

**TENDER FOR HIRING OF FOUR-WHEELER VEHICLES FOR**  
**IPE VISAKHAPATNAM**

Tender Notification No.IIPE/46/ Transport/2022-2023 dated 17/06/2022



**Indian Institute of Petroleum & Energy,**  
Temporary Campus: 2<sup>nd</sup> Floor, AU Engineering College,  
Andhra University, Visakhapatnam,  
Andhra Pradesh – 530 003.  
Phone No: 0891-2585152, 2856015  
E-mail: [registrar@iipe.ac.in](mailto:registrar@iipe.ac.in) & [procurement@iipe.ac.in](mailto:procurement@iipe.ac.in),

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**TENDER NOTICE**  
**FOR HIRING OF FOUR WHEELER VEHICLES**

(Tender Notification No.IIPE/46/ Transport/2022-2023, dated 17/06/2022)

1. The Indian Institute of Petroleum and Energy (IPE) Visakhapatnam is an autonomous institute under the Ministry of Petroleum & Natural Gas, Govt. of India, invites sealed tenders through this tender enquiry for hiring of four wheeler vehicles on a monthly basis for daily transport of the Institute's Director, Registrar, employees and dignitaries/guests etc. within the city of Visakhapatnam urban agglomeration and outstations.

<b>Important Dates</b>	
i) Availability of Tender Document on the website	17 <sup>th</sup> June 2022
ii) Last Date for Tender Submission	8 <sup>th</sup> July 2022 at 5 PM
iii) The date and time for opening of Technical Bid	11 <sup>th</sup> July 2022 at 11 AM
iv) The date and the time of opening of the Financial Bids will be intimated in due course to the tenderers who are declared technically qualified.	

2. The offers should be submitted in TWO-BID SYSTEM (A-Technical Bid and B-Financial bid) by the reputed and experienced firms/agencies/companies having valid licenses and permits and qualified experience in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, Educational Institution, or any other private organization of repute.
3. **Earnest Money Deposit:** The tenderers are not required to deposit any money towards bid security. However, a Self-Declaration in the prescribed form attached herewith (Annexure-D) should be submitted along with the Technical Bid, in lieu of a bid security (EMD), failing which the bid will be liable for disqualification.
4. The Director, IPE Visakhapatnam reserves the right to award this contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IPE is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IPE Visakhapatnam in this regard shall be final and binding on all.

5. The bid should be submitted in sealed envelopes super-scribing the name of the tender. A total of three envelopes should be used for this purpose. One sealed envelope should contain only the Technical Bid together with its attachments, experience certificates, licenses, permits, self-declaration etc.,. This envelope should be superscribed clearly as "Technical Bid". The second sealed envelope should contain only the Price Bid. This envelope should be superscribed clearly as "Financial Bid". Now, both the aforesaid sealed envelopes should be put into a third big envelope. This third envelope should be sealed, superscribed as "Tender for hiring of Four Wheeler vehicles at IPE" and may be either dropped personally in the Tender Box kept at Room No.302, 2<sup>nd</sup> Floor, AU College of Engineering of the Institute or sent by registered post so as to reach the Registrar, IPE **on or before 5:00 P.M. on 8<sup>th</sup> July, 2022**, at the following address:

The Tender Box  
O/o the Registrar  
Indian Institute of Petroleum and Energy  
2<sup>nd</sup> Floor, Main Building, AU College of Engineering (A)  
Visakhapatnam - 530003

6. Technical Bid will be opened at **11:00 A.M. on 11<sup>th</sup> July, 2022** in the presence of tenderers or their authorized representatives, who are present. Late and delayed tenders will not be opened and accepted at all.
7. The tender should be clearly filled or typed and signed in ink legibly giving the full address of the tenderer. The tenderer should quote in figures as well as in words the amount/price offered by him. Alteration if any, unless legibly attested by the tenderer with full signature and stamp/seal shall invalidate the tender. The tender should be signed by the authorized persons. Unsigned tenders will be treated as technically disqualified and rejected. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
8. The Tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
9. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of contract, the IPE reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.
10. The detailed eligibility and other terms & conditions of the contract may be perused in the following pages.



