

सिपेट : सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सीएसटीएस)
(रसायन एवं पेट्रोरसायन विभाग रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

जी-सेक्टर, गोविन्दपुरा औद्योगिक क्षेत्र, जे. के. रोड, भोपाल – 462023

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सिपेट:सीएसटीएस /C I P E T:CSTS

NOTICE INVITING TENDER FOR HIRING VEHICLE

Tender No. CIPET/BPL/ADV/VEHICLE/18-19/

Dated: 08-01-2019

CIPET: Centre For Skilling And Technical Support (CSTS), Bhopal, is an autonomous Institute established under Ministry of Chemicals & Fertilizer, Government of India. Institute would like to Hire Brand New CAR with **Commercial Road Permit** along with driver on 12 hours per day service basis from bonafide transport service & commercial Road Permit is not available the tender have to be given within one month after getting work order for providing car to CIPET:CSTS, Bhopal providers as per details given below:

Tender for publication in Daily News paper :08.01.2019

Tender for depositing Tender Date & Time: 21/01/2019 upto 5:00 PM

Tender opening Date & Time: 28/01/2019 at 11.00 AM

Sl. No.	Description of Vehicle/Ticket Services	No. of vehicles
1.	Honda – Mobilo/Toyota-Inova/Renault-Duster/ Honda-WRV or equivalent (For Regular usage, 12 hours per day service, Six days week) 2016 Onwards Model	01* on regular monthly basis
2.	Tata Indigo / Toyota Itios / Swift Desire or equivalent (For Regular usage, 12 hours per day service, Six days week) 2018 Onwards Model	01* on regular monthly basis
3.	Tata Indigo / Renault Duster /Maruti Swift Desire/Toyota Innova / Scorpio / Honda City / Honda Mobilio/Honda WRV/ Maruti Ciaz or equivalent (4 hrs/40 KM, 8 Hrs/80 KM / Per KM rating) Good working condition	On call basis as and when required

Table : 1

*Note: Quantity mentioned above is only indicative but not exhaustive. CIPET :CSTS,Bhopal reserves the right to change the nos. of above vehicle as per requirement from time to time at fixed and firm price / rate with same terms

and conditions.

A - PRICE:

1. Prices/Rates should be quoted only in the “Annexure- II” in the manner as given therein. Rates/offer given in any other manner will not be accepted.
2. The monthly Hire charges shall include all cost of maintenance and servicing, Mobile /Engine oils and other lubricants , wages and others benefits of the drivers, as per requirement of the Institute, Road taxes, Permits, Insurance, all statutory payments for both driver and vehicles, etc.
3. Toll Tax and parking charges (if any for outside duty) may be reimbursed to the contractor along with settlement of monthly bill on production of slip like Tol Tax etc..

B - PERIOD OF CONTRACT:

1. The hiring contract shall be for an initial period of 02 (two) year & can be extended at the same terms and conditions for further period of one year based on satisfactory performance.
2. Contractor shall have to provide Vehicle Service within 15 days from the date of issue of work order as per the make/model shown in Table 1.
3. The contract will be terminated by giving 15 days notice if the service is not found satisfactory or any complaint received from users.

C - ABOUT THE VEHICLE ON MONTLY BASIS :

(Honda Mobilio/Toyota Innova/Tata Indigo/Tata Indica/Swift Desire or equivalent)

1. The Model of the Vehicle should be as per Table 1 and be provided with new batteries, tyres, tubes and upholstery at the time of placement along with the driver.
2. The vehicle should be well equipped with all facilities like towels, water bottles etc.
3. The Log Books for duty of the vehicles will be recorded as per the instruction of Admn dept of Institute on each trip basis and records duly authenticated should be shown on demand and also to be produced with monthly bill. The vehicle with driver will remain stationed at the Institute Campus for 12 hours at the disposal of CIPET.
4. In case of any breakdown or for any other reason of the vehicle, the owner has to arrange a substitute vehicle within 01:00 hrs time failing which penalty at the rate of 100/- per hour charges will be deducted from the bill at the discretion of the Institute. Similarly in the event of non-availability of driver due to sickness or any reason substitute driver to be provided for the vehicles immediately.
4. The owner should ensure that the vehicle should comply with all statutory obligations like insurance coverage, road tax, etc. with MINIMUM OF “ALL M.P. “COMMERCIAL ROAD PERMIT VEHICLE. If the above road permit is not available at the time of submission of tender, the contractor have to produce the same within one month after getting work order, otherwise work order will be cancelled.
5. The owner must be in a position to provide the desired vehicle as per Table 1 within 15 days from the date of issue of Work Contract.

D - ABOUT THE DRIVERS (AS PER REQUIREMENT)

2. Contractor shall provide one (01) driver for each CAR.

Driver should be competent, matured and having a valid **Driving License** issued by a Competent Authority with minimum five years experience in case of light vehicle apart from being sober, gentle, courteous and well behaved person with at least one year working experience in any reputed Organization. Their character and antecedents should be verified by the police authorities. If a particular driver's performance/conduct is not acceptable to the Institute, he must be replaced immediately within 02 days. In case of being intoxicated condition, indiscipline on the part of driver, he should be replaced immediately as this is life risk and detrimental to the safety of the organization.

