

# **TENDER DOCUMENT “FOR PROVIDING VEHICLE SERVICES**

**“At**

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY  
Murthal**

**On yearly Contract basis**

**TENDER NO: CIPET/Murthal/Vehicle /2018-19/01**



**CIPET सि पे ट**  
probe • perform • practice • Plastics

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY  
Department of Chemicals & Petrochemicals  
(Ministry of Chemicals & Fertilizers, Govt. of India)**

**50th Mile Stone, NH-1, Near DCRUST Campus Murthal, Sonapat, Pin -  
131039 (Haryana) Phone No.: 0130-2203000**

**Fax No.: +91-130-2203010**

**Email Id: [cipetmurthal@gmail.com](mailto:cipetmurthal@gmail.com) Website: [www.cipet.gov.in](http://www.cipet.gov.in)**

## 2. IMPORTANT INFORMATION

Start date & time for sale of Tender document	22-12-2018 at 10:00 hrs
Last date for sale of Tender document	07-01-2019
Tender Fees ( Non-refundable)	Rs.500/- (Rs. Five Hundred Only)
Earnest Money Deposit (EMD) (Refundable)	Rs.20,000/- (Rs. Twenty Thousand Only)
Submission of duly filled in Tender document	On or before 08-01-2019 (Up to 03:30 pm)
Date & Time of Opening of Technical Bids	08-01-2019 (04:30 Hrs)
Date & Time of Opening of Financial Bids	Intimation will be given to the Technically Qualified bidders at the earliest.
Venue for Opening of Technical & Financial Bids	CIPET Murthal 50th Mile Stone, NH-1, Near DCRUST Campus Murthal, Sonipat, Pin - 131039 (Haryana) Phone No.: 0130-2203000

### **3. INTRODUCTION**

Government of India established Central Institute of Plastics Engineering & Technology (CIPET) in 1968 with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 32 locations across the country catering to the needs of Polymer and allied industries. 7 more centers are in the process of establishment.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2008 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

Headquartered in Chennai, CIPET has centers at Ahmedabad Amritsar, Aurangabad, Agartala Baddi, Balasore, Bengaluru, Bhopal, Bhubaneswar, Chandrapur Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, MURTHAL, Mysore, Korba, Ranchi, Valsad and Vijayawada. All the state-of-the-art centers are equipped with excellent infrastructure facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance with plan fund support from Government of India. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

#### **4. PRICE**

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. 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. Toll Tax and parking charges (if any for outside duty) may be reimbursed to the contractor along with settlement of monthly bill.

#### **5. GUIDELINES FOR PARTICIPATION**

##### **THE BIDS ARE TO BE SUBMITTED IN TWO PARTS**

Sealed Technical Bid (Annexure-I), along with a Demand Draft for Rs.20,000/- (Rupees Twenty Thousand only), drawn in favor of “CIPET - Murthal payable at Sonipat “towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed “TECHNICAL BID FOR PROVIDING VEHICLE SERVICES AT CIPET, Murthal”. Tender Document received without EMD will be summarily rejected.

Sealed Financial Bid (Annexure-II), placed in a separate envelop super-scribed :

**“FINANCIAL BID FOR PROVIDING VEHICLE SERVICES AT CIPET, Murthal)”**

The above mentioned two sealed envelopes should bear the name and complete postal address& telephone number of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a separate cover and the same should be in a bigger envelope super-scribed **“BID FOR PROVIDING VEHICLE SERVICES AT CIPET, Murthal”**.

This bigger envelop, bearing the name & complete postal address and telephone number of the bidder, should be addressed to The Principal Director & Head ,CIPET Murthal, 50th Mile Stone, NH-1, Near DCRUST Campus Murthal, Sonipat, Pin - 131039 (Haryana) Phone No.: 0130-2203000 on or before 03:30 pm. on 08.01.2019. Tenders received after due date & time shall not be accepted.

#### **6. OPENING OF TECHNICAL BIDS**

The Technical Bids will be opened on 08.01.2019 at 04:30 pm at CIPET Murthal, in the presence of bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

The Financial Bid will be opened only after accepting the technical bid for further consideration. The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders.

The intimation will be given to technically qualified bidders for opening of financial bid. EMD of the unsuccessful bidders will be returned, without interest, on or before 30 days from the date of award of contract to the successful bidder.

## **7. PERIOD OF CONTRACT**

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.

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.

Contractor shall have to provide CAR Service within 07 days from the date of issue of work order.

The contract will be terminated by giving 10 days notice if the service is not found satisfactory or any complaint received from users.

## **8. ABOUT THE VEHICLE:**

**Maruti Suzuki Dzire/TATA Indigo/Tata Zest (AC) etc.**

The Vehicle should be of 2016 or onwards model and be provided with new batteries, tyres, tubes and upholstery at the time of placement along with the driver.

