

## TENDER FOR HIRING OF “VEHICLES” at CIPET: CSTS – Jaipur



### Central Institute of Petrochemicals Engineering & Technology, (CIPET) Centre for Skilling and Technical Support - Jaipur

#### Notice Inviting Tender for “Vehicles Hiring” at CIPET: CSTS - Jaipur.

Tender Document No: CIPET/CSTS/JAIPUR/2022-23/Vehicle/05/

Sealed Tenders are invited for Hiring vehicles on kilometers/daily/monthly basis from registered firms/parties/service providers engaged with the Govt./Semi-Govt./Autonomous Organizations or any other reputed organizations.

#### Important Dates, Time & Cost of Tender Form

S.No	Particulars	Date	Time
1.	Issue of Tender document	12.04.2022	09.00 a.m.
2.	Last date & time for Purchase of Tender Document	11.05.2022	02.30 p.m.
3.	Last date & time for submission of Tender Document	11.05.2022	05.00 p.m.
4.	Date & Time of opening of Tender	12.05.2022	03.30 p.m.
5.	Cost of Tender Document	Rs.590 / - Inclusive Tax	

❖ **Date and Time of Financial Bid opening will be intimated to the Technically Qualified Bidders.**

1. Earnest Money Deposit: As per Office Memorandum No. F.9/4/2020-PPD Bid Security Declaration should be submitted by bidders.
2. Performance Security Deposit – Rs. 50,000/- for Successful bidder
3. Kindly note, the Tender Fee and Performance Security Deposit will remain same for single as well as for all vehicles.
4. Annexure I – Technical Bid
5. Annexure II – Financial Bid

#### SCOPE OF WORK

The following Vehicles are required by CIPET: CSTS- Jaipur for official use:

Sr.No.	Vehicle	Colour	No's	Minimum KMS (Monthly)	Minimum KMS (Monthly)	Minimum KMS (Monthly)
1.	Maruti Swift Dzire Diesel/Petrol (AC) Model – 2018 onwards	White	01	2000 KM	2500 KM	3000 KM
2.	Toyota Etios Diesel/Petrol (AC) Model – 2018 onwards	White	01	2000 KM	2500 KM	3000 KM

## TENDER FOR HIRING OF “VEHICLES” at CIPET: CSTS – Jaipur

### TENDER NOTICE

Sealed tenders are invited for Hiring vehicles on kilometers/daily/monthly basis at CIPET: CSTS - Jaipur Centre. The tenders shall be accepted until at 05.00 p.m. on 11.05.2022 in the Administration Department, CIPET: CSTS - Jaipur - 302022.

The prescribed Application Form containing the details may be obtained from Admin/Accts. Department up to 11.05.2022 (02.30 pm) on cash or depositing the bank draft Rs. **590/- Incl.Tax (Non Refundable)** in favour of CIPET: CSTS - Jaipur . The same can also be download from the Institute website: - <http://cipet.gov.in> However, the downloaded application form must be accompanied by a draft of Rs. **590/- (Non Refundable)** drawn in favour of CIPET: CSTS - Jaipur.

The Tender-bidders have to quote the bid amount for Hiring vehicles. Tenders shall be opened on 12.05.2022 at 03:30 p.m. in the presence of Tender Committee Members & Tender-bidders in Conference Hall at CIPET : CSTS - JAIPUR. In the event of any holiday later declared by the competent authority the next working day will be consider for opening of tender. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

Director & Head

### INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology,(CIPET) is a premier Govt. of India Institution devoted to Academic, Research, Technology Support & Skill Training activities for the growth of Plastics & allied industries in the country. CIPET operates on hub & spokes model with 37 locations spread across the length & breadth of the country. CIPET has many Centres at all over the Country i.e. Ahmedabad, Amritsar, Aurangabad, Agartala, Baddi, Balasore, Bengluru, Bhopal, Bhubaneswar, Chandrapur, Chennai, Dehradun, Guwahati, Gurugram, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Korba Lucknow, Madurai, Murthal, Mysore, Raipur, Ranchi, Valsad, Varanasi and Vijayvada.

