



TENDER DOCUMENT FOR HIRING OF TRANSIT OFFICE CUM GUEST HOUSE

TENDER NO.: CIPET/CSTS/VJA/TOnGH/2021-22/11

LAST DATE & TIME FOR SUBMISSION OF TENDERS: 08.03.2022, 05:00 PM

**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

Survey No.: 377, Suramapalli, Vijayawada – 521 212

E-mail: vijayawada@cipet.gov.in

Website: www.cipet.gov.in

CIPET: CSTS , VIJAYAWADA

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology, (CIPET: CSTS , Vijayawada) is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics with Head Quarters and Head Office at Chennai. The Centre at Vijayawada (CIPET : CSTS, Vijayawada), invites tenders in 2 bid system (Technical and Financial Bid) for the **"Hiring of Transit office Cum Guest House on yearly contract basis"**.

SPECIFICATION

The proposed Transit office cum Guest House either be fully furnished or non-furnished flat/house with 03 bed rooms. The decision of whether to hire the fully furnished or non-furnished is as per the decision of the Competent Authority of the center and the bidder is liable to bound to the decision of the competent authority.

In case of Fully Furnished Flat/House:

1. Approximate Carpet area : 1500 – 2000 SFT
2. The flat/house shall be furnished with cots and beds in all the bed rooms
3. LED TV's with cable connection - In Master bed room & Hall,
4. Water heaters in the wash rooms,
5. AC's in all the living areas,
6. Fridge,
7. Dining table
8. Sofa in the hall
9. Fans and Lights in all the living areas and all other needed amenities.
10. Inverter facility
11. Facility for 04 wheeler parking

In case of Non-Furnished Flat/House:

1. Approximate Carpet area : 1500 – 2000 SFT with Fans and Lights in the living areas.

TERMS AND CONDITIONS / INSTRUCTIONS TO BIDDER

(To be signed and enclosed along with the Technical bid)

1. Tender Documents may be obtained in persons from Administration Department of CIPET: CSTS Vijayawada on the above address against payment of Rs. 590/- by cash or crossed Demand Draft/Pay Order in favour of "**CIPET VTC Vijayawada**" payable at Vijayawada and also can be downloaded from our web site www.cipet.gov.in from 16.02.2022 onwards.
2. In case Tender Document is downloaded from web site, the cost of Tender Document i.e Rs.590/- including GST should be enclosed while submitting the duly filled-in Tender by way of Demand draft/Pay Order in favour of "**CIPET VTC Vijayawada**" payable at Vijayawada.
3. The last date for submission of completed tender document to the office of CIPET-CSTS Vijayawada is 08.03.2022 till 17:00 Hrs.
4. Head of the Centre reserves the right to reject or accept all or any tender wholly or partially without assigning any reason whatsoever.
5. Tenderer's shall submit their bids in Two-bid system wherein, the Tenderer's shall fill the Technical bid and Financial bid separately with super scribing the details on the envelope and they shall be kept in separate sealed envelopes and both the envelopes shall be kept in another sealed cover super scribed as "**Tender for Hiring of Transit office cum Guest House**" to this office on or before 08.03.2022 up to 17.00 Hrs.
6. The period of contract is initially for a period of year from the date of issue of the work order/entering of MoU. The same shall be extended for an year or for a further period as decided by the competent authority with mutual consensus. If CIPET: CSTS, Vijayawada intends to terminate the contract, one month notice shall be given and if the contractor intends to terminate the contract, three months notice shall be given. And if the contractor terminates the contract within the contract period, the submitted performance guarantee shall be forfeited or as decided by the competent authority.
7. Any Tender received after the last date for submission prescribed in the tender, will be rejected. Conditional tender will be summarily rejected without prejudice so bidders are advised to quote the price as per N.I.T. conditions only.
8. All the communication shall be addressed to:
The Joint Director & Head
CIPET CSTS, Vijayawada,
Survey No.: 377, Suramapalli Village, Gannavaram Mandal,
Krishna district, Vijayawada – 521 212 (A.P)



