

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

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

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

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

प्लॉट न जे 3/2, एम आय डी सी औद्योगिक क्षेत्र, चिकलथाना औरंगाबाद 431 006

Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

दुरभाष : 0240- 2478305/307/308 , फ़ैक्स: 0240- 2478333 ई-मेल aurangabad@cipet.gov.in



E-Tender FOR HIRING OF VEHICLE SERVICES

E-Tender No: CIPET: CSTS/AWB/VEHICLE/20-21/4 Dated: 22nd June, 2020

Last Date of Submission 13th July, 2020 up to 15.00 hrs.

TENDER NOTICE FOR

Hiring of VEHICLE Services at Plot No J-3/2 MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

Newspaper Advertisement published in Lokmat Marathi Marathwada Edition on 22nd June, 2020

Notice Inviting Tender

CIPET: CSTS, Aurangabad invites online E-Tenders from registered and authorized Tour and Travels, Agency in two Bid Systems (Part 1 Technical and Part 2 Financial) for Hiring of Monthly Cars (for Office use) Monthly Bus (for trainee, staff), Daily VEHICLE (when where required for Local and outstation) at Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

Important Information and Dates

Sl. No	Description	Details
1	Purchaser	CIPET: CSTS, Aurangabad
2	Tender No	CIPET/AWB/VEHICLE/20-21/05 Dated 22 June, 2020
3	Online Tender submission of bid	www.tenderwizard.com/CIPET
4	Online Tender information available at	www.cipet.gov.in/ www.eprocurement.gov.in/cppp
5	E-Tender Fees (including GST)	Rs. 590/- (Five hundred Ninety only)
6	Earnest Money Deposit EMD (in Rs.)	Rs. 20,000/- (Twenty Thousand only)
7	Security Deposit (in Rs.)	Rs. 25,000/- (Twenty Five Thousand only)
8	Date of E-Tender Publication	22 June, 2020
9	Date of Time of Issue or download Tender	22 June, 2020 11.00 Hrs on wards
	Last Date and Time for sale of Tender	13 th July, 2020 up to 11.30Hrs
10	Last Date and Time for Submission of Tender	13 th July, 2020 up to 14.00Hrs
11	Date, Time and place of opening of Technical bid	13 th July, 2020 15.00Hrs CIPET: CSTS, Aurangabad Plot No J 3/2, Chikalthana, Industrial area, Aurangabad 431 006
12	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
14	CIPET: CSTS, Aurangabad online Bank Details	State Bank of India Branch: Industrial Area Branch Branch Code: 03449 IFSC Code: SBIN003449 MICR: 431002006

Notice Inviting Tender

E-Tender No: CIPET: CSTS/AWB/VEHICLE/20-21/05 Dated: 22nd June, 2020

The prescribed Tender Form containing the details may be obtained from website www.tenderwizard.com/CIPET, www.cipet.gov.in and www.eprocurement.gov.in/cppp up to 13.07.2020 up to 11.30 Hrs. The Tender Fee and EMD will be accepted in Online Transfer RTGS/NEFT State Bank of India "CIPET AURANGABAD Current A/c No- 11162576624 IFSC Code SBIN0003449

The online bidding documents (Technical bid, EMD and Financial bid) duly filled in as per the instructions of the e-tender document submission online latest by 15.00hrs on 13.07.2020 and **offline tender document shall not accepted it may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) for Hiring of Monthly, Cars and Bus VEHICLE and Daily VEHICLE (when where required for Local and outstation) Technical Bid shall be opened on 13.07.2020 at 16:00hrs in the presence of Tender Committee Members & Tender-bidders in Conference Hall. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

The tender documents giving full details terms and conditions can be downloaded from Web Site www.tenderwizard.com/CIPET, www.cipet.gov.in and www.eprocurement.gov.in/cppp. The offers will be submitted in online which will contain as follows:

Content of Bidding Documents

List of Documents to be uploaded online

01. Upload Paid E.M.D. & Tender fess scan copy (Directly Online Transfer on CIPET A/c No- 11162576624 IFSC Code SBIN0003449
02. Profile of the registered and authorized Tour and Travels Agency on letter head.
03. Name of the owners/partners/director of the firm/company /corporation and their addresses.
04. Valid license copy of registration of the firm /company.
05. Valid copy GST, PAN, PF and ESIC registration.
06. Work order copy of similar work in last 3 years as copy.
07. Name and addresses of bankers with whom the account is maintained.
08. Last three years balance sheet with Income Tax Returns (2016-17, 2017-18, 2018-19 and 2019-2020).
09. Last three years Average Annual Turnover of Rs. 25 Lakhs (2016-17, 2017-18, 2018-19 and 2019-2020) thought Chartered Accountant.
10. Number of disputes arises with clients, reasons of disputes and present position of disputes of detail. (on company letter head)

Financial Bid Details - As per online Schedule

Price bid of the tenderers, whose Tender cost, EMD and Technical bid found in order shall be opened. Director& Head, CIPET: CSTS, Aurangabad reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

Director& Head
CIPET: CSTS, Aurangabad

ELIGIBILITY AND SELECTION CRITERIA

1. A Registered and Authorized Tour and Travels, Transport Agency, Firm or Company having:
 - a. Experience of at least Three Years in providing the VEHICLE Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
 - b. Minimum Average Annual Turnover of Rupees Twenty Five Lakhs and more only for VEHICLE services during the last three financial years and carried out at least one Monthly VEHICLE (CAR/BUS) services contracts of 1 or more VEHICLE in one contract.
2. The Tenderer should be registered under The Bombay Shops and Establishments Act, 1948 should have PAN, GST, PF & ESI registration.
3. The Tenderer shall have well established office in Aurangabad since last 3 years and having client in Aurangabad (Enclosed the Proof of establishment and client list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
5. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
6. The Tenderer must submit duly filled Tender form specified in Annexure 1 to 5 (as Technical Bid) of this document.
7. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turnover and carried out 1 or more VEHICLE Monthly VEHICLE services in one contract.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
10. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
11. CIPET: CSTS, Aurangabad does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

Special Terms & Conditions for VEHICLE

1. The tenderer should be well established and experienced car vendor/form having fleet of In Etios/ swift dzire diesel and petrol make 3 year old not before 01.01.2017 makes, registered as taxi, in their name or having agreement with owners in no judicial stamp paper that they have deployed the cars with the vendor under their disposal and will be able to provide to CIPET on hiring basis. Copy of the registration certificate /agreement should be enclosed with the quotation. Only those tenders who have previous experience of providing at least 1 VEHICLES to Govt. Department/Undertaking/any other reputed public institutions in last three years need to apply.
2. a) The Rate quoted should be on monthly basis for running of the VEHICLES for
Option- 1 1500 km in a month. 240 hrs.
Option -2 2000 km in a month. 300 hrs.

The kilometres will be counted from the point of reporting to the point of release.
b) Besides, rate for additional usage, if any, per kilometre may also be indicated.
c) The rate should be inclusive of all charges like diesel, oil, lubricants, repairs & maintenance of VEHICLE, insurance, expenses on the salary & wages etc. of driver.
3. The VEHICLE shall be hired on 6 days (Monday – Saturday 8Am to 8Pm) a week basis. However, if any user occasionally requires the VEHICLE on Sundays for official purposes the vendor will have to make arrangement for making the VEHICLE available to him. The contract will ordinarily be valid for Eleven months from the date of agreement with the vendor.
4. a) Payment of minimum charges agreed upon shall be made every month.
b) Payment shall also be made on monthly basis on the actual usage of VEHICLES, if any, over and above the minimum charges agreed upon.
5. The VEHICLE should always have good appearances and it should be in perfect running condition. It should also be provided with new & clean seat covers/ towels as well as necessary name plates both in front and back sides as instructed. It should have appropriate PUC Certificates.
6. The driver should have valid driving license and the VEHICLE should be registered with the concerned authorities of Central/State Government. The drivers of the VEHICLE provided must follow traffic rules and other regulations prescribed by the Government from time to time.
7. The driver once deployed, should not be changed over a period, of contract unless the exigency arises, without prior notice to the office.
8. In case of any accident, all claims arising out of it shall be met by the Vendor. He will also indemnify the CIPET for loss/damage of property or life because of negligence of driver or poor maintenance of VEHICLE.
9. The Drivers must observe all the etiquette and protocol while performing the duty. They must be neatly dressed, should wear clean white uniform and must carry a mobile phone in working condition. For these, no separate payment shall be made by the Department.
10. The vendor and driver shall be bound to carry out the instructions of the Department as well as of the Officers assigned to the VEHICLE.
11. A daily record indicating time and mileage for each VEHICLE shall be maintained in a logbook in the prescribed form and entries therein must be certified by the officer using the VEHICLE.
12. Dedicated VEHICLES & drivers must be provided and changes will be allowed only in exceptional

circumstances. The VEHICLES must be available at any time of any day as desired by the officer concerned.

13. In case of non-reporting due to breakdown of VEHICLES or for any other reason, the vendor will have to make immediate alternative arrangement under intimation to the users of the VEHICLE. In the event of failure to provide such replacement as stated above, CIPET will deduct Rs. 2000/- per day per VEHICLE from the bill of the vendor or the actual cost for making the alternative arrangement whichever is more. Strict care should be taken so that normal services are not disturbed / disrupted due to non-reporting of the VEHICLES.
14. The VEHICLES should be deputed and deployed exclusively for CIPET and shall not be used by the vendor for any other purpose.
15. The bills for hiring of cars, along with the log books complete in all respects for every month, must be submitted to this office by the 07th of the subsequent month positively, after getting the bills verified by the respective officers, using the VEHICLE. If the bills are not filed within the due date as mentioned above, 5% of the bill amount for that month may be deducted unless satisfactory explanation is provided.
16. The contract between CIPET and the vendor can be cancelled with a notice period of 30 days by the CIPET.
17. A penalty of Rs. 1000/- per day per VEHICLE may be levied if any VEHICLE fails to meet the terms & conditions prescribed herein or any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice and security deposit referred are liable to be forfeited.
18. The offer of the tenderer(s) who don't fulfil the requisite qualification and who do not furnish full documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of tender.
19. In the event of extending the contract period by other Eleven months, CIPET with the mutual consent of the Vendor would renew the agreement for further period of Eleven months with increase on the existing rate per month. However, in such event the rate for every extra kilometre and rate for every extra hour remain intact as contracted in the first Eleven months of agreement.
20. The terms & conditions, and the procedures laid down should be strictly adhered to CIPET reserves the right to reject any tender without assigning any reason whatsoever.

Signature of the Contractor
With date and seal

Terms and Conditions

1. Period of Contract: The contract period will be initially for a period of One Year extendable on satisfactory performance and mutual consent on same terms and conditions on One Year basis by and other two times.
2. Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) shall not be considered.
3. Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organisation will be considered for relaxation of EMD. NSIC Certificate will be considered for relaxation of EMD.
4. Agencies must have its own local Office in "Aurangabad" & in this office there must be minimum 1-2 staff who can handle the problem related to Housekeeping Services.
5. The tenderer whose tenders have been selected have to deposit the Security deposit/ Bank Guarantee (valid for period of Contract) of Rs. 25,000/- (Rs. Twenty Five Thousand only) in the next working day after the acceptance of the tender.
6. The rates and prices toward the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
7. Earnest Money Deposit amount of Rs. 20000/- (Rs. Twenty thousand only) shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned.
8. CIPET: CSTS, Aurangabad reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
9. The tenderer shall have to execute an agreement with CIPET: CSTS, Aurangabad on a Non Judicial stamp paper of Rs.100/- after issue of work order.
10. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
11. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
12. CIPET: CSTS, Aurangabad is not responsible for any disability or casualty incurred by the driver doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
13. The driver provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
14. TDS and GST on TDS as applicable shall be deducted from the monthly bill of the agency.
15. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
16. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
17. In case of non-compliance with the contract, the CIPET reserve its right to :-
Cancel/revoke the order; and

Impose penalty up to 5% of the total value of the contract.

18. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the driver by the travels agency. The decision of the Principal Director & Head with respect to calculate the losses will be final and binding.
19. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons
20. The tenders whose tenders have been successfully qualified in the technical bid inspection team of CIPET: CSTS, Aurangabad verify the site/offices of the tenders.

21. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

Only those bid which qualified for the Technical part will be considered for examination in the financial part. After opening of successfully qualified in the technical bid inspection team of CIPET: CSTS, Aurangabad verify the sites/Office of the tenderers. The evaluation and comparison of responsive bids shall be on the rate for the services offered.

If there is a tie in service charges, the bid scrutiny committee decides the awarding the contract depending upon their

Last three years Annual Turnover.

Years of Experience in related service in Govt. organization

The decision of Director & Head shall be final in this regard.

22. CONVASSING AND OTHER OUTSIDE INFFUENCE

No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will regard to this dispute.

23. SUMMARY REJECTION OF BIDS

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

Any bid, received late without conclusive proof that it was dropped in the box before the specified closing time.

Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security.

Quotation from the bidder, without letter of authority from the principal.

Any bid received unsealed.

Any conditional bid.

Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.

Any bid received not signed by duly authorized signatory at all appropriate places.