All the CIPET centres are equipped with state-of-the-art with excellent 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. In-line with the ever changing & challenging needs of the plastic industries, we continuously upgrade and modernize machinery, equipment and technology.

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### **BASIC TERMS & CONDITION FOR HIRING OF THE VEHICLES:**

1. The car must be of 2018 or latest model and white in colour. Preference will be given to latest model. The vehicles shall be finally selected based on the physical verification by the Authorized Officer of CIPET: CSTS - Jaipur.
2. Availability of the vehicles must be 24 X 7 basis along with medically fit drivers.
3. Vehicles shall be under the control of CIPET: CSTS - Jaipur during the contract period.
4. Vehicles shall be used for the Inter State travels, if required.
5. The Contractor has to provide GST & PAN number and any other required information.
6. The vehicles shall be hired initially for period of eleven months. It shall be at the discretion of the CIPET: CSTS - Jaipur's authorities to terminate the contract during the period or extend the term for another period on the basis of satisfactory performance of the Service provider.
7. The rates shall be quoted as per Performa given in Annexure - 2(financial bid).
8. Selection of successful bidder will be done mainly on the base of rate quoted in the financial bid for 2,000 kilometers or 2,500 kilometers or 3,000 kilometers.
9. If the successful bidder fails to provide the vehicle in the prescribed time after the award of contract, CIPET: CSTS - Jaipur has full right to forfeit the Performance Security Deposit of the Contractor without giving any intimation.
10. The contractor has to give in writing undertaking that he accepts all the terms and conditions without any alteration.
11. Vehicles shall be at the disposal of CIPET: CSTS - Jaipur throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month) after taking permission from the concerned authority of CIPET: CSTS - Jaipur.
12. CIPET: CSTS - Jaipur reserves the right to cancel any/all bids without assigning any reason.
13. The bidders has to submit the Work Orders & Performance Certificates/Satisfactory Services certificates for evaluation purpose. Preference will be given to service providers having Government Work Experience of similar nature.
14. The bidders have to note that the tender is a rate contract and monthly charges will not be affected due to change in price of diesel/petrol for the duration of the contract.
15. The kilometres of the running of the vehicle (To & Fro) will be calculated from CIPET:CSTS, Jaipur only. However, the contractor will be paid additionally for 15 KMS on daily basis (To & Fro) from his home/garage.
16. The Vehicle should be fitted with white towels and seat covers.
17. The drivers have to maintain cleanliness in vehicle at all time.
18. The working hours will be from 08.00 AM to 08.00 PM from Monday to Saturday or as per requirement of CIPET:CSTS-Jaipur.
19. The vehicle will have to report for duty as per the direction of CIPET:CSTS-

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Jaipur’s authority.

20. The bidders will be eligible for Sunday allowance (@ Rs. 160/- per hour for Toyota Etios and Rs. 150 per hour for Maruti Suzuki Swift Dzire), if the duty hours on Sunday exceed more than 02 hours. The bidder will not be eligible for Sunday Allowance for Pickup/Drop at Railway Station/Bus Stop/ Airport/Others. No other holiday allowance will be paid.
21. The billing will be done based on the running of the vehicle and as per monthly fixed charges for 2,000 KMS or 2,500 KMS or 3,000 KMS. Additional KMS beyond 2,000 KMS or 2,500 KMS or 3,000 KMS will be paid extra as per the rates quoted in the financial bid whichever is lesser.
22. The Vehicle will be engaged for 12 hours per day from Monday to Saturday. The overtime will be paid accordingly. Necessary penalty of Rs. 100 Per Hour will levied for reporting late on duty.
23. Each Vehicle’s log book shall be maintained by the respective driver and at the time of submission of monthly bill the Xerox copy of log book shall be enclosed.

### **OTHER TERMS & CONDITIONS:**

1. 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.
2. All drivers shall have valid driving license and proof of the same in form of certified copies shall be provided by the Contractor to CIPET: CSTS - Jaipur.
3. The 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: CSTS - Jaipur the said driver shall be withdrawn and a fresh driver shall be provided to CIPET: CSTS - Jaipur at no additional cost.
4. All hired vehicles shall be under CIPET: CSTS - Jaipur’s control. The vehicles shall remain on duty for (12 hours) for 365 days or as per the instruction of CIPET: CSTS - Jaipur authorities.
5. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights to be fitted in foggy areas.
6. Vehicles should also be fitted with Toeing hook.
7. Contractor have to submit vehicle fitness certificate from RTO office of Jaipur city, comprehensive insurance, payment of road tax, inter-state permit, etc.
8. The Contractor shall ensure that the driver has valid driving license for commercial use.
9. Vehicle should be able to move freely to the neighboring States without any restrictions.
10. The 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.
11. All vehicles shall be insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.

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12. 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 as per rules & regulations of Government of India.
13. In case of breakdown, the Contractor within two hours shall provide another vehicle of similar brand at no extra cost. CIPET: CSTS - Jaipur shall have absolute right to charge Rs. 1,000/- per day as penalty if the vehicle is not provided within two hours.
14. In case of accident of 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.
15. The contract is valid for providing services of vehicle on hiring basis and at no point of time any or all Staff of Contractor shall claim for employment in CIPET: CSTS – Jaipur.
16. 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.
17. Original bills/Proper supporting documents shall be submitted along with such claims.
18. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
19. In the intervening period if a temporary vehicle is provided by the Contractor and its mileage shall be taken separately from reporting to discharges and will be added to the total log book for the respective month.
20. Drivers should be well dressed. The contractor will provide uniform to all drivers who shall wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, CIPET: CSTS - Jaipur shall have right to expel or refuse entry of any such drivers and vehicle to be treated as absent.
21. Driver should be at least 10th std. passed and should be able to read and write, and have minimum three years of experience as driver.
22. Driver should be alert/careful enough to take care of items/material kept in the vehicle.
23. Vehicle should carry portable fire extinguisher.
24. The contractual amount will be fixed for first year. Based on satisfactory services, renewal can be done on mutual agreed terms & conditions.
25. Director & Head, CIPET:CSTS-Jaipur reserves right to add/curtail/remove any terms & conditions.

### **TERMS OF PAYMENT:**

Contractor shall raise monthly running account bill on 1<sup>st</sup> of every subsequent month and the payment shall be made within 15 days from the date of receipt of bill.

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**TERMINATION:**

The contract can be terminated by giving 60 days notice in writing from the bidder’s side and 15 days notice from CIPET:CSTS-Jaipur’s side. CIPET:CSTS-Jaipur reserves the right to forfeit Performance Security Deposit in case of violation of terms and conditions of the contract. side.

**JURISDICTION:**

All disputes arising out of this contract shall be subject to the jurisdiction of the courts of the law at Jaipur only and the language of communication should be English only.

Seal & Signature of contractor

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**Tender Document No: CIPET/CSTS/JAIPUR/2022-23/Vehicle/05/**

**ANNEXURE -1**

**TECHNICAL BID**

Tender Fees: DD/CASH Receipt No. \_\_\_\_\_ for DD/Cash Amount of Rs. \_\_\_\_\_

Bank Name/Branch \_\_\_\_\_

Name of the Contractor/Agency \_\_\_\_\_

Complete Address \_\_\_\_\_

Mobile/Landline \_\_\_\_\_

E-mail address \_\_\_\_\_

GST Registration Number \_\_\_\_\_

PAN Number issued by the IT Deptt. \_\_\_\_\_

In favour of the contractor/agency: \_\_\_\_\_

Any Other Details: \_\_\_\_\_

Have you provided vehicle ever at any Govt./Semi-Govt./Autonomous Organizations or any other reputed organizations: YES/ NO ( If yes, enclosed work order copies)

**Declaration**

I, ..... (name of the person) hereby declare that the I am authorized to sign this document and that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/terminated.
2. I understand that the decisions taken by CIPET: CSTS - Jaipur are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by CIPET: CSTS - Jaipur
4. I understand that CIPET: CSTS - Jaipur reserves the right to accept or reject and cancel the tender process and reject all Tender at any time prior to the award of the contract, without detailing any specified reasons whatsoever.
5. I have signed all the pages of the tender documents.

