



**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)  
Haldia  
(Ministry of Chemicals & Fertilizers, Govt. of India)**

**TENDER DOCUMENT**

**HIRING OF VEHICLE**

**Tender Notice No. : CIPET/HAL/VEH/21-22/01 Dated: 11/03/2022**

LAST DATE OF SUBMISSION OF TENDER: 25/03/2022 UP-TO 03.00 P.M.

DATE OF OPENING OF TENDER: 25/03/2022 AT 04.00 P.M.

Address for submission of Tender:

Director & Head, CIPET:CSTS-Haldia,  
City Centre , Debhog, Haldia,  
Purba Medinipur, WB - 721657

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## **CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**

(Department of Chemicals & Petrochemicals, Chemicals & Fertilizers, Govt. of India) City

Centre, PO: Debhog, Haldia, Dist. Purba Medinipur. Pin Code: 721657. West Bengal.

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### **OPEN TENDER NOTICE**

Tender Notice No. : CIPET/HAL/VEH/21-22/01 Dated: 11/03/2022

## **HIRING OF VEHICLE**

Central Institute of Petrochemicals Engineering & Technology (CIPET):CSTS-Haldia invites sealed tender offers under two bid systems (Technical and Financial) in prescribed documents from reputed and experienced Firm/Agency for providing Following Vehicles in excellent condition for Monthly Contract basis for a period of one year (to be renewed yearly basis, up to three years on satisfactory performance) from the date of contract as per terms & conditions specified in the tender document.

<b>Sl.</b>	<b>Type of Vehicle</b>	<b>Make /Model</b>	<b>Mode of Hiring</b>
01	Swift Dzire Car <b>AC (white)</b>	Maruti Suzuki <b>(BS-VI)</b>	Monthly

Interested Agency are requested to send their offer in Prescribed Form along with required documents under two bid systems (Technical and Financial) in sealed envelope.

The complete Tender document along with terms & conditions is available on CIPET website <http://www.cipet.gov.in>. The tenderers can download the tender set from the institute website or can be obtained from the office CIPET, City Centre, Debhog, Haldia, Purba Medinipur, WB - 721657 up to last date of submission of Tender.

The sealed Tender duly super scribed "TENDER FOR HIRING OF VEHICLE" along with advertisement Notice No. in bold letters on the top of the envelope should reach office of the undersigned on or before 25/03/2022 up to 03.00 P.M. addressed to "Director & Head, CIPET:CSTS-Haldia, City Centre, Debhog, Haldia, Purba Medinipur, WB - 721657.

Tender will be opened on 25/03/2022 at **04:00 P.M.** in the presence of the tenderers or their representatives, if they so desire, at CIPET:CSTS- Haldia.

Director & Head  
CIPET:CSTS- Haldia

## **INSTRUCTIONS TO THE BIDDERS**

1. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
2. Firms/Agencies must quote their rate for vehicle mentioned.
3. **MODE OF PREPARATION & SUBMISSION OF BID:**

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1 (**Technical Bid**) shall be super scribed as "Technical bid" duly indicating the Tender Reference No. which should contain the following:
  - a. Application for pre-qualification in Annexure- " I "
  - b. Declaration in prescribed form ANNEXURE- "II".
  - c. The agency should furnish Registration Certificates
  - d. GST Certificate
  - e. EMD declaration (Annexure "III")
  - f. Income Tax /PAN Registration Certificates
  - g. Copy of work order completed during the last three years ending 28-02-2022.
  - h. All requisite supporting documents in support of all claims made in tender document and Annexure-I.
- II. Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as "Price bid' duly indicating the Tender Reference No. as per "**Annexure IV**"
- III. The Bidders should offer their price as per "Annexure – IV" on printed letter head of the Bidder's firm indicating thereon Registration, FAX, Email, Telephone numbers, etc.)
- IV. Cover 1 and Cover 2 should be sealed individually and superscripted with the tender reference no. Both covers shall be placed in a third cover which shall also be sealed and superscribed "**TENDER FOR HIRING OF VEHICLE**" along with advertisement Notice No. in bold letters on the top of the envelope and same should be addressed to "**Director & Head, CIPET:CSTS-Haldia, City Centre, Debhog, Haldia, Purba Medinipur, WB - 721657.**"
- V. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.