**The vehicle should be well equipped with all facilities.**

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.

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.

The owner should ensure that the vehicle should comply with all statutory obligations like insurance coverage, road tax, etc. together with MINIMUM OF "ALL C.G. "COMMERCIAL ROAD PERMIT VEHICLE. Before undertaking the contract.

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 4 similar vehicles registered in its own name and be able to provide suitable replacement in case of any contingency.

**Vehicle will stand at CIPET campus or guesthouse during night.**

**Vehicle will have to provide on holiday, Sunday, or night if CIPET officials will ask.**

## **9. ABOUT THE DRIVERS (AS PER REQUIREMENT)**

**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.

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.

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.

## **10. GENERAL CONDITIONS OF THE CONTRACT:**

**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.**

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.

**Security Deposit:** The Security Deposit of Rs.20,000/-(Rupees Twenty Thousand only) in the form of Demand draft drawn from any Nationalized Bank in favour of CIPET Murthal, 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: 1. Payment shall be made on submission of the monthly bill on 7th day of the subsequent month along with copy of the duly attested Log-Book. 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.**

**Please send your competitive bidding as per the Performa at 'Annex-II' in a sealed cover superscribed as "TENDER FOR PROVIDING VEHICLE SERVICES AT CIPET, Murthal" against Tender Enquiry No.**

**CIPET/Murthal/Vehicle/2018-19/Tender/01 dated 22.12.2018.**

**The Institute reserves the right to accept or reject or ignore, or cancel the tender without assigning any reason, thereof.**

**Tenderers must mention their GST Registration No. Permanent Account No. (PAN).**

**More than one agency can be empanelled for rental/hiring of vehicles.**

**Annexure -I**  
**Technical Bid**  
(To be submitted in a separate sealed envelope)

For supply of \_\_\_\_\_ to  
**CIPET, Murthal Please submit attested copies of the following documents:**

Sr.No.	Particulars	Remarks																														
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 Complete Postal Address Telephone No. Fax. No. / E-Mail Address																															
8.	Furnish following particulars of the Local Branch Office. (if any) Complete Postal Address Telephone No. / Fax. No. E-Mail Address																															
9.	PAN No. (Attach Attested Copy)																															
10.	GST No. (Attach Attested RC Copy)																															
11.	Financial turnover for the three financial Years. (Attached Balance sheet and Income Tax Return)																															
	<table border="1"> <thead> <tr> <th>No.</th> <th>Financial Years</th> <th>Amounts Rs. (In Lakhs)</th> <th>Remarks, if any</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>2015 - 2016</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>2016 - 2017</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>2017 - 2018</td> <td></td> <td></td> </tr> </tbody> </table>	No.	Financial Years	Amounts Rs. (In Lakhs)	Remarks, if any	1.	2015 - 2016			2.	2016 - 2017			3.	2017 - 2018																	
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	<b>(Attach separate sheet if space provided is insufficient)</b>																															
12.	Give details of the major clients – Educational Institutes/Universities, Government Departments, Research Organizations and/or reputed organizations, to whom services of same type have been provided by the bidder during the last five years in the following format.																															
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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**  
**Price Bid - Supply of Hiring Vehicle -Car**  
**(To be submitted in a separate sealed envelope)**

For supply of \_\_\_\_\_ to CIPET,

Murthal Ref:- CIPET/Murthal/Vehicle/2018-19/Tender/01 dt. 22.12.2018

**A) For Maruti Suzuki Dzire AC (2016 Model or later):-**

Sr. No.	Description / Particular	Fixed Charges (2000k.m/pm) Amount	Fixed Charges (2500k.m/pm) Amount	Fixed Charges (3000k.m/pm) Amount	Fixed Charges (3500k.m/pm) Amount	Extra KM Running charges (Per km) Amount	Extra Hours Charges Amount
1.	Maruti Suzuki Dzire AC						
2.	Per km Charges						
3.	Vehicle & Fuel Charges (Inclusive of petrol, oil , Driver Salary+ PF + ESIC, Vehicle Maintenance Cost, Insurance, Road Tax etc.)						

**B) Rate for Rental Vehicle :-**

Sr. No.	Type of Vehicle (AC)	Railway Station (Sonipat) To and Fro	4 hrs. 50 km.	12 hrs. 80 km.	Outstation charges for minimum running 250 km./day	Per km. Local running charges	Per km. outstation charges	Night halt charges
1	Innova/Scorpio/Ertiga							
2	Tavera							
3	Honda City							
4	Maruti Suzuki Ciaz							
5	TATA Indigo							
6	TATA Zest							
7	Mini Bus/Traveller							
8	Bus AC (50 Seater)							
9	Bus Non AC (50 Seater)							

**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 faithfully,

Signature  
Seal with Name:  
Date