



सिपेट: सेन्टर फॉर स्किलिंग एंड टेक्निकल सपोर्ट (सी एस टी एस)

CIPET: CENTER FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

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

D-64/127, C-H, अरिहंत कॉम्प्लेक्स, छठवाँ तल, सिगरा, वाराणसी – 221010

D 64/127,-H,Arihant complex, 6th floor Sigra, Varanasi-221010

दूरभाष / Phone: **8103881116, 9805096674**

Email: cipetvaranasi1@gmail.com, Website: www.cipet.gov.in,

NOTICE INVITING TENDER FOR HIRING VEHICLE

Tender No. CIPET/VNS/ADMN-VEH/2020-21/01

Dated: 21-07-2020

CIPET: CENTER FOR SKILLING AND TECHNICAL SUPPORT (CSTS), Varanasi, is premier national Institution under Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Government of India. Institute would like to Hire CAR with **Commercial Road Permit** along with driver on 12 hours per day service basis from bonafide transport service providers as per details given below:

Tender acceptance Date & Time: 05.08.2020 upto 5:00 PM

Tender opening Date & Time: 06.08.2020 at 02.00 PM

Sl. No.	Description of Vehicle	No. of vehicles required
1.	Maruti Swift Dzire / Tata Indigo (For regular usage, 12 hours per day service) (2019 & Above Model)	01*
2.	Innova/Tavera/Scorpio A/C etc. (Rental-on call basis as and when required)	As and when required
3.	Honda City/ Amaze/Tata Indigo/Tata Indica Vista/Maruti SX4 A/C etc. (Rental-on call basis as and when required)	As and when required

*Note: Quantity mentioned above is only indicative but not exhaustive. CIPET 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.

B - PERIOD OF CONTRACT:

1. The hiring contract shall be for an initial period of 1 (one) year & can be extended at the same terms and conditions for further period of two more years (but one year at a time) on satisfactory performance.
2. No price escalation is allowed during first year of contract period. However escalation of as per actual price change in fuel may be considered after six months during contract period.
3. Contractor shall have to provide CAR Service within 07 days from the date of issue of work order and no time will be allowed to purchase the vehicles after the date of issue of order.
4. The contract will be terminated by giving 10 days notice if the service is not found satisfactory or any complaint received from users.

C - ABOUT THE VEHICLE: (Maruti Swift Dzire/TATA Indigo etc.)

1. The Vehicle should be of 2019 or onwards model 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.
3. The Log Books for duty of the vehicles will be recorded from Institute Campus 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 of 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. together with MINIMUM OF "ALL Uttar Pradesh. "COMMERCIAL ROAD PERMIT VEHICLE. Before undertaking the contract.
5. The owner must be in a position to provide the vehicle within 07 days from the date of issue of Work Contract. The transport agency must have provided similar service to Govt. organizations of equal statute. The agency must own at least 2 similar vehicles registered in its own name and be able to provide suitable replacement in case of any contingency.

D - ABOUT THE DRIVERS (AS PER REQUIREMENT)

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

Driver should be competent, matured and having a valid **professional (Commercial) driving license** issued by a Competent Authority with minimum five years experience in case of light vehicle or in case having Heavy Commercial Vehicle License, he should have at least 3 years experience, 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 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:

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. **Security Deposit:** The Security Deposit of Rs. 35,000/- in the form of Demand draft/ Fixed Deposit drawn from any Nationalized Bank in favour of **CIPET: CSTS, Varanasi**, 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.

Payment Terms: Payment shall be made on submission of the monthly bill on 10th day of the subsequent month along with copy of the duly attested Log-Book.

2. 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.
3. 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 No. CIPET/VNS/ADMN-VEH/2020-21/01 DATED 21/07/2020**

4. The Institute reserves the right to accept or reject or ignore, or cancel the tender without assigning any reason, thereof.
5. Tenderers must mention their GST Registration No. and Permanent Account No. (PAN).
6. More than one agency can be empanelled for rental/hiring of vehicles.

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

Part - I : Technical Bid.

Part - II: Price Bid.