2. They should always be on duty in uniform as per the colour and design decided by the Institute. Two pairs of uniform & shoes to be provided by the vehicle owner to his driver/s for each year.

3. The drivers should be paid at least the minimum wages as per the Minimum Wages Act, under Govt. Rules. Besides Provident Fund facility as per statute to be provided to them. This shall be ensured by the owner and in case of any complaint regarding non compliance of any statutory payments, the same shall be deducted from the bill without prejudice to the Institute's right to cancel the contract.

E - GENERAL CONDITIONS OF THE CONTRACT FOR HIRING VEHICLE:

1. The Car/Vehicle and driver must be produced for inspection before and only this approved car and driver must be provided every day to the Institute.

2. In case of change of regular vehicle substitute vehicle provided must be in compliance with all rules and regulations as applicable and if on verification this is not found to be true then a penalty of Rs. 500 per day will be charged and vehicle will not be treated as on official duty for this period. Similar condition applies for substitute driver. In the case of same situation continuing for 7 days, the contract will be terminated.

3. The Contractor are required to submit their offer in two parts (**Technical Bid as per Ann. I & Commercial Bid/Price Bid as per Ann. II**) separately in sealed cover, The first parts shall consist of EMD OF Rs. 10,000/- (Rs. Ten Thousand only) + Tender fee of Rs. 500/- in the form of Demand draft in the name of CIPET payable at Bhopal. The envelop should be superscribing "**Earnest Money Deposit**". The tenderers should note that they are not required to disclose their quoted price in the first part (**Technical Bid as per Ann. I**) The second part shall consist of tender document issued to them and second part offer rates (**Commercial Bid as per Ann. II**) in the appendix.

4. **Security Deposit:** The tenders whose tenders have been selected have to deposit the Security Deposit of Rs. 30,000/- (Rs. Thirty thousand only) in the form of Demand draft/ Fixed Deposit drawn from any Nationalized Bank in favour of **CIPET:CSTS, Bhopal**, shall be deposited within 21 days from the date of issue of order and the entire security amount shall be retained till the successful completion/execution of the work order. Institute reserves the right to forfeit this security deposit if party fails to comply any provision or violates any terms and conditions of the contract

and no correspondence will be entertained in this regard. No interest will be paid by CIPET on Security deposit to the contractor. However if Security deposit is given in the form of fixed deposit, interest on FD may be given to contractor.

5. **Payment Terms:** Payment shall be made on submission of the monthly bill on 15th day of the subsequent month along with copy of the duly attested Log-Book.
6. All statutory provisions / requirements should be complied with. Records to this effect are to be maintained by the contractor and to be shown on demand to the authorities concerned and are responsible directly to them.
7. Please send your competitive bidding as per the Proforma at 'Annex-II' in a sealed cover superscribed as **"Tender for Supply of HIRED VEHICLE-CAR" against Tender Enquiry Tender No. CIPET/BPL/ADV/VEHICLE/18-19 dated 08.01.2019"**
8. The Institute reserves the right to accept or reject or ignore, or cancel any or all the tender without assigning any reason, thereof.
9. Tenderers must mention their Permanent Account No. (PAN). (Enclose proof)
10. The contractor must have valid GST registration at the time of submission of bid.
11. More than one agency can be empanelled for rental/hiring of vehicles. (Enclose proof)
12. Minimum experience should be at least 03 year at the same field. (Enclose proof)

F. The Bidders are requested to give detailed tender in two Parts i.e

Part - I: Technical Bid for Vehicle hiring

Part - II: Price Bid.

HH - Price Bid

- a) The Price Bid shall contain rates of the items quoted indicating the basic price, discount on basic price, taxes and duties as applicable in **Annexure-II(A).**
- b) In case of any discrepancy in the rates indicated in the Price bid either in figures or words, the rates in words will be considered for evaluation.

1. METHOD FOR SUBMISSION OF TENDERS

- 1.1 All tenders in response to this invitation shall be submitted in Two Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:-
 - (i) Part I (Technical)
 - (ii) Part II (Price)
- 1.2 A. PART-I (TECHNICAL) This part of the tender shall include/contain all technical details, technical specifications, agency profile, previous work order details and also the commercial terms and conditions of contract for the services to be rendered **EXCLUDING ANY PRICE DETAILS**

THEREOF.

B. PART-II (PRICE) This part should contain only the charges for the services to be rendered.

Note:- 1. Part-I (Technical) and Part-II (Price) should be submitted in separate sealed covers, super scribed with the Purchasers tender number and the Part number say Part-I (Technical) or Part-II (Price).
2. Both the Part envelops will be sealed in a cover envelope super scribed with '**TENDER FOR HIRING VEHICLE**'.

1.3 Tenders not submitted in the manner specified above will be summarily rejected.

1.4 The bidders shortlisted through technical bid after examine the vehicle shall be selected for opening the Price-Bid.

2. Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Bhopal Jurisdiction only.

