

**Tender Document for**  
**Hiring of Vehicle for CIPET: CSTS -Hyderabad**

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY  
CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)  
(Ministry of Chemicals & Fertilizer, Govt. of India)  
IDA, Phase-II, Cherlapally, Hyderabad – 500 051  
Telangana, India



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TENDER DOCUMENT NO.  
CIPET : CSTS/HYD/Admin-CH/2021-22/001 dtd. 12.06.2021

LAST DATE FOR SUBMISSION OF BID: 05.07.2021, 4:30 PM

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NOTICE INVITING TENDER FOR HIRING OF VEHICLE SERVICE  
TENDER DOCUMENT NO.

CIPET : CSTS/HYD/Admin-CH/2021-22/001 dtd. 12.06.2021

CIPET: CSTS - Hyderabad invites sealed Tenders from resourceful and reliable agencies for providing Hiring of Vehicle on monthly hire basis to CIPET: CSTS - Hyderabad for a period of one year. The details are as under:

Sl. No	Description	Tender Fees in Rs. (Non- refundable)
01	Hiring of Vehicle (Swift DZire / Tata Etios) No. of Vehicle – 01 Fuel : Diesel Colour: White / Silky Silver	Tender Fee Rs. 500/DD or NEFT favour of “CIPET” Account No :- 10386006043  Payable at SBI ECIL Branch

The Tender documents can be downloaded from the CIPET: website [www.cipet.gov.in](http://www.cipet.gov.in).

Bid without Tender fee will not be accepted. The Last date for submission of the Bid is: 05.07.2021, 04:30 PM and opening of Bid is: 05.07.2021, at 5:00 PM. The undersigned reserves the right to accept/reject any or all Bids without assigning any reason thereof. No claims whatsoever shall be entertained for the loss/damage suffered by the parties/bidders on account of such rejection

**Principal Director & Head, CIPET: CSTS - Hyderabad**

**Eligible Criteria for Bidders: -**

- Vehicle must possess valid Pollution Certificate.
- Vehicle must possess valid Registration Certificate.
- Vehicle must possess valid Insurance
- Self declaration on no pending litigation (Annexure I)
- The Bidders must have office in Hyderabad with proper evidence for faster & better serviceability.
- The firm should have GST registration ( If applicable)
- Experience of providing vehicle to government departments/PSU/ Universities would be desirable. (Annexure II)
- Vehicle age should not be more than 05 (five) year
- Vehicle should be Registered Commercial Vehicle.

## **TERMS & CONDITIONS:**

1. The cost of the tender document fee of Rs. 500/- (Rupees Five Hundred only) is to be paid by online / Demand Draft drawn from any nationalized bank in favour of "CIPET" Account No: - 10386006043".
2. EMD of Rs. 5,000/- (Rupees Five Thousand) is to be paid by Demand Draft drawn in any nationalized bank in favour of "CIPET", Payable at Hyderabad, SBI ECIL Branch.
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: CSTS - Hyderabad
4. The vehicle provided must be registered in Hyderabad and 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: CSTS - Hyderabad 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: CSTS - Hyderabad.
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: CSTS – Hyderabad 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. 10,000 (Rupees Ten 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 A/c No 10386006043 ."State Bank of India, IFSC code: SBIN0002714 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: CSTS, Hyderabad and the firm/agency shall be blacklisted in addition to the termination of the contract.
18. All the vehicles provided to CIPET: CSTS - Hyderabad 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: CSTS - Hyderabad 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 biodata 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: CSTS - Hyderabad.
7. The agency will have to provide the replacement of driver in case of any eventuality. CIPET: CSTS - Hyderabad 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: CSTS - Hyderabad.
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.

## **BIDDING PROCESS, EVALUATION OF BIDS AND CONTRACT**

1. Bid shall be submitted in sealed envelope.
2. The bid should contain all the documents and testimonials as given in the eligibility condition and the bid should be accompanied by Tender fee and EMD.
3. The last column of these forms show the calculation of total cost for a fixed number of km which shall be considered for evaluation and deciding the L1 bidder.
4. The successful bidder will enter into contract with CIPET: CSTS - Hyderabad as per above terms and conditions within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of its contract.

## TECHNO COMMERCIAL BID

Sl. No	Particulars	Details
1	Name of the Firm/Agency with address and Contact No.	
2	Address and Mobile no. of the bidder	
3	Registration of the Vehicle & Firm. (Attach Proof)	
4	Constitution of the firm ( Attach Proof )	
5	Permanent account number (PAN) (Attach Proof )	
6	Goods & Service tax (GST) Reg. No. (Attach Proof ) .If applicable.	
7	Details of three years for supply of vehicles in any of the Department / Autonomous Institute / Universities / PSU of GOI or any other state Government or Public Sector Banks or Local Bodies / Municipalities (Attach performance Certificate issued by the office at the end of the contract)- <b>Desirable</b>	
8	Whether the agency has been blacklisted by any of the departments/organizations of the Government of India/ Government of Telangana and any criminal case is pending against the said firm/agency	
9	Name of the Signatory & post held in the Company (if any).	
10	Tender Fees & EMD Details	

Signature of the Tenderer

Place:

Date:



**Annexure – II**

**Sub:** Hiring of Dzire, Tata Tigor, Tata Etios, Tata Nexon, Innova Cresta, Honda City, Fortuner or similar vehicle for CIPET, IDA, Phase-II, Cherlapally on daily basis

**FINANCIAL / PRICE BID**

S. No	Particulars	Rates ( in words)	Rates ( in figures)	Per hrs. charges for detention beyond 08 hrs	Per Km. Extra Charges beyond 80 km	Night Charges
01	Hiring Charges for 08 Hrs & 80 Km (AC) per day ( Honda City) or equivalent					
02	Hiring Charges for 08 Hrs & 80 Km (AC) per day ( Innova) or equivalent					
03	Hiring Charges for 08 Hrs & 80 Km (AC) per day ( Innova Cresta) or equivalent					
04	Hiring Charges for 12 Hrs & 2500 Kms (AC) per month Swift Dzire / Tata Tigor/ Etios or equivalent				Not Applicable	
05	Hiring Charges for 08 Hrs & 80 Km (AC) per day ( Fortuner) 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 : CSTS - Hyderabad.
3. We agree to supply the vehicles at above rates as and when required by CIPET : CSTS - Hyderabad
4. We agree to maintain such records as may be required or prescribed by the CIPET : CSTS – Hyderabad from documenting the hiring of the vehicles and for preferring claims thereof, for payment.
5. We note that CIPET : CSTS – Hyderabad 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 Principal Director & Head, CIPET : CSTS – Hyderabad
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 : CSTS – Hyderabad reserves the right to increase / decrease the nos of vehicle as per the requirement
10. Months means calendar month

Date :

Place:

**Signature of the Tenderer**

**UNDERTAKING**

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Telangana or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on \_\_\_\_\_

**Signature of the Tenderer**

Date:

Place:

**UNDERTAKING**

It is certified that my firm/agency/company having sufficient Experience for Supply of vehicles as mentioned in the Tender Document.

**Signature of the Tenderer**

Date:

Place:

**UNDERTAKING**

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

**Name & Signature of the Tenderer**

Date:

Place: