



**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND  
TECHNOLOGY**

केंद्रीय पेट्रोकेमिकल्स इंजीनियरिंग एवं तकनीकी संस्थान

**CENTER FOR SKILLING AND TECHNICAL SUPPORT SERVICES  
(CSTS): VIJAYAWADA**

कौशल एवं तकनीकी सहायता केंद्र (सि यस टि यस) : विजयवाड़ा

रसायन एवं पेट्रोसायन विभाग / Department of Chemicals & Petrochemicals

रसायन और उर्वरक मंत्रालय / Ministry of Chemicals & Fertilizers

भारत सरकार / Govt. of India

**Tender No: CIPET/CSTS/VJA/VEH/2021-22/01,dated: 13.10.2021**

*For*

**Hiring of Vehicle for Office Purpose on Yearly contract  
basis**

**Last Date & Time of Submission: 02.11.2021 & 17.:00 Hrs**

**CIPET:CSTS, VIJAYAWADA**

Survey No.: 377, Surampalli Village, Gannavaram Mandal, Krishna District,

Vijayawada - 521 212, Andhra Pradesh

The Institute is inviting tender/quotations for hiring of vehicle SWIFT DZIRE/INDIGO ECS/ETIOS/ZEST (5 SEATER) (DIESEL) for official use. The contract for hiring of the vehicle will be initially for a period of one year. The interested parties may send their quotations on the prescribed application form as per Annexure – 1 (Technical Bid) along with the quoted rates as per Annexure – 2 (Financial Bid).

**Technical Bid and Financial Bid should be put in separate sealed envelopes, with each envelope clearly indicating the type of enclosures.** All these should be put in one envelope and must be superscribed as "Quotation for Hiring of vehicles" The tender documents must reach the below address on or before **02.11.2021 at 17:00 Hrs.**

**Joint Director & Head**

CIPET: CSTS, Vijayawada,

Central Institute Of Plastics Engineering & Technology,

Survey No.: 377, Surampalli Village, Gannavaram Mandal, Krishna Dist. – 521 212

The tenders will be opened tentatively on 03.11.2021 @ 11:00 Hrs. in presence of all the tenders or their authorized representatives.

**Basic Terms & Condition for hiring of the vehicles:**

1. The car must be of 2015 to 2020 model and white in colour. Vehicle age should not be more than 05 years
2. Availability of the vehicle must be 24 X 7 basis along with medically fit drivers.
3. Vehicle shall be under the control of CIPET during the contract period.
4. Vehicle shall be used for the Inter State travels, if required.
5. The Contractor has to provide Service Tax & PAN number with Aadhar proof.
6. The vehicles will be hired initially for period of one year. It shall be at the discretion of the CIPET authorities to terminate the contract during the year or extend the term for another year on the basis of satisfactory performance of the vendor.
7. The rates to be quoted as per Proforma given in Annexure – 2.
8. In compliance to the No. OM released by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India vide No.: F.9/4/2020-PPD, dated: 12.11.2020, the Earnest Money Deposit (EMD) to be submitted by the bidders shall be treated as "NIL". EMD Declaration document shall be submitted by the bidder at the time of submission of e-tender in the prescribed format as mentioned as Annexure – A of this tender document
9. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed order, CIPET has full right to forfeit the Earnest Money Deposited (EMD) with Institute.
10. The contractor shall give written undertaking that he accepts all the terms and conditions without alter.

11. Vehicles will be at the disposal of CIPET throughout the duration of the contract except for the duration it goes regular maintenance (only one day per month) after taking permission from the concerned authority.
12. CIPET reserves the right to cancel the all and/or any bids without assigning any reason.

**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 shall be provided by the Contractor to CIPET.
3. 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.
4. Contractor shall not deploy any vehicles running on LPG.
5. All hired vehicles shall be under CIPET's control and shall be parked in designated locations of CIPET when not in use. These will remain on duty for (10 hours) for 365 days or as per the instruction by CIPET.
6. 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.
7. Vehicles should also be fitted with Toeing hook.
8. 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.
9. Contractor shall ensure that the driver has valid driving license for commercial use.
10. Vehicle should be able to move freely to the neighboring states without any restrictions.
11. 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.
12. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.

13. 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.
14. In case of breakdown of any vehicle the Contractor within two hours shall provide another vehicle of similar brand at no extra cost. CIPET shall have absolute right to charge Rs.1000/- per day if the vehicle is not provided within two hours.
15. 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.
16. The contractor is valid for providing services of vehicle hiring and at no point of time any or all of the staff or Transporter shall raise a claim for employment in CIPET.
17. 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.
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 shall have right to expel or refuse entry to any of the drivers and vehicle to be treated as absent.
21. Driver should be at least 8<sup>th</sup> Std. passed and should be able to read and write, and have minimum three years of experience as driver.
22. TDS shall be deducted at source from bill as per Income tax act. and all the relevant taxes shall be applicable from time to time
23. Driver should be alert/careful enough to take care of items/material kept in the vehicles.
24. Vehicle should carry portable fire extinguisher.
25. The contractual amount will be fixed for first one year and on satisfactory services and renewal can be done on mutual agreement basis. The contractual amount can be increased or decreased on considering of increasing or decreasing of fuel charge. The monthly payment charges shall be increased or decreased for 2500 kms on a average basis of the car (i.e.

15km/ltr) and accordingly corresponding rate will be calculated and applicable/payable for monthly payment for extra kilometer (over 2500 kms) during second and/or third subject to the satisfactory services.

