

E-Tender Document

For

Hiring of Vehicles



**CIPET: School for Advanced Research in Petrochemicals (SARP) - APDDRL
(Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizer, Govt. of India)
7P, Hi-Tech Defence and Aerospace Park (IT Sector),
Jalahobli, Devanahalli, Bengaluru North, Karnataka - 562 149
Web: cipet.gov.in, e-mail : apddrlbengaluru@gmail.com**

E-Tender No: CIPET: SARP/BLR/ Vehicle /21-22/06 Dated: 13.07.2021

Last Date of Submission: 03.08.2021 up to 15.00 hrs.

Notice for Inviting E-Tender

CIPET: SARP-APDDRL, Bengaluru invites online Tenders in two Bid Systems (Part 1 Technical and Part 2 Financial) from reputed parties/agencies supplying vehicles with drivers on Monthly Hire-basis for official use of CIPET: SARP-APDDRL, 7P, Hi-Tech Defence and Aerospace Park (IT Sector), Jalahobli, Devanahalli, Bengaluru North, Karnataka - 562 149.

Important Information and Dates

| Sl. No | Description | Details |
|---------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Purchaser | CIPET: SARP-APDDRL, Bengaluru |
| 2 | Tender No | CIPET: SARP/BLR/ Vehicles /21-22/06 Dated: 13.07.2021 |
| 3 | Online Tender submission of bid | www.tenderwizard.com/CIPET |
| 4 | Online Tender information available at | www.cipet.gov.in / |
| 5 | E-Tender Fees (including GST) | Rs. 590/- (Five Hundred and Ninety only) |
| 6 | Earnest Money Deposit EMD (in Rs.) | Provide Bid Security Declaration in prescribed format |
| 7 | Security Deposit (in Rs.) | Rs.30,000/- |
| 8 | Service to be offered | Outsourcing of Vehicle Services |
| 9 | Estimated cost of tender | Rs.10,00,000/- |
| 10 | Date of E-Tender Publication | 13.07.2021 |
| 11 | Date and Time of Issue or download Tender | 13.07.2021, 10.00 Hrs onwards |
| 12 | Last Date and Time for Submission of Tender | 03.08.2021 up to 15.00 Hrs |
| 13 | Date, Time and place of opening of Technical bid | 03.08.2021 up to 15.30 Hrs CIPET: SARP-APDDRL, Bengaluru |
| 14 | Date and Time of opening of Financial bid | Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by over phone. |
| 15 | Bank Details of CIPET: SARP-APDDRL, Bengaluru | Account No. : 38621600398 Bank Name : State Bank of India Bank Address : State Bank of India, Bagalur Main Road, Yelahanka ISFSC Code : SBIN0021733 |

Notice Inviting E- Tender

E-Tender No: CIPET: SARP/BLR/ Vehicle /21-22/06 Dated: 13.07.2021

The prescribed Tender Form containing the details may be viewed/download website www.tenderwizard.com/CIPET, www.cipet.gov.in up to 03.08.2021,15.00 Hrs.The Tender Fee will be accepted through Online Transfer RTGS/NEFT to State Bank of India "CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.

The online bidding documents (Technical bid and Financial bid) duly filled as per the instructions of the e-tender document online latest by 15.00 hrs on 03.08.2021 and **offline tender document shall not be accepted and such tender may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) providing Technical Bid shall be opened on 03.08.2021 at 15:30 hrs in the presence of Tender Committee Members in Admin Department. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

The tender documents giving full details, terms and conditions can be downloaded from Web Site www.tenderwizard.com/CIPET, www.cipet.gov.in. The offers to submit online shall contain the following.

Content of Bidding Documents

List of Documents to be uploaded online

- 1) Scanned copy of Tender fess transferred to CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.
- 2) Vehicle must possess valid Pollution Certificate.
- 3) Vehicle must possess valid Registration Certificate.
- 4) Vehicle must possess valid Insurance
- 5) Self declaration on no pending litigation
- 6) The Bidders must have office in Bengaluru with proper evidence for faster & better serviceability.
- 7) The firm should have GST registration (If applicable) and PAN card
- 8) Experience of providing vehicle to government departments/PSU/ Universities would be desirable.