Place & Date \_\_\_\_\_

Agency Seal & Signature

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**Tender Document No: CIPET/CSTS/JAIPUR/2022-23/Vehicle/05/**

**ANNEXURE -2**

**FINANCIAL BID**

**(MONTHLY VEHICLE RATE QUOTE)**

**Notes:**

S.No.	Type /Model of Vehicle ( All Model with AC )	Fixed Monthly Rent, which includes 2000 KM	Rate Per Km extra after 2000 KM	Fixed Monthly Rent, which includes 2500 KM	Rate Per Km extra after 2500 KM	Fixed Monthly Rent, which includes 3000 KM	Rate Per Km extra after 3000 KM	Extra Hour Rates after performing 12 hours time period
1.	Maruti Swift Dzire Diesel/Petrol (AC) Model – 2016 or 2017							
2.	Toyota Etios Diesel/Petrol (AC) Model – 2016 or 2017							

- A. The monthly rent will cover total above mentioned Kilo meter and normal timing of vehicles will be 8:00 AM to 8:00 PM.
- B. The rates should be inclusive of all the incidental cost like Petrol / Diesel etc.
- C. The Vehicle would be used for outstation journey when required. Outstation allowance ( night halt ) @ Rs.....per night will be paid by CIPET: CSTS - Jaipur on such occasions.
- D. GST, if any will be paid extra, if applicable and as per actual.
- E. The bidders has to Quote for both the vehicles.
- F. TDS will be deducted at prevailing rates of GOI.

Agency Seal & Signature

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**Undertaking**

I/We, Mr. Ms ..... Son/ Daughter/Wife of  
..... (Address) .....  
.....  
on behalf of my/ our firm, hereby declare and undertaking that

The rates quoted in the price schedule include Agency Service Charges and all statutory levies and other Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the CIPET: CSTS – Jaipur.

We will follow all the statutory rules applicable to us and it's time to time compliance.

In case of any default on our part, CIPET Shall be at liability to recover the amount of penalty from the security deposit.

I / We further do hereby certify that no legal suit / criminal case is pending against me / us /my / our firm / agency for violating the laws related to Income Tax , Service Tax etc.

I / We do hereby certify that the information furnished in this document are true and correct to the best of my / our knowledge. I / We will be liable for prosecution if any information above is found to be incorrect or misleading.

I have read the terms and conditions contained in the tender and have understood them fully.

Date : Signature and Seal.....

Name .....

Place: Business Address.....

.....

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***BID SECURING DECLARATION FORM***

**E-Tender No. : CIPET/CSTS/JAIPUR/2022-23/Vehicle/05/**

To,  
CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY, (CIPET)  
CENTRE FOR SKILLING & TECHNICAL SUPPORT (CSTS),  
SP-1298, Phase- III, Sitapura Industrial Area, Tonk Road- Jaipur 302022

I/We, The undersigned, declare that:

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 reuse to execute the contract, if required or (ii) fail or refuse to furnish the Performance Security, in accordance with the instruction 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 successful Bidder; (ii) thirty days after the expiration of the validity of my/our Bid.

Date:

Seal & Sign. of bidder

Place :

## TENDER FOR HIRING OF "VEHICLES"

### ENCLOSURES

The following documents must be enclosed with the technical bid:

1. Bid Security Declaration Form
2. Vehicle Registration Certificate.
3. Insurance Copy.
4. PUC
5. Driving License of the driver.
6. PAN Card
7. GST Certificate
8. Commercial tax registration paid certificate.
9. Proof of establishment of firm
10. Similar Work Orders
11. Similar Performance Certificates