**Sd/-  
Registrar**

**DETAILS OF ITEMS / SERVICES REQUIRED**

<b>SI. No.</b>	<b>Item Description</b>	<b>Long Description</b>	<b>QTY</b>	<b>UOM</b>
1	Hiring of Innova or Equivalent AC Car for use by the Director	Hiring of Innova or equivalent AC car regular - Monthly Charging basis upto 2000 KMS. Per month, Daily 12 hours	01	Month
2		Rate per additional km. run over and above 2000 kilometers in a month	01	Each KM.
3		Rate per Additional hour beyond 12 hours a day	01	Each Hour
4		Hiring of Innova or equivalent AC car Adhoc basis - for use by the Director for outstation beyond Visakhapatnam rate per day for 100 Kms. and 12 hours	01	Day
5		Rate per Additional km. run over and above 100 kilometers in a day	01	Each KM.
6		Rate per additional hour beyond 12 hours a day	01	Each Hour
7	Hiring of Maruti Swift Dezire or Equivalent AC Car for use by the Registrar	Hiring of Maruti Swift Dezire or equivalent AC car regular - Monthly Charging basis upto 1500 KMS. Per month, Daily 12 hours	01	Month
8		Rate per additional km. run over and above 1500 kilometers in a month	01	Each KM.
9		Rate per additional hour beyond 12 hours a day	01	Each Hour
10		Hiring of Maruti Swift Dezire or equivalent AC car Adhoc basis — for use by the Registrar for outstation beyond Visakhapatnam rate per day for 100 Kms. and 12 hours	01	Day
11		Rate per additional km. run over and above 100 kilometers in a day	01	Each KM.
12		Rate per additional hour beyond 12 hours a day	01	Each Hour

13	Hiring of Innova or equivalent AC Car for use by Senior Officials / Dignitaries	Hiring of Innova Car AC Car - Adhoc — Rate per day for 100 Kms. & 12 hours.	01	Day
14		Rate per additional Km. run over and above 100 kms. in a day	01	Each Km.
15		Rate per additional hour beyond 12 hours in a single day	01	Each hour
16		Airport Pick up	01	Per trip
17		Airport Dropping	01	Per trip
18	Hiring of Maruti Swift Dezire or Equivalent AC Car for use by Visiting Professors / Guests for IIFE	Hiring of Maruti Swift Dezire or Equivalent AC Car - Adhoc —Rate per day for 100 Kms. & 12 hours.	01	Day
19		Rate per additional Km. run over and above 100 kms. in a clay	01	Each Km.
20		Rate per additional hour beyond 12 hours in a single day	01	Each hour
21		Airport Pick up	01	Per trip
22		Airport Dropping	01	Per trip
23	Hiring of Indica or equivalent AC car for IIFE (for use by administrative purposes and other requirements)	Hiring of Tata Indica or Equivalent AC Car - Adhoc — Rate per day for 80 Kms. & 10 hours.	01	Day
24		Rate per additional Km. run over and above 80 kms. in a day	01	Each Km.
25		Rate per additional hour beyond 10 hours in a single day	01	Each hour

**EVALUATION CRITERIA –OVERAL LOWEST:**

The vendor has to quote the price for all the above-mentioned items. The average of the prices of above, will be considered for deciding the L1 bid. The L1 vendor to match the lowest prices quoted for the items by the other vendors or as decided by the IIFE empowered committee constituted therefor.