- VI. The last date for receipt of the offer is marked in the tender Notice.  
In case the above date is declared a holiday for CIPET:CSTS-Haldia, then the bids will be received up to the given time on the next working day and time will be same.
- VII. The offer may be sent by registered post/speed post/courier service/by hand so as to reach before/on the last date & time of receipt.
- VIII. Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
- IX. For any clarification in this matter, Bidder may contact to CIPET:CSTS-Haldia during office hours.

#### **4. EARNEST MONEY DEPOSIT (EMD):**

EMD: 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 tender in the prescribed format as mentioned as Annexure – III of this tender document

Successful bidder has to submit Performance Guarantee / Security deposit equivalent to 03% of the amount of annual contract value in the form of fixed deposit of a nationalized bank in favour of CIPET Haldia which should be valid for a period of 60 days beyond the completion of the contractual obligations by the bidder. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the agency. The same will be returned after the completion of contract without interest.

## 5. **PERFORMANCE SECURITY:**

The successful Agencies/Firms shall have to deposit equivalent to 03% of the amount of annual contract value towards performance security by way of Demand Draft issued by a Nationalized / Scheduled Commercial Bank in favour of CIPET Haldia payable at Haldia, WB.

I. No interest will be payable by CIPET Haldia on the performance security.

6. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.
7. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialled and stamped.
8. Agency/Firm must confirm the acceptance of all the terms and conditions of the tender.
9. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder Agency/Firm must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
10. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.
11. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever will be summarily rejected in the first instance itself.

## 12. **OPENING OF BIDS:**

- I. **Envelope** (Cover) 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in the CIPET:CSTS-Haldia in presence of committee of officials and interested bidders or their authorized representatives. Tenderers may be present at the time of opening of the Tender.
- II. **Envelope** (Cover) 2 i.e. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry OR a date which will be intimated to the qualified bidders after the scrutiny of technical bids. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened.

### 13. FUNDAMENTAL METHOD OF CALCULATION FOR LOWEST BIDDER:

#### FOR MONTHLY RENTAL

Monthly Rental Charge upto 3000km + overtime per hour for 30 hours.

For calculation of lowest bidder monthly running kilometre will be taken as 3000km and overtime as 30hrs. But payment will be made as per actual and over time hours.

L1 = Monthly Rental Charges upto 3000km + (overtime per hour x30).

Example: If agency quote as follows (say):

Sl. No.	Type of Vehicle	Model/ Make	Monthly Fixed Rent upto 3000 km	Running rate per Km. with AC over 3000 km	Over time Per Hour
1.	Car	Swift Dzire / Maruti Suzuki (BS-VI) AC	Rs. 50,000/-	Rs. 15/-	Rs. 100/-

Then L1 rate will be Rs.53000/- (Rs. 50000+{Rs.100x30}). – As example.

In the event of more than one bidder with the lowest bids (say equal), the bidder with the highest cumulative annual turnover of the last 3 financial year (2018-19, 2019-20 and 2020-21) would be deemed as successful bidder with respect to the submission of proof of documents as submitted by the bidder. In case the document is not verifiable or any other reason comes across the later stage the decision of the Director & Head of CIPET:CSTS-Haldia for awarding the contract to a particular bidder shall be final and binding.

14. **PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Institute as non responsive.
15. **AMENDMENT OF TENDER DOCUMENTS:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced.
16. **EXTENSION OF LAST DATE:** The Director & Head, CIPET:CSTS-Haldia, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.
17. **QUANTITY:** The actual requirement of Vehicle may vary at time of placement of the work order.
18. **CLARIFICATION OF TENDER DOCUMENT:** A prospective bidder requiring any clarification of the Tender document may communicate to the Director & Head, CIPET:CSTS-Haldia during office hours.
19. **EXCUTION OF ORDER:** Selected Agency/Firm has to provide the vehicles within 20 days after issue of work order.

20. **DISCRETION:** The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Director & Head, CIPET:CSTS-Haldia OR Person authorized by him is final in all matters of tender.

## **ELIGIBILITY CRITERIA**

**Tender Notice No. : CIPET/HAL/VEH/21-22/01      Dated: 11/03/2022**

All the Bidders / Agencies must fulfil the following eligibility criteria and submit the documents and the declarations accordingly.

