



**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY  
(CIPET): CENTRE FOR SKILLING & TECHNICAL SUPPORT(CSTS)  
AGARTALA**

Department of Chemicals & Petrochemicals,  
Ministry of Chemicals & Fertilizers, Govt. of India.  
Rubber Park Area, Bodhjungle, Sub-division- Mohanpur, Agartala, Tripura,  
**Email: [cipetagartala@gmail.com](mailto:cipetagartala@gmail.com), [cipetagartalaadm@gmail.com](mailto:cipetagartalaadm@gmail.com)**  
**Ph: 0381 231 0080. Website: [www.cipet.gov.in](http://www.cipet.gov.in)**

**Tender Notice No.: CIPET/AGT/HIRING OF VEHICLE/21-22/ dated 10-09-2021**

**Tender Document for "Hiring of Vehicle Service" at CIPET: CSTS, Agartala**

**Important Dates:**

Sl. No.	Event	Date
01	Date of Tender Notice	<b>10-09-2021</b>
02	Last Date for Submission of Tender Document (Offline)	<b>30-09-2021 (Upto 05:30 PM)</b>
03	Date of Opening of Technical Bid	<b>01-10-2021 at 11:00 AM</b>
04	Date of Opening of Price Bid	<b>04-10-2021 at 02:00 PM (will be opened for Technically qualified bidders)</b>

**Manager (Project) & Head,  
CIPET: CSTS-Agartala**



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**NOTICE INVITING TENDER FOR HIRING OF VEHICLE  
SERVICE**

**TENDER DOCUMENT NO. CIPET/AGT/HIRING OF VEHICLE/21-22/ dated  
10-09-2021**

**NOTICE INVITING TENDER FOR HIRING OF VEHICLE SERVICE:**

CIPET: CSTS- Agartala invites sealed tenders in two bid system from reputed transporters/fleet owners having capacity to supply the required numbers of vehicle for a period of One year, renewable for One more year based on performance & mutual consent of both the parties, as per details mentioned below. The detailed tender notice along with tender document can be obtained from the Office of CIPET, Agartala on any working day from **10-09-2021 to 30-09-2021** between 09:00 AM to 5:30 PM on payment of Rs 118/- as Cost of Tender Document in the shape of demand draft/ Cash or can be downloaded from the CIPET website [www.cipet.gov.in](http://www.cipet.gov.in). The tender document downloaded from the website must be accompanied with demand draft of Rs. 118/-. Demand Draft should be drawn in favors of **"CIPET AGARTALA VTC" payable at Agartala.**

Sealed Tender- Technical Bid and Financial Bid - be sealed in two separate envelopes (envelope containing Technical bid be marked as **"Cover -1"** and envelope containing Financial bid be marked as **"Cover - 2"**) and these two envelopes be sealed in a third large envelope (**Cover - 3**) super-scribed **"Technical and Financial bid"** and must reach office of CIPET, Agartala, situate at Rubber park area, Budhjunnagar, Sub-division Mohanpur, Agartala Tripura(West) latest by **30-09-2021** upto 05:30 PM.

Incomplete tender, and tender received after due date and time shall not be accepted/entertained. Your bid should be valid for a period of 90 days from the date of opening of Technical bid.

CIPET: CSTS- Agartala reserves the absolute right to accept/ reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

**Manager (Project) & Head,  
CIPET: CSTS-Agartala**

## **INTRODUCTION OF CIPET:**

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized 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 Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

All the CIPET Centers have state of art infrastructural facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality control to cater to the needs of plastics & allied industries in the country.

CIPET: CSTS - Agartala was established jointly by the Govt. of India and Govt. of Tripura in the year 2017. The prime objective of the centre is to cater the needs of trained manpower for the industries and render Technical and consultancy services to the plastic and Allied industries.

The thrust area of the Centre is earmarked for the development and assistance towards Plastics in Medical, Agricultural, Automotive, Commercial applications, etc.

The Centre is well equipped with full-fledged Design Wing, Tool Room, Plastic Processing Workshop, and Testing Laboratory to conduct professional Training courses both Long Term and Short-term in the fields of Plastics Technology.

The Centre currently conducts Short term Skill Development Training, Tailor-made Training programmes, Entrepreneurship & Awareness programmes in the field of Plastics under the sponsorship of various State Govt. & Central Govt. Departments, Private Organizations, PSUs etc. It also organizes CAD/CAM and CNC Training for students and Industrial personals.

### **SCOPE OF SERVICE:**

CIPET: CSTS, Agartala invites sealed Tenders from resourceful and reliable agencies for providing Hiring of Vehicle Service at CIPET: CSTS, Agartala for a period of one year, extendable for one more year on contract basis. The details are as under:

<b>Sl. No.</b>	<b>Description of Regular Vehicle</b>	<b>No. of Vehicle(s) required</b>
01	Vehicle Type: Swift Dzire / Tata Zest/Sedan type. Fuel: Petrol/Diesel/CNG. Colour: White	01 No.
02	Vehicle Type: Maruti Suzuki Wagon R Fuel: Petrol / Diesel /CNG. Colour: White	01 No.
03	Vehicle Type: Maruti Suzuki EECO Fuel: Petrol/ Diesel/CNG. Colour: White	01 No.
04	Vehicle Type: 18-20 seater Bus (Tempo traveller /Winger / Similar type) Fuel: Petrol/ Diesel/CNG. Colour: White	01 No.
05	Vehicle Type: 40 & above seater Bus Fuel: Petrol/ Diesel/CNG. Colour: Any colour	01 No.