Detailed procedure for submission of bids/offers is given

below. I - Technical Bid

- a) Provide complete information in **Annexure-I**. This part of the tender shall contain company profile and commercial terms & conditions of contract for the services to be rendered.

II - 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**.
- 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. MANNER AND 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 envelopes 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 Varanasi Jurisdiction only.

3. Submission of Bids:

Bids shall be submitted to:

Incharge

CIPET: Center for Skilling and Technical Support (CSTS)

D 64/127,C-H,Arihant complex,

6th floor Sigra, Varanasi-221010

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.

दिनांक : 21/07/2020

प्रभारी
सीपेट : सी.एस.टी.स

TECHNICAL BID

(To be submitted in a separate sealed envelope)

For supply of _____ to CIPET: CSTS, Varanasi**Please submit attested copies of the following documents:**

1.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
2.	Do you possess trade license issued by Competent Authorities in India? If so, please enclose a copy.	
3.	Name of Proprietor / Director	
4.	Details of vehicles owned & registered by the agency (Please submit attested copies of documents) 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	
5.	Type of Firm : Proprietary/Partnership/Pvt. Ltd./ Ltd. etc.	
6.	Year of incorporation	
7.	Furnish following particulars of the Registered Office	
	a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
8.	Furnish following particulars of the Local Branch Office. (if any)	
	a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
9.	PAN No. (Attach Attested Copy)	
10.	GST No. (Attach Attested RC Copy)	
11.	Financial turnover for the three financial Years.	

Financial Year	Amount (` In Lakhs)	Remarks, if any
20 - 20		
20 - 20		
20 - 20		

(Attach separate sheet if space provided is insufficient)

12. Give details of the major clients – Educational Institutes/Universities, 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)

13. Please specify whether your agency have been black listed or banned by any Govt. Department/Organization

14. Additional information, if any (Attach separate sheet, if required)

Annexure – II**PROFORMA****I. PRICE- BID FOR SUPPLY OF HIRED VEHICLE- CAR****II. Ref: Tender No. CIPET/VNS/ADMN-VEH/2020-21/01 DT. 21/07/2020****a) For Maruti Swift Dzire (2019 Model or later)**

Sr.No.	Description /Particular	Fixed Charges (1500 km/pm) Amount	Fixed Charges (2000 km/pm) Amount	Fixed Charges (2500 km/pm) Amount	Fixed Charges (3000 km/pm) Amount	Extra KM Running Charges (Per km) Amount	Extra Hours Charges (Per km) Amount
1.	Maruti Swift Dzire						
2.	Per K.M. Charges						
3.	Vehicle & Fuel Charges (Inclusive of petrol, oil , Driver Salary+ PF +ESIC, Vehicle Maintenance Cost, Insurance, Road Tax etc.)						

b) For TATA Indigo AC (2019 Model or later)

Sr.No.	Description / Particular	Fixed Charges (1500 km/pm) Amount	Fixed Charges (2000 km/pm) Amount	Fixed Charges (2500 km/pm) Amount	Fixed Charges (3000 km/pm) Amount	Extra KM Running Charges (Per km) Amount	Extra Hours Charges (Per km) Amount
1.	Tata Indigo AC						
2.	Per K.M. Charges						
3.	Vehicle & Fuel Charges (Inclusive of petrol, oil , Driver Salary+ PF +ESIC, Vehicle Maintenance Cost, Insurance, Road Tax etc.)						

दिनांक :

प्रो. हस्ताक्षर
नाम :
कार्यालय मोहर

II. Rate for Rental Vehicle

Sr. No.	Type of Vehicle (AC)	Airport to and fro	4 hrs. 50 km.	8 hrs. 80 km.	Outstation charges for minimum running _____ km/day	Per km. Local running charges	Per km. outstation charges	Night halt charges
1	Innova/Scorpio							
2	Tavera							
3	Honda City							
4	Honda Amaze							
5	Maruti SX4							
6	TATA Indigo							
7	TATA Indica							
8	Bolero							
9	Maruti Eeco							

Note: Quoted price should be inclusive of all taxes.

- 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.
- 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 our submitted SD will be forfeited.

Yours sincerely,

प्रो. हस्ताक्षर
नाम :
कार्यालय मोहर :