1. Vehicle as required in tender document to be quoted must be registered after September 2021 with specific make and model.
2. The Agency/Firm must be registered.
3. Agency must have Permanent Account Number & submit a self-attested copy of PAN Card.
4. Minimum 1 year of experience in related field.
5. Vehicle must be **BS-VI compliance or latest** model/registration with specific make and model.
6. The agency quoting for Car Services must have turnover of Rs. 5 Lakhs or more per year for at least three consecutive financial years.
7. Bidders must submit an undertaking for providing Monthly Wages/Salary to be paid to the drivers (not less than the minimum wages) including provision of mobile phones for the drivers.
8. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/debarred from any organization/institute and no case is pending with the police or in court of law against their name, duly notarized.
9. The Firm/Agency must submit the required EMD declaration as per Annexure "III" for bid security with technical bid and agree to submit the Performance Security as specified above on the event of award of contract.
10. Copy of entire tender document must be numbered page-wise, duly signed and stamped on each page as a token of acceptance of our terms & conditions.



## **GENERAL TERMS & CONDITIONS**

1. The Vehicle must be in excellent condition. Charges must be quoted as per the models specified in the financial bid form.
2. The **color** of vehicle shall be **white** and register for commercial service.
3. The hiring period will be for one year (to be renewed yearly basis, up to three years on satisfactory performance). The period of contract may be curtailed or extended depending upon the performance of the agency and requirement of the Institute.
4. DELETED
5. The normal working hours will be **08 A.M. to 08 P.M.** The drivers deployed beyond normal duty hours should be compensated.
6. The car and driver shall be at the disposal of the Institute Authority officials during the period of engagement.
7. In case of the absence of Driver, agency has to provide the substitute. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 2 times per day on the hiring cost of the vehicle shall be imposed.
8. The agency will take care of Insurance of the vehicles as well as of the Drivers.
9. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
10. The drivers must observe all etiquette and protocol while performing the duty. He must be neatly dressed, should wear **proper uniform** to be decided by the institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute. All drivers should be provided with mobile phones.
11. Driver selected by the agency will be assessed by the Institute before his engagement is finalized. During the contract period, frequent changes of driver will not be allowed without permission of Institute.
12. The agency shall be responsible for any thefts/burglary/damage caused to the students/employee/Guest of the Institute travelling in the Vehicles. The compensation arising out of such activities shall be borne by the agency.

13. All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained.
14. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
15. Total breakdown period excluding routine maintenance **in a year should not exceed 12 days.**
16. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
17. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
18. The vehicles provided to the Institute must have valid permits.
19. All the drivers provided for the vehicles must have a valid driving license from the RTO.
20. The Institute reserves the right to relax any of the eligibility criteria given in the tender document for award contract in the best interest of the Institute.
21. The Institute is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.
22. DELETED
23. The vehicle is to be delivered within 20 days from the date of issue of the work order.
24. The Agency should submit their bids(s) in the format attached.
25. The Agency shall abide by all statutory laws, rules and regulation of the state Govt. / Central Govt. as per jurisdiction.
26. All the certificates, testimonials desired in tender as per the eligibility criteria will be verified with the original documents at any stage.
27. It is the responsibility of the agency to pay the wages to the Drivers as per the Minimum Wages Act as notified by the Ministry of Labour from time to

time. The drivers must be paid not less than the minimum wage. The contract may be cancelled if any complaints received from the drivers in this issue. The agency shall provide all the facilities to the driver engaged under this contract during the lease period. The Institute shall not have any liability towards payment of salary, perks or other benefits to the Driver employed by the agency.

28. No manpower should be engaged exclusively for this contract when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person displaced from job". The institute shall not entertain such claim.
29. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The institute shall in no way be liable for any such incident occurring during or in connection with this contract.
30. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director & Head, CIPET:CSTS-Haldia is the sole arbitrator to decide the same or his decision is final and binding on both the parties.
31. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Haldia only.
32. The vehicle can be de-hired giving prior notice of one month considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services the work order of the Agency may be terminated giving one weeks' notice.
33. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.
34. The need of vehicle may increase /decrease in future.
35. The contract cannot be outsourced to third party.
36. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract

shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

**37. DOCUMENTATION OF BILL :**

Selected Firm/Agency has to submit the bill monthly along with signed logbook.