3. Submission of Bids:

Bids shall be submitted to

: Principal Director

CIPET: Centre For Skilling And Technical Support
(CSTS), Bhopal,

G- Sector, J K Road, Govindpura Industrial Area
Bhopal- 462023 M.P.

The tenderers are requested to submit their sealed quotations strictly in the formats given duly signed & stamped, complete in all respects within the tender acceptance time as mentioned in this document.

AUTHORISED SIGNATORY
CIPET:CSTS, Bhopal

Annexure – I**TECHNICAL BID FOR HIRING VEHICLE**

(To be submitted in a separate sealed envelope)

Please submit attested copies of the following documents:

1.	Name of the firm with Registration No. (Please enclose copy of certificate of registration) If not available then the successful contractor have to produce within one month after getting work order from the Institute.	
2.	Do you Possess trade license issued by Competent Authorities in India? If so, please enclose a copy.	
3.	Name of Proprietor / Director	
4.	Travel agent must have registered minimum 02 vehicles in his/her company name or his/her/spouse/child name (Enclose proof)	
5	Minimum experience should be at least 03 year at the same field. (Enclosed proof)	
6.	Details of vehicles owned & registered by the agency (Please submit attested copies of 1) No. of vehicles 2) Type of vehicles: Make, Model, Year, and Condition etc. 3) Drivers : No. of trained drivers continuously on roll for last one year	
7.	Type of Firm : Proprietary/Partnership/Pvt. Ltd./Ltd. Etc.	
8.	Year of incorporation of firm	
9.	Furnish following particulars of the Registered Office a. Complete Postal Address b. Telephone No./ Mobile No. of Responsible person c. E-Mail Address	
10.	PAN No. (Attach Attested Copy) Is compulsory GST NO. : If applicable (If the GST No. is not available then successful contractor have to produce within 15 days after getting work order .	

	11 Give details of the major clients				
	Government Departments, Research Organizations and/or reputed organisations, to whom services of same type have been provided by the bidder during the last five years in the following format.				
	SL. NO	Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id	Details of Service Provided	Purchase Order/Indent No. & Date	Amount
	1				
	2				
	3				
	4				
	5				
	(If the space provided is insufficient, a separate sheet may be attached)				
14.	Please specify whether your agency have been black listed or banned by any Govt. Department/Organization				
15.	Additional information, if any (Attach separate sheet, if required)				

Signature

Seal with Name

Date

Annexure – II

I. PRICE- BID FOR SUPPLY OF HIRED VEHICLE- CAR

I. For monthly basis

Sr.No.	Description	Fixed Charges (2000/300Hrs k.m/p.m.) Amount	Fixed Charges (2500/300 Hrs. k.m/p.m.) Amount	Fixed Charges (3000/300 Hrs. k.m/p.m.) Amount	Extra KM Running Charges (per KM) Amount	Extra Hours Charges after 300Hrs. in a month	Night Halt charges after 11.00PM
1	Honda-Mobilo (For 12 hours per day, 6 days week) 2016 Onwards Model						
2.	Toyata-Invova (For 12 hours per day, 6 days week) 2016 Onwards Model						
3	Renault-Duster (For 12 hours per day, 6 days week) 2016 Onwards Model						
4	Honda-WRV (For 12 hours per day, 6 days week) 2016 Onwards Model						
5	Tata Indigo (For 12 hours per day,6 days week) 2018 Onwards Model						
6	Toyata Itios (For 12 hours per day service) 2018 Onwards Model						
7	Swift Desire (For 12 hours per day, 6 days week) 2018 Onwards Model						

Night halt charges :Rs. per night

Driver Bhatta in case of journey out side Bhopal:Rs. per day

Taxes : GST as per Govt. Rule will be paid extra

II. Rate for Rental Vehicle (As & when required)

Sr. No.	Type of Vehicle (AC)	Airport/ Railway station pick up & drop 4 Hrs. 40 Km. (Rs.)	4 hrs. 50 km. (Rs.)	8 hrs. 80 km. (Rs.)	Outstation charges for Minimum running 250 km./day (Rs.)	Extra Per km. Local running Charges (Rs.)	Per km. outstation charges (Rs.)	Per hour extra charge beyond preceib ed limit (Rs)	Night Halt Charges (Rs.)
1	Tata Indigo								
2	Renault Duster								
3	Swift Dzire								
4	Toyata Innova								
5	Mahendra Scorpio								
6	Honda City								
7	Honda Mobilio								
8	Honda WRV								
9	Maruti Ciaz								

Note: All taxes (Tool Tax, parking, other state Border Tax & GST(Service tax) will be paid extra as per actual .

a. We confirm that the quoted prices will remain firm and there would not be any price escalation during the initial contract period of one year.

b. We also confirm that we abide by all the tender conditions and we do not have any counter conditions, in the event of violation of any of the tenders' terms and conditions the submitted SD will be forfeited.

Yours faithfully,

Date :

Signature of Contractor & Seal with Name