

Tender Document for

Hiring of Vehicle at CIPET:CSTS, Valsad

E-TENDER DOCUMENT NO. CIPET/CSTS/VALSAD/VH/18-19/01

LAST DATE FOR SUBMISSION OF BID: 28.01.2019



**CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**

(Ministry of Chemicals & Fertilizer, Govt. of India)

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

Tel: +91-2632-226415, Email: cipetvctvalsad@gmail.com

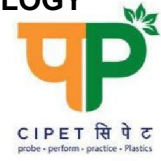
Website: www.cipet.gov.in/ www.tenderwizard.com/CIPET





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**NOTICE INVITING TENDER FOR HIRING OF VEHICLE SERVICE
TENDER NO. 01/2018-19**

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

Sl. No	Description	Tender Fees in Rs. (Non-refundable)
01	Hiring of Vehicle Service (Swift DZire-Tour) No. of Vehicle – 01	Tender Fee Rs. 500/- should be deposited in online (online transfer in our CIPET VTC ACCOUNT, A/c No. 33000200000582", Bank of Baroda, IFSC: BARB0ABRBUL)

The Tender documents can be downloaded from 05.01.2019 to 28.01.2019 till 11.00 AM from www.cipet.gov.in/www.tenderwizard.com/CIPET. E-tender in two bid system viz. Technical and Commercial bid.

Bid without Tender fee and EMD will not be accepted. The Last date for the submission of the Bid through online: 28.01.2019, 11:00 AM. Evaluation of Technical Bid on 28.01.2019, 02:00 PM and 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

Sr.Tech.officer & In-charge, CIPET: CSTS, Valsad

SPECIFIC INSTRUCTIONS TO BIDDERS FOR E-TENDER PARTICIPATION

1. Submission of Online Bids is mandatory.
2. The CIPET: CSTS, Valsad has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
3. Bidders should have valid Class 3 Digital Signature Certificate. For integrity of data and its Authenticity/non a repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class- III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].
4. The prospective bidders have to register with the E-tender system of CIPET at www.tenderwizard.com/CIPET. On completion of the registration process, the bidders will be provided user ID and password. In order to submit the bids electronically bidders are required to have a valid class 3 Digital signature).
5. Post receipt of User ID & Password, Bidders can log on for downloading & uploading tender document.
6. The tenderers shall submit EMD in online form at the schedule time.
7. Tenderer may download the tender enquiry documents from the website [www.tenderwizard.com/ CIPET](http://www.tenderwizard.com/CIPET) or www.cipet.gov.in
8. The submission of tender online can only be done thru' www.tenderwizard.com/CIPET.
9. Tenderers shall ensure that their tenders complete in all respects, are submitted online through www.tenderwizard.com/CIPET No DEVIATION is acceptable.
11. It is advised that all the documents to be submitted are kept scanned and converted to PDF format in a separate folder on your computer before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
12. While uploading the documents, it should be ensured that the file name should be the name of the document itself.

IMPORTANT NOTE:-

- 1) EMD should be deposited in online (online transfer in our CIPET VTC ACCOUNT, A/c No. 33000200000582" (Bank of Baroda), IFSC: BARB0ABRBUL.
- 2) CIPET: CSTS, Valsad reserves the right to reject any or all the bids or cancel / withdraw the Notice inviting Tender without assigning any reason.
- 3) Bidders may contact, after successful submission of Registration details and Vendor registration fee and Processing fee (as applicable), to Helpdesk (as given below) for any assistance required in this regard. 080-40482000

Helpdesk of KEONICS: - 080-40482000, 09894191904, 09941947400
Contact Details: - Shri Brijesh S Patel @ 9408165978
Email: - twhelpdesk637@gmail.com

List of Documents to be uploaded online:-

- Average Annual Turn Over during last 2 financial years should be minimum amount of Rs. 5.00 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**)
- E.M.D. & Tender fess scan copy (Directly Online Transfer in CIPET VTC ACCOUNT, A/c No. 33000200000582", Bank of Baroda, IFSC: BARB0ABRBUL).

TERMS & CONDITIONS:

1. The cost of the tender form fee of Rs. **500/- (Rupees Five Hundred only)** is to be paid by **Online in "CIPET VTC ACCOUNT, A/c No. 33000200000582" Bank of Baroda, IFSC code: BARB0ABRBUL** which is non-refundable.
2. 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.
3. The vehicle provided must be registered in Gujarat and properly insured.
4. The Driver must have valid driving licenses and properly dressed up with white Shirt & trousers during the duty hours.
5. The Agencies will be solely responsible for any misconduct of the drivers.
6. No advance payment would be made. During the period of contract, the rates will not be revised for one year or further extended period.
7. TDS will be deducted at source from bill as per the Income Tax Act.
8. CIPET: CSTS, Valsad reserves the right to terminate the contract with 30 days notice without assigning any reason.
9. 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.
10. Parking & toll taxes will be reimbursable on actual.
11. Vehicle model hired on monthly basis should not be earlier than Six months Old.
12. Payment shall be made preferably within 15 days following submission of original invoices in duplicate by the Service Provider.
13. 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, Performance Security Deposit (EMD) of Rs. 15,000 (Rupees Fifteen thousand only) shall retain by us up to the completion or cancellation of vehicle hiring contract. 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. For other Performance Security Deposit (EMD) of Rs. 15,000 (Rupees Fifteen thousand only) shall be return within one week after the deciding the tender.
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.

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. The 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 online in two process viz. Technical and financial bids.
2. The technical bid would be evaluated first. Financial bids of only those bidders who qualify in technical bid would be considered for evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.
3. Financial bid shall be submitted online 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	Particulars	Details
1	Name of the Firm/Agency with address and Contact 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	Goods & Service tax (GST) Reg. No (Attach Proof)	
7	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)	
8	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	
9	Name of the Signatory & post held in the Company (if any)	
10	Tender Fees	

COMMERCIAL BID

Sl. No	Model of Vehicle (AC) Diesel	Rate per month including fuel, drivers, payment etc., monthly Charges for 2000 KM/10 hours per day	Charges for Extra Hours & Km	Remarks
1	Swift Dzire - Tour			

- 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.

FINANCIAL BID FOR DAILY HIRING OF VEHICLE

Sl.	Type/Model of Vehicle (All models with AC) Diesel	Rate per day, Including fuel, Drivers payments, etc. 10 Hours/100 KM	Charges for Extra Hours & Km	Remarks
1	Tata Indigo			
2	Swift Dzire			
3	Honda Amaze			
4	Innova (AC)			
5	Honda City			
6	i20			

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.

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:

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:

