



TENDER DOCUMENT FOR HIRING OF TRANSPORTATION VEHICLE ON RATE CONTRACT BASIS

TENDER NO.: CIPET/CSTS/VJA/HEAVY.VEH/2021-22

LAST DATE& TIME FOR SUBMISSION OF TENDERS: 17.08.2021 & 03:00 PM

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY

केंद्रीय पेट्रोकेमिकल्स इंजीनियरिंग एवं तकनीकी संस्थान

CIPET : CSTS, Vijayawada / सिपेट: सि यस टि यस, विजयवाड़ा

Department of Chemicals & Petrochemicals /

रसायन और पेट्रोसायन विभाग

Ministry of Chemicals & Fertilizers / रसायन और उर्वरक मंत्रालय/

Govt. of India / भारत सरकार

Suramapalli (V), Gannavaram (M), Krishna Dist., Vijayawada – 521 212,
Andhra Pradesh

E-mail: cipetvijayawada@gmail.com

Website: www.cipet.gov.in



CIPET सि पेट
विज्ञान, प्रौद्योगिकी, पर्यावरण

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY

CIPET: CSTS , VIJAYAWADA

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology, (CIPET: CSTS , Vijayawada) is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics with Head Quarters and Head Office at Chennai. The Centre at Vijayawada (CIPET: CSTS, Vijayawada), invites tenders in 2 bid system (Technical and Financial Bid) for the rate contract (Valid for 06 months) for the "Hiring of Transportation Vehicle/es to CIPET : CSTS, Vijayawada".

TECHNICAL SPECIFICATION

Hiring of Transportation Vehicles viz. TATA ACE, DCM (19 Feet) and DCM (22 Feet) at CIPET: CSTS, Vijayawada as per the requirement of the center.

TERMS AND CONDITIONS / INSTRUCTIONS TO BIDDER
(To be signed and enclosed along with the Technical bid)

1. The Tenderer should submit his application in two bid system i.e. TECHNICAL BID and FINANCIAL BID. Both the bids should be kept in separate envelopes and the enveloped should be superscripted with the details of the bid.
2. The tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required for the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in rejection of the Tender.
3. The purchaser shall not be liable for any expenses whatsoever incurred by the Tenderer in the preparation of the tender whether his tender is accepted or not even if the purchaser opts for complete withdrawal of invitation of Tender.
4. Supply must be taken at CIPET:CSTS, Vijayawada premises as per the details provided by CIPET Authority at the expense of the bidder. CIPET will not be liable for any additional expenses incurred in this regard.
5. Any Tender received after the last date for submission prescribed in the tender, will be rejected. Conditional tender will be summarily rejected without prejudice so bidders are advised to quote the price as per N.I.T. conditions only.
6. The rate contract quoted by the L1 bidder shall be valid for 06 months from the date of issue of Work order. However, if CIPET: CSTS, Vijayawada is willing to terminate the rate contract, can terminate the same with intimation to the L1 bidder without assigning any reasons immediately. If the L1 bidder wants to terminate the rate contract with in applicability period, the same shall be intimated with 01 month notice and the performance security of the L1 bidder shall be forfeited either wholly/partially as the discretion of the Competent Authority of the Center.
- 7. The date of supply and the type of vehicle to be supplied should be as per the Work Order issued from this office from time-to-time.**
8. Work order shall be issued to the respective contractor as per the item/parameter wise L1 rate.
9. The cost of tender document is Rs. 500/- Plus GST @ 18%(Non Refundable)
10. TDS (Tax Deducted at Source), GST (TDS) and other applicable taxes will be deducted as per prevailing rules and regulations of the Government, as applicable.



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11. Bank details of CIPET : CSTS, Vijayawada for NEFT/RTGS purpose:
 - a. Name of the Account : CIPET VTC VIJAYAWADA
 - b. Bank Name : SBI
 - c. Account No : 34977031901
 - d. IFSC Code : SBIN0005947
 - e. Address :SBI SME BRANCH, NEAR SAI HOTEL CENTRE, AUTONAGAR, VIJAYAWADA, ANDHRA PRADESH
12. The Tenderer shall submit Bid Security declaration as per the format enclosed as Annexure – II with this tender document and should keep in the TECHNICAL BID document.
13. CIPET will notify the successful Tenderer in writing by registered letter / fax / e -mail to be confirmed that his tender has been accepted. Offer of acceptance shall be issued to the L1 bidder for which the bidder shall accept the same in 03 days and have to submit performance security of Rs. 12,600.00 (TWELVE THOUSAND SIX HUNDRED RUPEES ONLY) in the form D.D in favour of "CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (**CIPET VTC- VIJAYAWADA**), payable at **Vijayawada**" or may be through NEFT/RTGS as per the bank account details mentioned in S.No. (10) above.
14. The performance security amount without any interest shall be returned to the successful bidder after the completion of the rate contract period.
15. Payment Terms: Payment will be released on monthly/ fortnightly basis as per the actual hiring vehicles up on submission of original invoice.
16. The supplier shall be solely responsible for supply of requested vehicle at CIPET: CSTS, Vijayawada with all the relevant documents for uninterrupted transport of the vehicle to the designated locations. Any discrepancy found by the respective transport authority during the transit of the vehicle shall be responsibility of the supplier.
17. Vehicle is to be supplied on day basis (24 Hours)/Monthly hiring basis. In case if the vehicle is to be supplied on day basis (24 Hours), the day shall start from the time of supply of vehicle to the center and closed by the time it returns back from the designated location to the center. In case if the vehicle supplied on monthly basis, the month starts from the date of entering in to the contract.
18. Vehicle shall be used for the Inter State travels, if required.
19. 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.



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20. All drivers shall have valid driving license and proof of the same shall be provided by the Contractor to CIPET.
21. 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.
22. Contractor shall not deploy any vehicles running on LPG.
23. 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.
24. 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 commercial vehicle.
25. Contractor shall ensure that the driver has valid driving license for commercial use.
26. Vehicle should be able to move freely to the neighboring states without any restrictions.
27. 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.
28. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
29. 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.
30. In case of any accidents to the vehicle, it will be the responsibility of the contractor or his 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.
31. 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 documents shall be submitted along with such claims.

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TECHNICAL BID

Sl.No	Particulars To Be filled up by the Tenderer / Bidder	
1	Name of the Tenderer / Supplier	
2	Name of the Firm	
3	Postal Address	
4	Name of Contact person/Designation	
5	Mobile No.	
6	E-Mail ID	
Following Documents To Be submitted in the Technical bid:		
7	The firm should have valid registration certificate in support of establishment of the firm/GST Registration certificate	YES/NO
8	PAN (Permanent Account Number) <i>(Enclose copy)</i>	
9	Certificates of Registration for GST <i>(Enclose copy)</i>	
10	Bank Account Details	
11	Details of purchase of Tender application: Rs.500.00 Plus GST@ 18%	
12	Signed Bid Security declaration Format enclosed as Annexure – II in the tender document	
13	Signed Terms and Conditions enclosed as Annexure – I in the tender document	

I, Mr./Ms./Mrs. _____, Designation _____ hereby declare that above furnished details and true to the best of my knowledge and in case of any discrepancy, I will bound to the decision of the competent authority of CIPET: CSTS, Vijayawada.

Place:

Signature of Bidder /Tenderer with Seal

Date:



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FINANCIAL BID

For the Hiring of Transportation Vehicle to CIPET: CSTS, Vijayawada on Rate Contract basis (Valid for 06 months), We hereby quote our rate as under:

S.NO	FROM	TO (NAME OF THE MUNICIPALITY/LOCATION)	RATE IN RS/- (Inclusive of Driver charges, Diesel & others)	SGST IN RS/-	CGST IN RS/-	TOTAL AMOUNT IN RS/-
1	CIPET: CSTS, VIJAYAWADA	NARSAPUR MUNICIPALITY				
2	CIPET: CSTS, VIJAYAWADA	TANUKU MUNICIPALITY				
3	CIPET: CSTS, VIJAYAWADA	PIDUGURALLA MUNICIPALITY				
4	CIPET: CSTS, VIJAYAWADA	PEDANA MUNICIPALITY				
5	CIPET: CSTS, VIJAYAWADA	AMALAPURAM MUNICIPALITY				
6	CIPET: CSTS, VIJAYAWADA	BAPATLA MUNICIPALITY				
7	CIPET: CSTS, VIJAYAWADA	TIRUVURU MUNICIPALITY				
8	CIPET: CSTS, VIJAYAWADA	MACHILIPATNAM MUNICIPALITY				
9	CIPET: CSTS, VIJAYAWADA	PUNGANURU MUNICIPALITY				
10	CIPET: CSTS, VIJAYAWADA	REPALLE MUNICIPALITY				
11	CIPET: CSTS, VIJAYAWADA	MANDAPET MUNICIPALITY				
12	CIPET: CSTS, VIJAYAWADA	TADEPALLI MUNICIPALITY				
13	CIPET: CSTS, VIJAYAWADA	MANGALAGIRI MUNICIPALITY				
14	CIPET: CSTS, VIJAYAWADA	SAMALKOT MUNICIPALITY				
15	CIPET: CSTS, VIJAYAWADA	PEDDAPURAM MUNICIPALITY				
16	CIPET: CSTS, VIJAYAWADA	BHIMAVARAM MUNICIPALITY				
17	CIPET: CSTS, VIJAYAWADA	GUDIVADA MUNICIPALITY				



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18	CIPET: CSTS, VIJAYAWADA	NUZVID MUNICIPALITY				
19	CIPET: CSTS, VIJAYAWADA	PITHAPURAM MUNICIPALITY				
20	CIPET: CSTS, VIJAYAWADA	HYDERABAD				
21	CIPET: CSTS, VIJAYAWADA	TANUKU MUNICIPALITY TO NARSAPUR MUNICIPALITY TO BHIMAVARAM MUNICIPALITY				
22	CIPET: CSTS, VIJAYAWADA	AMALAPURAM MUNICIPALITY TO MANDAPETA MUNICIPALITY				
23	CIPET: CSTS, VIJAYAWADA	PITHAPURAM MUNICIPALITY TO PEDDAPURAM MUNICIPALITY TO SAMALKOT MUNICIPALITY				
24	CIPET: CSTS, VIJAYAWADA	MACHILIPATNAM MUNICIPALITY TO PEDANA MUNICIPALITY				
25	CIPET: CSTS, VIJAYAWADA	REPALLE MUNICIPALITY TO BAPATLA MUNICIPALITY				

Terms & conditions:

1. Validity of above offer :
2. Driver charges (if any) :
3. Others remarks (if any) :

Place :

Date :

Signature of Bidder /Tenderer with Seal