

**Expression of Interest (Eoi)
for Vehicle Hiring Services on AS AND WHEN REQUIRED BASIS**

Doc. No. : CIPET/RPR/Vehicle_EOI/2023-24/05



सिपेट CIPET

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY,

(Department of Chemicals & Petrochemicals)

(Ministry of Chemicals & Fertilizers, Govt. of India)

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EXPRESSION OF INTEREST (EOI)

Last date & time for submission of filled in EOI documents : 18/09/2023 up to 5.30PM

Sealed EOI are invited from the reputed Individuals/Agents for providing Vehicle Hiring Services on “**AS AND WHEN REQUIRED BASIS**” as per Annexure-B at CIPET Raipur.

CIPET Raipur reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

Director & Head

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (**Agency**) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. **Amendment of Bidding Documents:**
At any time prior to the submission of the bids, the Purchaser may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.
The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. **Signing of Bid**
The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. **Submission of Bid**
(a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as “Technical Bid” should contain an Introductory letter of contractor along with copies of documents as evidences .The Agencies have to fill up Annexure “A” with his signature along with all supporting documents. Envelop No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with price bid. The Agency have to fill up Annexure “B”.

Both Envelope I & II should be placed in large envelope which should be super-scribed As “**EOI for Vehicle Hiring Services**” and addressed to
Director & Head, CIPET, Industrial Area, Raipur 493221
6. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.
7. **Deadline for submission of EOI**
Bids must be received by at the address specified under EOI not later than 05.30 PM on 18/09/2023
8. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
9. **Contacting the Purchaser**
No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
10. **Evaluation of Bid**

(i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.

(ii) Those tenderer who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.

(iii) The bidders will be pre-qualified in technical bid, who fulfills the criteria in Technical Bid form.

(iv) The envelope II i.e. Financial Bid will be opened for those parties who submitted Technical Bid.

(v). The contract will be awarded to the L1 bidder in financial bid which shall be valid for one year.

(vi) If the price quoted by two or more Agencies are same then the bid will be finalized on the basis of decision of The Director & Head which will be final & binding on all the bidders.

11. The work should be strictly adhered filling which CIPET reserves the right to cancel the order without assigning any reasons whatsoever.

12. Payment

100% of the Contract Price for successful completion of work shall be paid within 15 days of submission of invoice.

13. CIPET reserves the right to reject any or all EOI in full or part thereof without assigning any reason.

14. The Director & Head, CIPET is the final authority and his decision will be final and binding on the supplier for any disputes.

15. The registration date of vehicles provided should not be earlier than the Year 2022.

16. It will be the responsibility of the Agency that Vehicle & Driver provided must comply RTO rules. Agency shall be responsible for any penalty/fine imposed due to non compliance of RTO rules.

17. All legal disputes will have the jurisdiction of Raipur City only.

CIPET- Raipur

TECHNICAL BID

EOI No: CIPET/RPR/ Vehicle EOI/2023-24/05

DESCRIPTION: Expression of Interest for Vehicle Hiring Services at CIPET Raipur

Sr No	PARTICULARS	
1.	Name of Agency	
2.	Postal address	
3.	Name of Contact person	
4.	Mobile No	
5.	E-Mail ID	
6.	PAN (Permanent Account Number) (copy enclosed)	
7.	GST Registration No. (copy enclosed)	
8.	Work Experience Certificate(If any)	
9.	Any Other Details(MSME/NSIC/SHG)(If any)	

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

FINANCIAL / PRICE BID

[To be submitted in a separate sealed cover on Letter Head]

Date

To,
M/s. CIPET, Raipur
Bhanpuri Industrial area, near Urkura Railway Station, Raipur - 493221

Dear Sir,
Subject: Financial Bid for EOI of Vehicle Hiring Services on “AS AND WHEN REQUIRED BASIS”
at CIPET, Raipur.

In response to EOI No.CIPET/RPR/Vehicle_EOI/2023-24/05 cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl. No	Name of Vehicle	Half Day(4 Hrsx 40 Kms	Full Day(8 Hrs X 80 KMS	Extra Kms	Extra Hrs	Night Charges	Outstation Min Km(300)	Outstation Per Km Charges	Airport Pickup Drop(Fix Cost)	Railway Station Pickup Drop(Fix Cost)	Driver Allowance per Day	Driver Allowance per Day(Out of CG)
01	Swift Dzire/Etios/Tigor or equivalent											
02	Innova or equivalent											
03	Innova Crysta or equivalent											
04	Traveller AC/Non AC 15/25 Seater or equivalent											
05	Bus AC/Non AC 45 Seater											
06	Bus AC/Non AC 55 Seater											

****GST:**
Other Terms:

Place:

Sign. Of Bidder with Stamp