



सिपेट :सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सीएसटीएस)  
(रसायन एवं पेट्रोरसायन विभाग रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

जी-सेक्टर, गोविन्दपुरा औद्योगिक क्षेत्र, जे. के. रोड, भोपाल- 462023

☎:0755-4028613 ; 4028616.

ई-मेल : cipet.bhopal@gmail.com, वेबसाइट: [www.cipet.gov.in](http://www.cipet.gov.in)

## सिपेट:सी.एस.टी.एस/CIPET:CSTS

### NOTICE INVITING TENDER FOR HIRING OF VEHICLE

**Tender No. CIPET/BPL/ADMN/VEHICLE/2021-2022/01**

**Dated: 25 .06.2021**

CIPET: सेंटर फॉर स्किलिंग एंड टेक्निकल सपोर्ट (CSTS), भोपाल, भारत सरकार के रसायन और उर्वरक मंत्रालय के तहत स्थापित एक स्वायत्त संस्थान है। संस्थान नीचे दिए गए विवरण के अनुसार वास्तविक परिवहन सेवा और वाणिज्यिक रोड परमिट से 12 घंटे प्रति दिन सेवा के आधार पर ड्राइवर के साथ कर्मीशियल रोड परमिट (टैक्सी कोटा) के साथ ब्रांड न्यू कार किराए पर लेना चाहता है:

CIPET: Centre For Skilling And Technical Support (CSTS), Bhopal, is an autonomous Institute established under Ministry of Chemicals & Fertilizer, Government of India. Institute would like to Hire Brand New CAR with **Commercial Road Permit(Taxi Quota)** along with driver on 12 hours per day service basis from bonafide transport service & commercial Road Permit as per details given below:

दैनिक समाचार पत्र में प्रकाशन हेतु निविदा	: 26.06.2021
निविदा दस्तावेजों की बिक्री	: 26.06.2021 से 16.07.2021
निविदा जमा करने हेतु निविदा दिनांक एवं समय	: 16.07.2021 को दोपहरे 01:00 बजे तक
निविदा खुलने की तिथि एवं समय	: 16.07.2021 को दोपहरे 02:00 बजे
निविदा शुल्क	: Rs.1,180/-
ईएमडी	: Rs.15,000/-

<b>Tender for publication in Daily Newspaper</b>	: 26.06.2021
<b>Sale of Tender documents</b>	: 26.06.2021 to 16.07.2021
<b>Tender for depositing Tender Date &amp; Time</b>	: 16.07.2021 upto 1:00 PM
<b>Tender opening Date &amp; Time</b>	: 16.07.2021 at 02.00 P.M.
<b>Tender Fees</b>	: Rs.1,180/-
<b>EMD</b>	: Rs.15,000/-

<b>Sl. No.</b>	<b>Description of Vehicles</b>	<b>No. of vehicles</b>
<b>1.</b>	Swift Desire AC/Toyota Etios/ Honda Amaze For Regular usage, 12 hours per day service) (2018 Onwards Model )	<b>01* on regular monthly basis</b>
<b>2.</b>	Honda Amaze AC/ Renault Duster AC/ Swift Desire AC/ Innova Cresta AC/ Innova AC/ Hyundai Verna/ Maruti Ciaz/ Bus(35 Seater)/ Bus(50 Seater)	(On call basis as and when required)

\*Note: Quantity mentioned above is only indicative but not exhaustive. CIPET: CSTS, Bhopal reserves the right to change the nos. of above vehicle as per requirement from time to time at fixed and firmed 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 on production of slip like Toll Tax etc..

#### **B - PERIOD OF CONTRACT:**

1. The hiring contract shall be for an initial period of 01(one) year and 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 05 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 day’s notice if the service is not found satisfactory or any complaint received from users.

**C - ABOUT THE VEHICLE ON MONTHLY BASIS  
: (Honda Amaze/Toyota Etios/Swift Desire AC)**

1. The Vehicle should be of 2018 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 200/- 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 M.P. All the vehicle should have **"COMMERCIAL ROAD PERMIT. In registration book the vehicle should be registered as TAXI quota.**
5. The owner must be in a position to provide the vehicle within 05 days from the date of issue of Work Contract. The transport agency must have provided similar service to Govt. organizations of equal stature. The agency must own at least 06 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 FOR HIRING VEHICLE:**

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. The tender document may be downloaded from CIPET website: [www.cipet.gov.in](http://www.cipet.gov.in). The Tender Fee & EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring "CIPET" payable at Bhopal and shall be submitted at CIPET:CSTS, Bhopal along with the duly filled tender documents.
4. Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization are exempted from deposit of tender fee & EMD.
5. The agency or its sister concern/relatives providing any services to CIPET- **CSTS, Bhopal** are not eligible to participate in this tender.
6. The tenderers whose tender has successfully qualified in the technical bid may be physically verified by the inspection team of CIPET- **CSTS, Bhopal** to verify the site/services at the client end of the tenders. The received bids will be evaluated by the committee of CIPET- **CSTS, Bhopal** on the basis of requisite documents. Thereafter a team of CIPET- **CSTS, Bhopal** may visit for physical inspection of the sites & give grading and if found suitable and meeting the requirements of CIPET- **CSTS, Bhopal** as indicated in these terms & conditions. If two or more parties stands L-1/quote same rate in financial bid opening in this case, as per grading of inspection team and client feedback, the decision of Tender Committee & Principal Director & Head CIPET: **CSTS, Bhopal** shall be the final. The CIPET reserves its right to terminate the contract at any time giving one month's without assigning any reason. The contractor also terminates the contract with one month notice to CIPET.

7. The Contractor are required to submit their offer in two parts (**Technical Bid as per Ann. I & Commercial Bid/Price Bid as per Ann. II**)separately in sealed cover, The first parts shall consist of EMD OF Rs. 15,000/- (Rs. Fifteen Thousand Only)+ Tender fee of Rs. 1,180/- (Rs. One Thousand One Hundred and Eighty Only) in the form of Demand draft in the name of CIPET payable at Bhopal. The envelop should be superscribing“ Earnest **Money Deposit** . The tenderers should note that they are not required to disclose their quoted price in the first part (**Technical Bid as per Ann. I**).The second part shall consist of tender document issued to them and second part offer rates (**Commercial Bid as per Ann.II**) in the appendix .
8. **Security Deposit:**The tenders whose tenders have been selected have to deposit the Security Deposit of Rs.30,000/- (Rs. Thirty thousand only) in the form of Demand draft/ Fixed Deposit drawn from any Nationalized Bank in favour of **CIPET, Bhopal**, 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.
9. **Payment Terms:** Payment shall be made on submission of the monthly bill on 15<sup>th</sup> day of the subsequent month along with copy of the duly attested Log-Book.
10. 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 Proforma at ‘Annex-II’ in a sealed cover superscribed as **“Tender for Supply of HIRED VEHICLE-CAR”** against **Tender Enquiry Tender**  
**No.CIPET/BPL/ADMN/VEHICLE/2021-2022/01 Dated: 25 .06.2021**
11. Agency must have its own Local Office in “Bhopal (M.P)” & the agency must have 02 work order of Bhopal (M.P.) for inspection of the site.
12. The Institute reserves the right to accept or reject or ignore, or cancel the tender without assigning any reason, thereof.
13. Tenderers must mention their Permanent Account No. (PAN). (Enclose proof)
14. Travel agent must be registered in Govt. of M.P. R.T.O Dept. & Govt. of M.P.
15. More than one agency can be empanelled for rental/hiring of vehicles.
16. Minimum experience should be at least 05 year at the same field. (Enclose proof)

17. Agency must have minimum annual turnover Rs.20 Lakhs on last three years(F.Y:-2018-2019,2019-2020 & 2020-2021).
18. The Agency must have GST registration.
19. The Agency should have minimum 10 vehicles in the name of Travel Agency/owner.
20. All the directives of COVID-19 to be followed for maintaining sanitization in totality .The health records /details of DRIVER to be maintained by the Travel agency.
21. The unutilized monthly Kms of monthly vehicle shall be carry forward to next month and shall be added to the minimum kms for next the month.
22. The monthly vehicle shall be utilized anywhere within the Madhya Pradesh state.

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

**Part - I: Technical Bid for Vehicle hiring**

**Part - II: Price Bid.**

**HH - 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(A).**
- 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 inseparate 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 envelops 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 Bhopal Jurisdiction only.

## **3. Submission of Bids:**

Bids shall be submitted to  
:Principal Director & Head  
CIPET: Centre For Skilling And Technical Support  
(CSTS), Bhopal,  
G- Sector, J K Road, Govindpura Industrial Area  
Bhopal- 462023 (M.P.)

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.

Yours faithfully,

Principal Director & Head  
**CIPET:CSTS, Bhopal**

**Annexure – I TECHNICAL BID FOR HIRING VEHICLE**

(To be submitted in a separate sealed envelope)

Please submit attested copies of the following documents:

1.	Name of Tendering Company with Registration No.( Govt. of M.P. RTO Dept. & Govt. of M.P.& 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.	Travel agent must have Registered minimum 10 vehicles in his company name or his own name. (Enclosed proof)	
5.	All the vehicle should have <b><u>“COMMERCIAL ROAD PERMIT. In registration book the vehicle should be registered as TAXI quota.</u></b>	
6.	Minimum experience should be at least 05 year at the same field. (Enclosed proof)	
7.	Details of vehicles owned & registered by the agency (Please submit attested copies of 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 4)Copy of R.C	
8.	Type of Firm : Proprietary/Partnership/Pvt. Ltd./Ltd. Etc.	
9.	Year of incorporation of firms	
10.	Furnish following particulars of the Registered Office  a. Complete Postal Address b. Telephone No./ Mobile No. of Responsible person c. E-Mail Address	
11.	PAN No. (Attach Attested Copy) Is compulsory	
12.	Agency must have minimum Annual Turnover Rs.20 Lakhs on last three years: (F.Y:-2018-2019,2019-2020 & 2020-2021) (Kindly attach the certificate attested by the Chartered Accountant of India)	
13.	GST NO.	



	Give details of the major clients				
	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.				
	<i>SL. NO</i>	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)				
14.	Please specify whether your agency have been black listed or banned by any Govt. Department/Organization				
15.	Additional information, if any (Attach separate sheet, if required)				

Signature

Seal with Name

Date

**PROFORMA****I. PRICE- BID FOR SUPPLY OF HIRED VEHICLE- CAR****1.For monthly basis**

Sr.No.	Description	Fixed Charges (2000Km/ 360Hrs Per Month)  Amount	Fixed Charges (2500 Km/ 360Hrs. Per Month) Amount	Extra KM Running Charges (per KM)  Amount	Extra Hours Charges after 360Hrs. in a month	Night Halt charges after 00 Hrs
1	Swift Desire/ /Toyota Etios/Honda Amaze(For 12 hours per day service) (2018 Onwards Model)					

Taxes : GST as per Govt. Rule will be paid extra

**II. Rate for Rental Vehicle (As & when required)**

Sr. No.	Type of Vehicle (AC)	Airport/ Railway station pick up & drop 4 Hrs. 40 Kms.	CIPET to CIPET:APP SEC, Tamot and back (4 Hrs & 120 Kms)	4 hrs. 50 km.	8 hrs. 80 km.	Outstation charges for minimum running 250 km./day	Extra Per km. Local running charges	Per km. outstation charges	Night halt charges
1	Innova Crista AC								
2	Toyota Etios/Renault Duster(AC)								
3	Maruti Ciaz/Hyundai Verna(AC)								
4	Innova AC								
5	Swift Desire/Honda Amaze ( AC )								
6	Bus(35 Seater)								
7	Bus(50 Seater)								

Note: All taxes(Tool Tax, parking, other state Border Tax & GST(Service tax) will be paid extra as per actual .

- 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 the submitted SD(Security Deposit) will be forfeited.

Signature & Seal with Name

Date