## **ELIGIBILITY AND GENERAL TERMS AND CONDITIONS**

- 1) The contracting agency should be based at Visakhapatnam or having its office in Visakhapatnam. It is mandatory for the bidders to attach the address proof document.
- 2) The contracting agency should have the minimum experience of 3 years as on the date of this Notice in the field of providing passenger vehicles on hire basis to any Educational Institutions, Public Sector Undertaking (PSU), Govt. Organization, or any other private organization of repute. Experience from Call Centre organizations will not be considered. The tenders of the contracting agency with inadequate/irrelevant experience as mentioned above are liable to rejection. **It is mandatory for the bidders to attach a documentary proof of requisite experience, with the technical bid.**
- 3) The contracting agency should have the passenger vehicles, which are being offered for hire, registered as tourist/commercial vehicles on its own name having valid commercial permits. **Copies of the tourist vehicle registration certificates and valid Insurance policies should also be attached with the Technical Bid.** If the vehicles are not presently in the tenderer's name, an affidavit duly attested by a Notary that in the event of his being the successful bidder, he will get these vehicles transferred to his name before supplying them to IIFE Visakhapatnam, should be submitted.
- 4) The contracting agency should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing "Technical Bid" and "Financial Bid" as the case may be. For more details, please refer to para 5 on Page 4.
- 5) The Technical Bid should be accompanied with a Self-Declaration in the prescribed form in lieu of a bid security (EMD). It should also contain all other documents such as experience certificates, licenses, registration certificates, permits etc. Tenders received without these documents will be summarily rejected.
- 6) The Tenderer will be black-listed and debarred from participating in any future tendering processes at IIFE Visakhapatnam for a period of two years if the tenderer withdraws or alters his tender or backs out after opening of the bids or during the validity of the tender/bid.
- 7) The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable to rejection. However, after 12 months of the contract, whenever the fuel prices increase or decrease by more than 20% of the prices prevailing at the time of commencement of the contract, then the hire charges may be considered for increase or decrease, as the case may be, involving not more than 10% of the original price.
- 8) The tender should be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency.

- 9) The successful bidder should provide only the specified type of vehicles which are in good running condition and not older than **2020 model**.
- 10) A team of IIPe Visakhapatnam officials may visit or ascertain from the clients' offices of the eligible bidders for information regarding the quality of services claimed to have been provided by the bidder etc.
- 11) The tenders of the contracting agencies not in possession of valid statutory sanctions / registrations / permits/ insurances are liable to summary rejection.
- 12) The successful contractor shall supply the required number of specified vehicles together with required number of drivers and relievers daily including Sundays and Holidays. The hire charges quoted by the bidder should be inclusive all expenses of the vehicles and their drivers except GST. The Institute will not be responsible for any damages, losses, repairs, thefts, fuel refilling, relievers etc., in respect of the vehicles as well as their drivers and in respect of injury or damage to any person or other vehicle. **The monthly rate/hire charges to be quoted by the bidder should be exclusive of GST.**
- 13) The contractor should pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7th day of every month to the driver, and also comply with other necessary provisions of the Labour Act, at his own expense. Further, the contractor shall provide two sets of Uniforms, Identity Cards, and one pair of shoes to the drivers deployed to drive these vehicles within 15 days of award of work at his own expense.
- 14) The vehicles being hired will be used for a maximum of 12 hours each day mostly for local transport and/ or outside Visakhapatnam urban agglomeration. However, in exigencies of work, they may be used for outstation transport also. The daily trips of these vehicles should be carried out as per the schedule fixed by the Institute.
- 15) The contract shall be initially for a period of **one year** and may be extended on a year-to-year basis up to two more years on the same terms and conditions, subject to the satisfactory service of the contractor.
- 16) The contract can be prematurely terminated by either party by giving an advance notice of **one month** and after expiry of the notice period.
- 17) The services of the vehicles are generally required throughout the year i.e. 365 days including Sundays and Holidays. As of now, the Institute requires **two vehicles**. However, the Institute reserves the right to increase or decrease the number of vehicles according to its requirements any time during the currency of the contract. The contractor will have to provide the vehicles accordingly on the same terms and conditions of the contract.
- 18) Generally, the vehicles will be required to commence their daily service at the Institute sharp at **09: 00 A.M till 07:00 PM**. However, the schedule of trips is subject to change according to the requirements of the Institute.



- 19) The contracting agency shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period without requisite notice or non-satisfactory services, breach of any terms and conditions of the contract etc. the contractor shall be liable to legal action, in addition to forfeiture of the performance security deposit given by him.
- 20) The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IPE Visakhapatnam.
- 21) The contracting agency shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles to deploy at IPE Visakhapatnam and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract. Renewal of the same shall be ensured by the contractor well in time. The contractor himself is responsible to pay and clear the fines and challans, if any, imposed by the Govt., for violation of the rules at his expense.
- 22) There will be no dead mileage for vehicles deployed on a monthly basis. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IPE campus till the closure of the given schedule or till the vehicle leaves IPE campus. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc.
- 23) The contracting agency shall provide immediate replacement for the breakdown vehicle with the same type of vehicle at his own expense.
- 24) The Director, IPE reserves the right to impose a pecuniary penalty on the contractor for serious lapses in execution of the contract. The amount of penalty imposed will be recovered from the monthly bills payable to the contractor.
- 25) The drivers of the vehicles deployed at the IPE Visakhapatnam should possess a valid driving license in their name. The drivers must wear uniform while on duty, be able to speak the local language, be courteous to the users of the vehicles. The contractor shall be responsible for their integrity and conduct while on duty at the Institute. In the event of misbehavior on the part of any of the drivers deployed, IPE may impose a penalty as deemed fit on the contracting agency and demand replacement of the delinquent driver. The contractor shall comply with the demand immediately.
- 26) The contracting agency and the IPE Visakhapatnam shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Visakhapatnam only.
- 27) In case of delay in reporting of the vehicle, a penalty of Rs.200/- per every 1 hour delay will be imposed on the contractor. In case of also breakdown of any vehicle, a spare

vehicle of equivalent type shall be made available within two hours. Else a price reduction of Rs. 200/- per hour or part thereof per Vehicle shall be levied for the period of non-availability on the particular day, subject to maximum of Rs.2,000/- per vehicle per day. Additionally, all the additional costs incurred by IPE to meet the Vehicle requirement from alternate source shall be recovered. A price reduction of Rs.200/- per hour part thereof shall be levied, if the Vehicles do not report to duly as per the timing instruction given, subject to a maximum of Rs. 2,000/- per vehicle per day.

28) Vehicles supplied by the firm/agency will be periodically inspected by nominated officers of the Institute. In case of non-compliance of any of the conditions like driver not possessing a valid license, vehicle running without a valid insurance and pollution certificate etc., a penalty of Rs.500/- for each lapse on each occasion will be imposed and recovered from the dues of the contractor.

29) The driver of the vehicles deployed at the Institute shall maintain the logbook (timings and mileage for each vehicle) on daily basis and obtain signatures of the IPE Officials daily twice at beginning of the service and close of the service. IPE Visakhapatnam may demand this logbook at any time for inspection or at the time of bill payment.

30) The contracting agency shall ensure that vehicles and drivers of the vehicles provided at IPE Visakhapatnam are not changed without a valid reason. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency will intimate the details of the replacing vehicle or driver to the Institute in advance. In case the contracting agency replaces any vehicle with another of higher class than the contracted type, payment will be restricted to the rates under this contract only. However, vehicle of lower class than the contracted type shall not be accepted.

31) It shall be the responsibility of the service providing agency / firm /company to meet the expenses of transportation, food, medical and any other requirements of the drivers engaged by it for these vehicles and IPE Visakhapatnam shall have no liabilities in this regard.

32) For all intents and purposes, agency shall be the "Employer" within the meaning of different Labour Legislations in respect of drivers so employed and engaged at IPE Visakhapatnam site. The Drivers deployed by the agency at IPE Visakhapatnam shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IPE Visakhapatnam.

33) The contracting agency shall be solely responsible for any accidents, injuries to other vehicles or pedestrians or passengers caused by these vehicles while on service at this Institute. Similarly, the contracting agency only is responsible to redress the grievances /resolve disputes relating to drivers engaged by them at IPE Visakhapatnam site. IPE Visakhapatnam shall, in no way responsible for settlement of such issues.

- 34) The drivers deployed by the contracting agency shall not collect any money from the users of the vehicles in any form or on any pretext like fare, tip, chaipaani etc.
- 35) The Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to IPE Visakhapatnam to the Logistic Section of the Institute, along with duly signed duty slips, photocopy of the extract of the logbook, ESI & EPF, Salary slips of the drivers.
- 36) The Agency shall also be liable for payment of all taxes, levies, cess, etc. on account of services rendered by it to IPE Visakhapatnam, to the tax collection authorities concerned from time to time as per extant rules and regulations on the matter.
- 37) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IPE Visakhapatnam to the agency.
- 38) If required, IPE Visakhapatnam may allow these vehicles to be parked inside the campus without any charges for the same. However, no accommodation or overnight stay of the drivers will be allowed inside the campus.
- 39) The successful tender will have to make agreement with IPE Visakhapatnam broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IPE Visakhapatnam on a judicial stamp paper of Rs.100/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency.
- 40) The successful tenderer will have to deposit a security deposit for an amount equivalent to 3% of the total contract value in the form of **Performance Bank Guarantee** (PBG) from any nationalized Bank in favour of the Director, IPE Visakhapatnam. The PBG shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
- 41) **Force Majeure:** Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.

- 42) **Payment Terms:** By monthly running account bills within 15 days of receipt of the bill at IPE. The bills for all vehicles engaged shall be put up after the end of every month. Separate summary sheet for each vehicle shall be submitted by the Contractor, for correlation purpose. The bills should also have attached the duly signed trip sheets (Any correction in the trip sheet must be signed by the respective user). The bills for all vehicles engaged shall be put up separately by end of every month. Payment of final bill shall be made within 30 days from the date of receipt of bill by IPE.
- 43) **Validity of offer:** The rates quoted are valid for 3 months from the due date of the tender.
- 44) Ad-hoc Vehicles may be hired for full day or for half day. In case of booking for half day, the half day engagement of Ad-hoc Vehicles will be valid for up to maximum of half of kms & half of hours of usage as mentioned in the above schedule and the rate should be half of the price fixed for that service in the schedule.
- 45) The contractor shall note that if the Ad-hoc service is utilized for 15 days or more in a month, it will be treated as a regular Vehicle and payment shall be made on pro-rata basis. (For calculation purpose, average Km per month will be taken as 1500 Kms as the case may be and average working days per month will be taken as 30 days).
- 46) The actual No. of vehicles required may vary from time to time (upwards/downwards). There shall be no obligation on IPE to assure any minimum engagement of any type of Vehicle.
- 47) The contractor shall ensure that there is enough oil/fuel in the vehicle to cover for a day's operation and also good spare tyre in the Vehicle. Contractor to provide Mobile phone to Driver at his own cost.
- 48) The vehicle should always be maintained neat, clean and in road worthy condition. Any defects that arise should be immediately rectified.
- 49) The vehicle supplied shall be covered under "Comprehensive" insurance policy, also covering one driver and at least three co-passengers.
- 50) The safety of the passengers using the Vehicles shall at no time be in jeopardy due to mal- operation of the vehicle by rash or negligent driving of the operator/ driver.
- 51) The contractor or his nominated representative must be easily available on telephone so the complaints, special instructions car; be relayed to him for implementation.