**CIPET Agartala will hire any one or more Vehicles from the above based on requirement on regular basis.** Apart from the above Regular Vehicle, the Service Provider shall be required to provide other vehicles as and when required by CIPET Agartala. Details of Other Vehicles are mentioned in **Annexure-II**. The sealed Tender should be of two parts viz. Technical Bid & Commercial Bid and sealed separately and send together in another cover superscripted as "TENDER FOR HIRING OF VEHICLES SERVICE". The Tender documents can be obtained from the CIPET: website [www.cipet.gov.in](http://www.cipet.gov.in).

#### **Eligibility Criteria for Bidders: -**

01. Vehicle must possess valid Pollution Certificate.
02. Vehicle must possess valid Commercial Vehicle Registration Certificate.
03. Vehicle must possess valid Insurance.
04. Self-declaration on no pending litigation / Not Blacklisted. (Annexure I)
05. The Bidders must have office in Agartala with proper evidence for faster & better serviceability.
06. The firm shall have Trade License & GST registration.
07. The Service Provider shall have at least one-year Experience of providing vehicle to government departments/PSU/ Universities would be desirable.
08. Vehicle age should not be more than 05 (five) years
09. Vehicle should be **Registered as Commercial Vehicle**.

## TERMS & CONDITIONS:

1. The cost of the tender document fee of Rs. 118/- is to be paid by way of Demand Draft drawn from any nationalized bank in favour of "CIPET Agartala VTC" payable
3. The contract would be valid for a period of 1 (One) year from the date of contract and can be extended for maximum 1 (One) year, on the basis of requirement, performance and at the sole discretion of CIPET: CSTS, Agartala
4. The vehicle provided must be **registered as Commercial Vehicle** in Agartala and properly insured.
5. The Driver must have valid driving licenses and properly dressed up during the duty hours.
6. The Agencies will be solely responsible for any misconduct of the drivers.
7. No advance payment would be made. During the period of contract, the rates will be fixed for the period of Contract.
8. TDS & GST TDS will be deducted at source from bill as per Law.
9. CIPET: CSTS, Agartala reserves the right to terminate the contract with 30 days' notice without assigning any reason.
10. In case of any Loss, damage or accident, total responsibility lies with agency/firm. The driver will be fully responsible in case of unauthorized / illegal materials are found in the vehicle during the use of the officials of the CIPET: CSTS, Agartala.
11. Parking & toll taxes will be reimbursable at actual.
12. Vehicle model hired on monthly basis should not be older than one (05) Years Old.
13. Payment shall be made preferably within 15 days following submission of original invoices in duplicate by the Service Provider.
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.
14. 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.

15. The firms whose tender for monthly hiring are accepted shall **deposit Performance Security of Rs. 10,000 (Rupees Ten thousand only)** within 15 days from the issue of offer of work order. Performance Security can be paid through online (i.e. NEFT) in our **"CIPET AGARTALA VTC", A/c No 36114607250, "State Bank of India, IFSC code: SBIN0015394** or by way of Demand Draft in favour of **"CIPET AGARTALA VTC" payable at Agartala**. 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 CIPET: CSTS, Agartala and the firm/agency shall be blacklisted in addition to the termination of the contract.

16. All the vehicles provided to CIPET: CSTS, Agartala 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.

17. The Tenderer shall provide vehicles as per requirement of CIPET: CSTS- Agartala and as and when required even at a short notice.

18. Income Tax TDS & GST TDS will be deducted at source from bill as per the Goods & Service Tax Act.

19. Bidders are requested to visit the CIPET website on a regular basis for necessary corrigendum / modification of the tender. No separate communication, paper advertisement shall be done in this regard.

#### **ADDITIONAL TERMS AND CONDITION FOR MONTHLY HIRED VEHICLE:**

1. The biodata of driver along with police verification should be submitted before award of the contract to this office.
2. The driver shall be in proper dress. 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.
3. Driver shall be provided with mobile phone for smooth communication.

4. The duty timing of the monthly hired driver would be normally from 8.30 am to 6.30 pm but could be longer as per requirement and need.
5. 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, Agartala.
6. The agency will have to provide the replacement of driver in case of any eventuality. CIPET: CSTS, Agartala has the right to ask the agency for removal of any Driver who is not found competent or disciplined.
7. Once assigned, the vehicle will not be changed/ replaced without prior permission of CIPET: CSTS, Agartala.
8. 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.
9. 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.
10. In addition to monthly vehicle the agency must be capable of providing casual vehicle on need basis as per the list provided in the commercial bid for casual vehicle.
11. If required in Holiday also vehicle may be called. No additional charged will be given by CIPET.
12. The vehicle must have permit to travel in neighboring states, Permit fees all kinds of entry tax will be borne by the contractor/firm/agency.
13. No mileage will be allowed for lunch/breakfast or after filling of petrol/Diesel etc. to Driver.
14. No food bill will be provided to Driver by CIPET.
15. Calculation of distance will be from Garage to Garage but chargeable distance in this respect shall not be more than 15 Km in each way. Therefore, CIPET will pay for 15 Km in each way or actual Km from garage to Office & vice versa whichever is lower.
16. No of working days may be increased by the department any time and the supplier will have no extra claim for this.
17. Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver /vehicle is required, prior intimation should be given to the user/concerned.
18. The Contractor shall also be liable for all fines, penalties and traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period.

