner and in case of any complaint regarding noncompliance of any statutory payments, the same shall be deducted from the bill without prejudice to the Institute's right to cancel the contract.

**9. GENERAL CONDITIONS OF THE CONTRACT:**

The Car/Vehicle and driver must be produced for inspection before and only the approved car and driver must be provided every day to the Institute.

In case of change of regular vehicle substitute vehicle provided must be in compliance with all rules and regulations as applicable and if on verification this is not found to be true then a penalty of Rs. 500 per day will be charged and vehicle will not be treated as on official duty for this period.

**10. PERFORMANCE SECURITY DEPOSIT:**

**The Security Deposit of Rs.50,000/-(Rupees Fifty Thousand only) in the form of Demand draft drawn from any Nationalized Bank in favor of CIPET, Hajipur/RTGS/NEFT/NEFT Bank Guarantee of above-mentioned amount shall be deposited within 21 days from the date of issue of order and the entire security amount shall be retained till the successful completion/execution of the work order.**

Institute reserves the right to forfeit this security deposit if party fails to comply any provision or violates any terms and conditions of the contract and no correspondence will be entertained in this regard. No interest will be paid by CIPET on Security deposit to the contractor.

**11. PAYMENT TERMS:**

Payment shall be made on submission of the monthly bill on 05<sup>th</sup> day of the subsequent month along with copy of the duly attested Log-Book. All statutory provisions / requirements should be complied with. Records to this effect are to be maintained by the Contractor and to be shown on demand to the authorities concerned and are responsible directly to them. **The Starting & End Km will be CIPET Hajipur office.**

Please submit your competitive bidding as per the Performa at 'Annex- I & II' Technical/ Financials of tender Document published on GeM Portal.

The Institute reserves the right to accept or reject or ignore, or cancel the tender without assigning any reason, thereof.

**DIRECTOR & HEAD  
CIPET:CSTS, HAJIPUR**

## ANNEXURE – I

**TECHNICAL BID – HIRING OF VEHICLES**

(To be submitted in a separate sealed envelope)

For supply of \_\_\_\_\_ to CIPET:CSTS, Hajipur.

Please submit attested copies of the following documents

Sr. No	Particulars	Remarks
1	Name of company and address.	
2	Name of Proprietor / Director	
3	Address & Mobile No of the Bidder	
4	Type of firms : Proprietary / partnership/ Pvt Ltd / Ltd , etc	
5	Year of Incorporation	
6	Permanent Account No.( Attach Proof)	
7	Text Reg. No.(Attach Proof)	
8	PAN No (Attach Attested Copy	
9	GST Registration Number / Certificate	
10	Financial turnover for three financial Years .( Attached Balance Sheet and Income Tax Returns ) 2020-21,2021-22,2022-23	
11	Give details of the major clients - Educational Institutes/ Universities , Government Departments , Research Organization and /or reputed organization, to whom services of the same type have been provided by the bidder. Yes / NO	
11.1	Tender fee Details:-	
11.2	EMD Fee Details:-	
12	Please specify whether your agency have been blacklisted or banned by any Govt . Department/ Organisation	
13	Additional Information , if any ( attach separate sheet, if required)	

Please enclosed the above document as a part of technical Bid uploaded on GeM Portal.

## ANNEXURE – II

**FINANCE BID – SUPPLY OF HIRING VEHICLE – CAR**  
(To be submitted in a separate sealed envelope)

For supply of \_\_\_\_\_ to CIPET: CSTS, Hajipur.

Ref : TENDER NO: - CIPET: CSTS/ HAJIPUR/ VEHICLE /2023-24/01 dt. 08.11.2023  
(MONTHLY VEHICAL RATE QUOTE)

**A) NAME OF VEHICLE:-**

SL. No	Description/ Particulars	Fixed Monthly Rent, Which includes 2500/- KM	Extra Hours Rates after Performing 12 hours' time period	Rate Per KM extra after 2500/- KM
1.	Maruti Dzire (AC) (Latest Model)			
2.	Innova Crysta (AC) (Latest Model)			
3.	Muruti Dzire Ertiga.(AC) (Latest Model)			

SL. No	Particulars	Amount.
1.	<b>Out Station Charges:-</b>	
2.	<b>Night Hart Charges:-</b>	
3.	<b>Holiday duty Charges:-</b>	

**Note:-**

- The Monthly rent will cover total 2500/- Kilo Meter and the timing of Vehicle 9.00 AM to 9.00 PM.
- The rates should be inclusive of all the incidental cost like Petrol/Diesel, Insurance, Road tax, Servicing Charge etc, as will as salary paid to driver.
- The Vehicle would be used for outstation journey when required. Outstation allowance (Night Halt)@ Rs..... per night will be paid by CIPET:CSTS,Hajipur on such occasions.
- Service Tax, if any will be paid extra, if applicable and as per actual.
- The balance monthly kilometer will be carried forward and add on to next month KM.

**Note:- Quoted price should be inclusive of all taxes.**

We confirm that the quoted prices will remain firm and there would not be any price escalation during the initial contract period of one year. We also confirm that we abide by all the tender conditions and we do not have any counter conditions, in the event of violation of any of the tender terms and condition our submitted security deposit will be forfeited.

Yours

Faithfully,

Signature:

Seal with

Name Date