- 52) All clearance certification required from time to time from state/ center authorities, for carrying out jobs as per contractor or incidental to that shall be arranged by the contractor at his cost and shall be furnished as and when required by IPE.
- 53) The road tax and any other taxes/ duties payable, shall be paid by the contractor as per the stipulated rates and should always be up to date with no dues.
- 54) The contractor shall produce vehicle fitness certificates and permit for all vehicles engaged by IPE. Valid Pollution under Control certificate shall always be available with the respective Vehicle and the same shall be displayed visibly on the vehicle. The same should be attached in the Technical Bid.
- 55) The vehicle should be covered by the provisions of the Andhra Pradesh Motor Vehicle Act and IPE shall not be liable to pay for any breach of the said provisions by the contractor, their employees or any of their agents, The contractor shall be held solely be held responsible for the same and will have to pay for all damages arising out of the same.
- 56) The opening odometer reading in KM, with time, at pick up point and closing km, with time, at the dropping off point, shall be clearly recorded in the trip sheet, on basis and duly signed by IPE personnel. No additional mileage will be given for refueling/ garage trips. This shall be the basis of compensation.
- 57) The rates specified are applicable on all days including Sundays and Holidays .No other separate/additional payments shall be made for Sunday or Holidays. Additional incidental charges like "Car Parking" at Airport, Railway Station, Municipal Parking lots, toll gate charges etc., will be reimbursed "Actual basis" along with the monthly bill, basis submission of original receipts only certified by IPE Personnel.
- 58) Intending bidders may attend the unpriced bid opening on the date and time indicated. please note that no further intimation will be made in this regard. Also note that IPE is not responsible for any expenditure for attending the bid opening and will not reimburse any cost to any bidder on this account, whatsoever.

**TECHNICAL BID****A. Details to documents should be mandatorily submitted:**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Fill in the details</b>
1	Name of Firm/Tenderer/ Company (in block letters)	
2	Address & Telephone No. and Email address of the Registered Office.	
3	Full Postal Address of the office situated in Visakhapatnam along with Telephone/Fax No./E-mail	
4.	Document Proof for Office address in Visakhapatnam (Copy to be attached)	
4	Certificate for non-blacklisting by the Partners of the firm or sole Proprietor or Company as per Annexure-E	
5	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original).	[Attach as enclosure & refer here]
6	Copies of valid licenses, permits, RCs & insurances for 2 vehicles, if available. If not, an affidavit that the tenderer will procure and provide the vehicles within 15 days from award of the contract, shall be submitted now.	[Attach as enclosure & refer here]
7	If the vehicles are not presently in the tenderer's name, an affidavit duly attested by a Notary that in the event of his being the successful bidder, he will get these vehicles transferred to his name before supplying them to IIFE Visakhapatnam, should be submitted.	[Attach the affidavit as enclosure & refer here]

Note: Agency to quote basic cost only.GST shall be applicable extra.

**B. Details of Experience:** Should be furnished in the following format **(work completion certificate from Client shall be attached as a proof of experience):**

Name of the Client and full address	Telephone and FAX number of the client	Tenure of contract	Value of contract

Date:

Signature of Tenderer, Seal & address

**Letter of Consent and bid submission**

(To be submitted on Bidder's letter Head)

Date: \_\_\_\_\_

To  
The Registrar  
IIPE Visakhapatnam

Sub: Hiring of Four Wheeler Vehicles for IIPE Visakhapatnam.

Ref: Tender Notification No.IIPE/46/ Transport/2022-2023, dated 17/06/2022

Sir,

I/We hereby offer to supply the specified vehicles in the desired number on a monthly hire basis, and hereby accept all the terms and conditions of your said Tender. Further, I/We agree to abide by the terms & conditions of the Tender Notice and hold our bid open and valid till 90 days from the date of opening of the same.