Log book has to be signed by the Authorized Person of the Institute daily.

**38. PAYMENT:**

I. Payment will be made by monthly only after receipt of the relevant Bill along with other documents.

II. No part payment/advance payment shall be made.

**TECHNICAL BID :( ANNEXURE- I)**

**Tender Notice No. : CIPET/HAL/VEH/21-22/01      Dated: 11/03/2022**

**TECHNICAL BID - HIRING OF VEHICLES  
(PRE-QUALIFYING REQUIREMENT)**

Sl. No.	Required Information	Details to be filled up by the Bidders Firm/Agency
1.	Name of Bidding Firm/ Agency (Attach certificates of registration)	
2.	Full Address of Registered Office with Telephone No. , FAX No., & Mobile No.	
3.	E-Mail ID:	
4.	Type of Firm: Private / Partnership /Cooperative /NGO. (Please enclose copy of Memorandum/Articles of Association / Certificate of Incorporation	
5.	Income Tax Registration No /PAN No. (Please Attach copy)	
6.	GST Registration Number(Please Attach copy)	
7.	Name of proprietor / Director of Firm/Agency & address:	
8.	The bidder should have at least one (1) year experience in work of similar nature	
9.	EMD Declaration	
10.	Details of Bank	Name of Bank: _____ Account No. : _____ IFSC Code : _____ MICR Code : _____

11.	Work orderCopies having executed similar type of services ( Please Attach copy)	
12.	Annual Turnover of last three years as specified with proof of document	
13.	Is organization blacklisted by any organizations?	
14.	Name, address, designation, phone, cell number and E Mail address of the Contract Person :	
15.	Whether Firm agrees to abide by the terms and conditions of the tender document? In the event of award of the contract?	
16.	Whether firm agrees to give security deposit against warranty obligations?	
17.	Is bid valid for 90 days/or as specified?	
18.	Is Bid document duly signed?	
19.	Agreed to provide the Vehicle as specified in tender	
20.	Payment Terms agreed as Specified.	

Agencies / Bidders not submitting full information / documents at the first instance shall be rejected.

(Signature of Authorized person)

Full Name: \_\_\_\_\_

Place: \_\_\_\_\_

Seal of the Agency/Firm

Date \_\_\_\_\_

**DECLARATION : (ANNEXURE-II)**

**Tender Notice No. : CIPET/HAL/VEH/21-22/01      Dated: 11/03/2022**

DECLARATION FORM

(Declaration should provide on printed letter head of the Bidder's Firm/Agency)

**DECLARATION**

To,

Director & Head  
CIPET:CSTS-Haldia, City Centre, Debhog  
Haldia, Purba Medinipur, WB - 721657

Sir,

Sub: Submission of Bid for providing Vehicle against Tender Notice No:  
**CIPET/HAL/VEH/21-22/01      Dated: 11/03/2022**

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Having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.

We, the undersigned, are submitting our Bid for providing vehicle on rental basis with reference to the above mentioned tender notice.

I hereby certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.

I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

I certify that my firm is not **blacklisted / banned** from business by any organization.

I hereby accept the rules and procedures of the Institute for pre-qualification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with CIPET Haldia and /or prosecuted.

(Signature of authorized person)

Full Name of Signatory: \_\_\_\_\_

Designation of Signatory: \_\_\_\_\_

Place: \_\_\_\_\_

Seal of the Agency/Firm

Date \_\_\_\_\_

**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 :**



**FINANCIAL BID FOR CAR (ANNEXURE-IV)**

Tender Notice No. : CIPET/HAL/VEH/21-22/01      Dated: 11/03/2022

**PRICE FOR HIRING OF CAR (MONTHLY RENTAL BASIS)**

Sl. No.	Type of Vehicle	Model/ Make	Monthly Fixed Rent upto 3000 km	Running rate per Km. with AC over 3000 km	Over time Per Hour
1.	Car	Swift Dzire / Maruti Suzuki <b>(BS-VI) AC</b>			

Rate should be quoted with Driver & including all Taxes.

(Signature of authorized person)

Full Name of Signatory: \_\_\_\_\_

Designation of Signatory: \_\_\_\_\_

Place: \_\_\_\_\_

Seal of the Agency/Firm

Date \_\_\_\_\_