26. The firms whose tender for monthly hiring is accepted shall deposit Performance Security of Rs. 10,000 (Rupees Ten thousand only) within 15 days from the issue of offer of work order. 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, Vijayawada and the firm/agency shall be blacklisted in addition to the termination of the contract.
27. In case the contractor after issuance of the work order willfully wants to terminate the contract before completion of the period, the EMD amount shall be forfeited.
28. CIPET: CSTS, Vijayawada reserves every right to terminate the contact by giving 30 days notice without assigning any reasons thereof.

#### **Terms of Payment:**

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

#### **Termination:**

- The Contract can be terminated by the contractor by giving three months notice or by either party, i.e., CIPET:CSTS, Vijayawada after giving one notice to the other party extendable by mutual agreement till alternate arrangements are made. However, CIPET:CSTS reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. CIPET:CSTS's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- In case the contractor after issuance of the work order willfully wants to terminate the contract before completion of the period, the EMD amount shall be forfeited.

#### **Jurisdiction:**

All disputes arising out of this contract shall be subjected to the jurisdiction of the courts of the law at Vijayawada only.

**Seal & Signature of Contractor**

**Terms & Conditions**

**A) General 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 shall be provided by the Contractor to CIPET.
3. 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.
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1. All disputes arising out of this contract shall be subjected to the jurisdiction of the courts of the law at Vijayawada only.

**Seal & Signature of Contractor**



**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT - VIJAYAWADA**

(Dept. Of Chemicals &amp; Petrochemicals, Ministry of Chemicals &amp; Fertilizers, Govt. of India)

Survey No.: 377, Surampalli Village, Gannavaram Mandal, Krishna Dist. – 521 212

**APPLICATION FORM FOR HIRING OF VEHICLES****Payment Details:** Tender Fess for an amount of Rs.590/- with details\_\_\_\_\_

S.NO	PARTICULARS	DETAILS
1	Name of the Contractor/Agency	
2	Complete Address	
3	Telephone/Mobile Number(s)	
4	E- Mail address	
5	GST registration of the contractor/agency (Copy to be enclosed)	
6	PAN Number issued by the IT Dept. in favour of the contractor/agency (Copy to be enclosed)	
7	EMD Self-Declaration document	<i>Enclosed/ Not Enclosed</i>
8	Singed Terms & Conditions of the Tender	<i>Enclosed/ Not Enclosed</i>
9	No Non-relative declaration	<i>Enclosed/ Not Enclosed</i>

**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/empnelment is liable to be cancelled/terminated.
2. I understand that the decisions taken by CIPET are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by CIPET.
4. I understand that CIPET reserves the right to accept or reject and cancel the empanelment process and reject all Tender/Expression of Interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place &amp; Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Agency Seal (in case of agency)/Signature



**ANNEXURE – 2**  
**CIPET : CSTS – VIJAYAWADA**  
**ADVT NO.: CIPET/CSTS/VJA/VEH./2021-**  
**22**

**FINANCIAL BID**

<b>NAME OF VEHICLE</b>	<b>STANDARD RUNNING PER MONTH (FOR 2500 KM)</b>	<b>RATES OF AC CAR (WITH MODEL )</b>	<b>RATES WITHO UT AC (WITH MODEL )</b>	<b>EXTRA PER KM. RATE BEYOND STANDARD 2500 KMS</b>	<b>NIGHT CHARGES ON DRIVER (LUMP SUM) (IN CASE OF OUT-STATION DUTY)/EXTRA HOURS OF THE DRIVER</b>
<b>Regular:</b>					
SWIFT DZIRE/INDIGO ECS/ETIOS/ZEST (5 SEATER) (DIESEL)					
<b>Occasionally:</b>					
HONDA CITY (5 SEATER)					
INNOVA CRYSTA					
TOYOTA COROLLA					

**NOTE:**

1. THE BIDDER HAS LIBERTY TO APPLY FOR ONE TYPE OF VEHICLE OR ANY NUMBER OF VEHICLES.
  2. STANDARD RUNNING PER MONTH (2500 KMS.) IS INCLUSIVE OF ALL EXPENSES, FUEL, SALARY OF DRIVER ETC.
  3. THE SERVICE TAX WILL BE PAID ADDITIONAL ON THE BILL TO BE FURNISHED.
  4. THE DRIVERS TO BE PROVIDED SHOULD BE AS PER TERMS AND CONDITIONS.
  5. INCOME TAX/OTHER LIABILITIES WILL BE DEDUCTED AT PREVAILING RATES.
  6. CAR COLOUR : WHITE
  7. DRIVER HIRING CHARGES PER DAY/PER MONTH FOR ONE VEHICLE BEING PROVIDED (BORNE BY CONTRACTOR)
- I HEREBY AGREE TO THE TERMS AND CONDITIONS ROLLED OUT BY CIPET

**DATE:**

**PLACE:**

**SIGNATURE OF AUTHORIZED  
SIGNATORY**

**SEAL/RUBBER STAMP**

**Format of bid security declaration from bidders in lieu of EMD**  
**( Should be submitted on Companies Letter head )**

I/ We, the authorized signatory of  
M/s..... Participating in the  
subject tender No..... for the item/Job of  
.....do hereby declare:

- (I) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (II) (ii) That in the event we withdraw/modify our during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions/Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding/ award of all future contract(s) of Central Institute of Petrochemicals Engineering & Technology (CIPET) for a period of one year from the date of committing such breach.

**Signature and Seal of Authorized Signatory of Bidder**

**Name of Authorized Signatory.....**

**Company Name.....**

**Date :**