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CIPET: CSTS, VIJAYAWADA

9. In the event of any dispute the legal matter shall be subjected to the jurisdiction of **Vijayawada Court** only.
10. TDS and other taxes are applicable as per the extant rules from time to time.
11. Bank details of CIPET : CSTS, Vijayawada for NEFT/RTGS purpose:
 - a. Name of the Account : CIPET VTC VIJAYAWADA
 - b. Bank Name : SBI
 - c. Account No : 34977031901
 - d. IFSC Code : SBIN0005947
 - e. Address :SBI SME BRANCH, NEAR SAI HOTEL CENTRE, AUTONAGAR, VIJAYAWADA, ANDHRA PRADESH
12. CIPET will notify the successful Tenderer in writing by registered letter / fax / e -mail to be confirmed that his tender has been accepted. Offer of acceptance shall be issued to the L1 bidder for which the bidder shall accept the same in 03 days and have to submit performance security equivalent to the 3% of the total contract value per year in the form D.D in favour of "CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (**CIPET VTC - VIJAYAWADA**), payable at **Vijayawada**" or may be through NEFT/RTGS as per the bank account details mentioned in S.No. (09) above.
13. The performance security amount without any interest shall be returned to the successful bidder after the completion of the contract period.
14. Payment Terms: Payment will be released on monthly basis as per the original invoice.
15. The Joint Director & Head, CIPET : CSTS, Vijayawada reserves the right to accept or reject any or all tenders at any point of time prior to issue of Work Order without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.

Place:

Signature of Bidder /Tenderer with Name

Date:



TECHNICAL BID

Sl.No	Particulars To Be filled up by the Tenderer / Bidder	
1	Name of the Tenderer	
2	Postal address	
3	Mobile No.	
4	E-Mail ID	
5	PAN (Permanent Account Number) <i>(Enclose copy)</i>	
6	Complete Address of the Proposed Guest House	
7	Year of construction of the Proposed 3 BHK Flat/House & Total Sq. Feet	
8	Whether the proposed Guest House is own/hired on lease	OWN/HIRED ON LEASE
9	In case of own/Lease, is the relevant documents available? <i>(Enclose copy)</i>	YES/NO
10	Are there any Legal encumbrances associated with the proposed Guest House?	
11	Bank Account Details	
12	Details of purchase of Tender application: Rs.590/- inclusive of GST @ 18%	
13	Signed Terms and Conditions of the tender document enclosed as Annexure - I	
14	EMD Declaration document enclosed as Annexure - II	
15	Non-relative declaration <i>(Enclose self-declaration document)</i>	

FINANCIAL BID

S.NO	PARTICULARS	
IN CASE OF FULLY-FURNISHED FLAT/HOUSE		
1	Total Sq. Feet of the Proposed Flat/House	
2	Rate per Sq. Feet	
3	Total Rental amount per month (in Rs./-)	
4	Whether the Proposed Guest House is fully furnished in terms of Cot & Beds, LED TV's - In Master bed room & Hall, Water heaters, AC's, Fridge, Dining table & other essential amenities with 3 BHK	YES/NO
5	Inverter availability	YES/NO
6	4 Wheeler Parking Facility	YES/NO
IN CASE OF NON-FURNISHED FLAT/HOUSE		
1	Total Sq. Feet of the Proposed Flat/House	
2	Rate per Sq. Feet	
3	Total Rental amount per month (in Rs./-)	

The decision of whether to hire the fully furnished or non-furnished is as per the decision of the Competent Authority of the center and the bidder is liable to bound to the decision of the competent authority.

Terms & conditions:

1. Validity of above offer : _____
2. Any other : _____

Place:

Signature of Bidder /Tenderer with Seal

Date:

Annexure -II

Format of bid security declaration from bidders in lieu of EMD

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 :