24. All legal matter will be under Aurangabad Judiciary only.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor
With date and seal

EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

1. The earnest money deposited by the tendered will be forfeited if
 - a. After opening the tender, the tendered revokes his tender within the validity period or increases / alters his earlier quoted rates.
 - b. The tendered does not commence the work within the period as provided in the letter of intent / contract.
2. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
3. EMD of the successful tenderer shall be returned after the deposit of Security deposit.
4. The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 25,000/- (Rs. Twenty Five Thousand only) in the next working day after the acceptance of the tender. Earnest Money Deposit amount of Rs. 20,000/- (Rs. Twenty Thousand only) shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned within 15 days. The DD/Banker's Cheque shall be drawn in favour of CIPET Aurangabad payable at Aurangabad only.
5. Security Deposit will be taken from the successful tenderer before the commencement of work.
6. Security Deposit will not carry any interest.
7. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
8. The Principal Director & Head, CIPET, Aurangabad reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT AURANGABAD**TENDER APPLICATION FROM FOR HIRING VEHICLE CONTRACT**
To be submitted in Envelope -1 (Technical-Bid)**TO BE FILLED UP BY THE CONTRACTOR**

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

S. No.	Details of Information/Data	Details
1	Name of the Firm	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No. b. Fax No. c. Mobile No. d. E-mail ID.	
5	Proof of Incorporation/ Inception of the Firm and age of Firm	
6	EPF Registration no. & Date	
7	ESI Registration no. & Date	
8	GST Regn. No. & Date	
9	PAN Details	
10	Tender Fees Rs. 590/- Details (Please submit details of online transfer) UTR No. Date Name of the Bank Amount (in Words)	

11	EMD Details Rs. 20,000/- (Please submit details of online transfer) UTR No. Date Name of the Bank Amount (in Words)	
13	Average Annual Turnover of Rs. 25 Lakhs. (Rupees Fifty Lakhs) and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) 2016-17, 2017-18, 2018-19	
14	Experience of similar services offered by your firm for 1 or more VEHICLE in one contract.(Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required)	
15	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
16	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
17	Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.	

DECLARATION BY THE CONTRACTOR

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfil any of the terms and conditions of the contract, then CIPET: CSTS, Aurangabad has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

(Signature of Bidder)
Name & Designation Seal of the firm

Place: _____

Date: _____

Annexure 2

Work done in last 3 years (all details should be supported by the documents)

(Use separate sheet, if required)

Name of organisation	Nature of Work	Work Order No. And Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No
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Note: Work done Certificate on clients letter hand as proof for Tonover and carried similar services offered by your firm for 2 or more VEHICLE in one contract

Authorized Signature

(Person of Agency)

Annexure 4

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING
(TO BE PRESENTED TO THE BID OPENING COMMITTEE)**

To,

The Director & Head
CIPET
Aurangabad

Shri.....whose specimen signature is given below is hereby
authorized to attend the bid opening on..... at.....

1. Specimen Signature

Signature of Bidder

of the person authorized
To attend the Bid

Name:.....

Name of Firm:.....

.....

2. Name.....

Date:.....

Annexure 5

CERTIFICATE

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET, Aurangabad. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

(‘Near Relative’ means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal & signature of Bidder

Date:.....

Name:.....

Address:.....

.....

.....

Annexure 6

FINANCIAL BID

(Shall be submitted by the bidder on official letter head)
Please fill rates in appropriate columns in Indian Rupees)

Hiring of Monthly, Cars and Bus VEHICLE (Monday to Saturday 8Am to 8Pm)

Sl. No.	Type of VEHICLE	Monthly VEHICLE				
		1500 Km (240hrs)	2000 Km (300hrs)	Extra Km	Extra Hours	Extra Hours Driver Charges
1	Etios A/c					
2	Swift A/c					
3	Bus 35 Setter					

Daily VEHICLE (when where required for Local and outstation)

Sl. No.	Type of VEHICLE	Daily VEHICLE					
		Local (40Km/04hrs)	Local (80Km/08hrs)	Outstation (300Km/24hrs)	Extra Km	Extra Hours	outstation Driver Charges
1	Etios A/c						
2	Swift A/c						
3	Tavera A/c						
4	Altis A/c						
5	Innova crystal A/c						
6	Bus 35 Setter						

Signature of the Bidder _____

Date:

Name of the Bidder _____

Place:

Business Address _____

Seal

NOTES:

1. The quoted rates/amount is for complete items in all respect. It will be deemed to include all incidental charges, supervision, uniforms, transport, contractor's profit and establishment/overheads, all risks & insurance liabilities, compliance of r laws and other obligations set out or implied in the contract.
2. The Tenderers quoted rates/amount are inclusive of all taxes, statutory contributions etc. except GST which will be paid by CIPET: CSTS, Aurangabad on actual against documentary proof on tax invoices raised by the tenderer.
3. Income Tax and other statutory deductions as applicable will be deducted from every bill.