(Annexure II)

- 9) Vehicle age should not be more than 05 (five) year
- 10) Vehicle should be Registered Commercial Vehicle

Financial Bid Details - As per online Schedule

Price bid of the tenderers, whose Tender cost and Technical bid found in order shall be opened. The financial bids of the tenderers, who have been found qualified by the tender conditions shall be opened. Senior Scientist & Head, CIPET: SARP-APDDRL, Bengaluru reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

**Senior Scientist & Head
CIPET: SARP-APDDRL, Bengaluru**

ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
 - Experience of at least Two Years in providing the Vehicle Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
2. The Tenderer shall have well established office in Bengaluru.
3. Vehicle Requirement
 - The service provider should be a proprietorship/partnership/ registered firm/ company and the vehicle(s) should be registered in Karnataka only.
 - Vehicle must possess valid Pollution Certificate
 - Vehicle must possess valid Registration Certificate.
 - Vehicle age should not be more than 05 (five) year
 - Vehicle should be Registered Commercial Vehicle.
4. Self-declaration on no pending litigation (Annexure I)
5. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
6. The Tenderer must submit duly filled Tender form specified in Annexure 1 to 5 (as Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
8. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turnover.
9. The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
10. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
11. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
12. CIPET: SARP-APDDRL, Bengaluru does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

TERMS & CONDITIONS:

1. The cost of the tender document fee of Rs. 590/- (Rupees Five Hundred and Ninety only) is to be paid by online / Demand Draft drawn from any nationalized bank in favour of CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.
2. EMD : Provide Bid Security Declaration in prescribed format , if not given this document by bidder has disqualify this tender automatically.
3. The contract would be valid for a period of 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: SARP-APDDRL, Bengaluru
4. The vehicle provided must be registered in Karnataka & 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 not be revised for one year.
8. TDS will be deducted at source from bill as per the Income Tax Act.
9. CIPET: SARP-APDDRL, Bengaluru 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 CIPET: SARP-APDDRL, Bengaluru.
11. Parking & toll taxes will be reimbursable on actual.
12. Vehicle model hired on monthly basis should not be older than Five (05) Year Old.
13. Payment shall be made preferably within 15 days following submission of original invoices in duplicate by the Service Provider.
14. 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 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: SARP-APDDRL, Bengaluru with certification thereof upon request.

15. 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.
16. 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.
17. The firms whose tender for monthly hiring is accepted shall deposit Performance Security of Rs. 30,000 (Rupees Thirty thousand only) within 15 days from the issue of offer of work order. It should be paid through online (i.e. NEFT) to our CIPET: SARP-APDDRL, Bengaluru Current A/c.No. 38621600398, IFSC: SBIN0021733.or Bank Guarantee 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: SARP-APDDRL, Bengaluru and the firm/agency shall be blacklisted in addition to the termination of the contract.
18. All the vehicles provided to CIPET: SARP-APDDRL, Bengaluru 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.
19. The Tenderer shall provide vehicles as per requirement of CIPET: SARP-APDDRL, Bengaluru as and when required even at a short notice
20. GST TDS will be deducted at source from bill as per the Goods & Service Tax Act.
21. 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. 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 bio data of driver along with police verification should be submitted before award of the contract to this office.
3. The driver shall be in proper Behavior and 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.
5. 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. Accordingly, the driver needs to be paid/ compensated for overtime and other allowances by the agency only.
6. 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: SARP-APDDRL, Bengaluru.
7. The agency will have to provide the replacement of driver in case of any eventuality. CIPET: SARP-APDDRL, Bengaluru has the right to ask the agency for removal of any Driver who is not found competent or disciplined.
8. Once assigned, the vehicle will not be changed/ replaced without prior permission of CIPET: SARP-APDDRL, Bengaluru.
9. 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.
10. 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.
11. 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.
12. If required in Holiday also vehicle may be called. No additional charged will be given by CIPET.
13. 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.
14. No mileage will be allowed for lunch/breakfast or after filling of petrol/Diesel etc. to Driver.
15. No food bill will be provided to Driver by CIPET.
16. Calculation of distance from Garage to Garage but chargeable distance in this respect shall not be more than 5 Km in each way.
17. No of working days may be increased by the department any time and the supplier will have no extra claim for this.
18. 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.
19. 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.