## **BIDDING PROCESS, EVALUATION OF BIDS AND CONTRACT**

01. 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.
02. 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. The technical bid should be accompanied by Tender fees.
03. Financial bid shall be submitted in Annexure-II as given below.
04. The successful bidders will enter into contract with CIPET: CSTS, Agartala 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 the Work Order issued.



**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 Regular Vehicle	
4	Constitution of the firm (Attach Proof)	
5	Permanent account number (PAN) (Attach Proof )	
6	Goods & Service tax (GST) Reg. No. (Attach Proof ) .If applicable.	
7	Details of three years for supply of vehicles in any of the Department / Autonomous Institute / Universities / PSU 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)- <b>Desirable</b>	
8	Whether the agency has been blacklisted by any of the departments/organizations of the Government of India/ Government of Tripura 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 details	

**Signature of the Tenderer**

**Place:**

**Date:**

**COMMERCIAL BID****A. Details of vehicles required on monthly Charges basis: -****Annexure II**

Details of Vehicles required for Regular Office Use	Monthly Fixed Charges (Rs.)	Fuel Charges/Km (Rs.)	Outstation Charges (Night halt) (Rs.)	Other Charges (Overtime) (Rs.)
Vehicle Type: Swift Dzire/ Tata Zest/Sedan type. * Fuel: Petrol/ Diesel/CNG. Colour: White				
Vehicle Type: Maruti Suzuki Wagon R Fuel: Petrol / Diesel /CNG. * Colour: White				
Vehicle Type: Maruti Suzuki EECO ** Fuel: Petrol/ Diesel/CNG. Colour: White				
Vehicle Type: 18-20 seater Bus (Tempo traveller /Winger / Similar type) ** Fuel: Petrol/ Diesel/CNG. Colour: White				
Vehicle Type: 40 & above seater Bus ** Fuel: Petrol/ Diesel/CNG. Colour: Any colour				
<b>GST</b>	<b>Inclusive</b>	<b>Inclusive</b>	<b>Inclusive</b>	<b>Inclusive</b>
<p>* For 26 days in a month. Beyond 26 days daily rate will be applicable. ** For 20 days in a month. Beyond 20 days daily rate will be applicable.</p>				

**B. Details of vehicles required on Daily Charges basis: -**

Sl. No.	On Call / Daily rate Vehicle:	Daily Fixed Charges (Rs.)	Fuel Charges/Km (Rs.)	Outstation Charges (Night halt) (Rs.)	Other Charges (Overtime) (Rs.)
01	Maruti Suzuki EECO				
02	Maruti Wagon R				
03	Maruti Van				
04	Swift Dzire				
05	Tata Winger 18-20 seater				
06	Tata Magic				
07	Mahindra Xylo				
08	Mahindra Bolero				
09	Toyota Innova				
10	Tempo Traveller 18-20 seater				
11	40 & above seater Bus				
<b>GST</b>		<b>Inclusive</b>	<b>Inclusive</b>	<b>Inclusive</b>	<b>Inclusive</b>

**Notes:**

1. The above particulars shall be typed on letter head of the Agency.
2. The Agency shall quote rate for each vehicle at appropriate column.
3. The rate shall be per unit basis, i.e. for 1 (one) vehicle only.
4. Overtime charges/Night halt charges, etc. shall be clearly mentioned in the appropriate column. (Overtime hour shall be after 8 PM & upto 7 AM)
5. Applicable Taxes shall be inclusive
6. No other Charges will be paid under any circumstances.
7. Model/Colour of the vehicles shall be as spelt by CIPET authorities as per the requirement.
8. Month means Calendar month.
9. Hiring Period is 1 (One) year. CIPET Agartala can extend the Contract for another 1(One year.
10. We agree to supply the above Vehicle as and when required by CIPET Agartala.
11. We agree to maintain such records & log book as required by CIPET Agartala.
12. We understood that CIPET Agartala reserves the right to Cancel the tender / offer without assigning any reason.
13. Income Tax TDS & GST TDS will be deducted as per rule.
14. We understood that CIPET can terminate the Contract at any time without assigning any reason with 1 month prior notice.

**Date:**

**Place:**

**Signature of the Tenderer**

**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 Tripura 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 Bidder**

**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 Bidder**

**Date:**

**Place:**

**UNDERTAKING**

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

**Name & Signature of the Bidder**

**Date:**

**Place:**

**\*\*\*\*\*END OF TENDER DOCUMENT\*\*\*\*\***