PART A :Annexure 1**CIPET: School for Advanced Research in Petrochemicals (SARP) - APDDRL, Bengaluru****TENDER APPLICATION FOR HIRING VEHICLES**

To be submitted in (Technical-Bid)

TO BE FILLED UP BY THE SERVICE PROVIDER

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

DECLARATION BY THE SERVICE PROVIDER

| S. No. | Details of Information/Data | Details |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1 | Name of the Firm | |
| 2 | Address of the Firm with Pin code. | |
| 3 | Name of Contact Person(s) | |
| 4 | Contact Details: a. Landline Phone No. b. Mobile No. c. E-mail ID. | |
| 5 | Establishment Registration no. & Date | |
| 6 | GST Regn. No. & Date | |
| 7 | PAN Details | |
| 8 | Tender Fees Rs.590/- Details UTR NO. Date of UTR | |
| 9 | EMD Details Provide Bid Security Declaration in prescribed forma | |
| 10 | Average Annual Turnover of Rs.10 Lakhs. and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2018-19, 2019-20 and 2020-2021) | |
| 11 | Income Tax Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years(2018-19, 2019-20 and 2020-2021) | |
| 12 | Experience of similar services offered by your firm for not less than 15 persons. (Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required) | |
| 13 | Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details. | |
| 14 | Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished. | |

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET: SARP-APDDRL, Bengaluru has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

(Signature of Bidder)
Name & Designation Seal of the firm

Place: _____

Date: _____

PART A: Annexure 2

Technical BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 5 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature
Name of Authorized Signatory

ART A: Annexure 3

Details of Regular Drivers
(Minimum 3 drivers details required)

| S. No. | Driver Name | License Number | Issuing Authority | Issue Date | Valid Up to | Private/ commercial |
|--------|-------------|----------------|-------------------|------------|-------------|---------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

PART A: Annexure 4

Details of Current fleet of vehicles
(Minimum 3 vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)

| S. No. | Registration Number | Owned/ Leased/ Hired | Make and Model | Manufacturing date | Insurance Number & Validity date | PUC Number and validity date |
|--------|---------------------|----------------------|----------------|--------------------|----------------------------------|------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

PART A: Annexure 5

Experience Details
(Copy of completion certificates to be attached)

| S. No. | Name of hirer | Hiring Period | Number of vehicles supplied | Completion certificate date |
|--------|---------------|---------------|-----------------------------|-----------------------------|
| 1 | | 2020-21 | | |
| 2 | | 2019-20 | | |
| 3 | | 2018-19 | | |

PART B: Annexure 1**FINANCIAL / PRICE BID**

| S. No. | Particulars | Rates (in words) | Rates (in figures) | Per hrs. charges for detention beyond 08 Hours | Per Km. Extra Charges beyond 80km | Night Charges |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|-------------------------------------------------------|------------------------------------------|----------------------|
| 1 | Hiring Charges for 12 Hours & 2500 Kms (AC) per month Swift Dzire / Tata Tigor/ Etios or equivalent including all public holidays | | | Not Applicable | Not Applicable | |
| 2 | Hiring Charges for 08 Hrs & 80 Km (AC) per day (Innova) or equivalent | | | | | |
| 3 | Hiring Charges for 08 Hrs & 80 Km (AC) per day (Innova Cresta) or equivalent | | | | | |
| 4 | Hiring Charges for 08 Hrs & 80 Km (AC) per day (Fortuner) or equivalent | | | | | |
| 5 | Hiring Charges for 08 Hrs & 80 Km (AC) per day (Honda City) or equivalent | | | | | |

Notes:

1. The rates mentioned above are inclusive of fuel & driver and no further Maintenance / other charges will be claimed.
2. Hiring Period: for one year from the date of operation but can be extended by CIPET: SARP-APDDRL, Bengaluru.
3. We agree to supply the vehicles at above rates as and when required by CIPET: SARP-APDDRL, Bengaluru
4. We agree to maintain such records as may be required or prescribed by the CIPET: SARP-APDDRL, Bengaluru from documenting the hiring of the vehicles and for preferring claims thereof, for payment.
5. We note that CIPET: SARP-APDDRL, Bengaluru reserves the right to consider/cancel or any of the offers received without assigning any reason and that it also reserves the right to accept more than one offer.
6. We agree that in the event of any doubt or dispute about the hiring of these vehicles including the rates of hire charges we shall abide by the decision of the Centre Head, CIPET: SARP-APDDRL, Bengaluru
7. The tenderer should have similar nature of work in any Govt./Semi Govt/Autonomous organization in the last two years as single/personal order
8. We understood that we have to provide vehicle on daily call basis.
9. CIPET: SARP-APDDRL, Bengaluru reserves the right to increase / decrease the nos of vehicle as per the requirement
10. Months means calendar month

Date:

Signature of the Tenderer

Place:

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1. I/We _____ (name) _____ submit the Price Bid for _____ (Tender name/no.) _____ and related activities envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3 I/We offer to work at the rates as indicated in the price Bid.

4 I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature
Name of Authorized Signatory