2. I/We have understood and fulfilled Eligibility Criteria, General Terms and Conditions and Scope of Work, Technical Specifications and Special Conditions of Contract and am/are fully aware of the nature of the services required and my/our offer is to provide services strictly in accordance with the requirements of your Institute.
3. As advised, a Self-Declaration is hereby enclosed in lieu of Earnest Money Deposit. I/We fully understand that I/We shall be blacklisted and debarred from future tendering process at the IIPE Visakhapatnam if:-
  - i. I/We do not execute the contract documents within 7 (seven) days after getting information from IIPE, or
  - ii. I/We do not commence the work within 15 (fifteen) days after award of the contract to us from IIPE,
4. This bidding document of mine/ours consists of \_\_\_\_\_ Nos. of pages in total.
5. Bidding documents and submission of Tender have been duly signed and attached herewith.
6. I/We know that acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address



**PROFORMA CERTIFICATE FOR 'NO RELATION' WITH IIPE EMPLOYEES**

(To be submitted on Bidder's letter Head)

This has reference to our proposed contract for 'Hiring of Four Wheeler vehicles to be entered into with Indian Institute of Petroleum and Energy.

- (i) I/We am/are not a relative/blood relation of any key managerial person of IIPE Visakhapatnam.
- (ii) We are not a firm in which any key personnel of IIPE Visakhapatnam or his/her relative is a partner;
- (iii) I/We am/are not a partner in a firm in which any key managerial person of IIPE Visakhapatnam or his/her relative is a partner.

**Signature of Contractor**

Place:

Date:

**SELF-DECLARATION IN LIEU OF EMD**  
**(To be submitted on Bidder's letter Head)**

Date: \_\_\_\_\_

To  
The Reigstrar,  
IIPE  
Visakhapatnam

Sub: Hiring of Four Wheeler vehicles for IIPE Visakhapatnam.

Sir(s),

I/We, the undersigned, hereby declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration in lieu of Bid Security Amount i.e.EMD.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, such as our

- a) withdrawing/modifying/amending, impairing or derogating from my/our Bid during the period of bid validity specified in the form of Bid; or after acceptance of our Bid by the Institute;
- b) failing or refusing to execute the contract, if required, or failing or refusing to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
In the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**VENDOR'S CONFIRMATION**

*The Terms & Conditions mentioned in the Enquiry, mentioned above, are acceptable to us and accordingly have submitted our Offer. We have **NOT** taken any Technical and/ or Common Deviations and in case of Order, we will supply the materials as per the details specified in RFP, specified above.*

Vendor's Name	
Vendor's Address (In case of order, PO shall be placed at this address)	
PAN Number	
GSTIN Number	
Name of the Authorised Signatory	
Designation of the Authorised Signatory	
E-Mail Address of the Authorised Signatory	
E-Mail Address of Alternate Contact Person	
Mobile Number of the Authorised Signatory	
Telephone Number of the Vendor	
Fax Number of the Vendor	

**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

***(to be provided on letter head of the firm)***

I hereby certify that the above firm namely \_\_\_\_\_ is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor any criminal case registered/ pending against the firm or its owner/ partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

**PART – II: PRICE BID**  
**(On the official letter head of the bidder)**

**Hiring of Four Wheeler vehicles for IPE Visakhapatnam.**

<b>SI. No. (1)</b>	<b>Item Description (2)</b>	<b>Long Description (3)</b>	<b>QT Y (4)</b>	<b>UOM (5)</b>	<b>Unit Rate (6)</b>
1	Hiring of Innova or Equivalent AC Car for use by the Director	Hiring of Innova or equivalent AC car regular - Monthly Charging basis upto 2000 KMS.Per month, Daily 12 hours	01	Month	
2		Rate per additional km. run over and above 2000 kilometers in a month	01	Each KM.	
3		Rate per Additional hour beyond 12 hours a day	01	Each Hour	
4		Hiring of Innova or equivalent AC car Adhoc basis - for use by the Director for outstation beyond Visakhapatnam rate per day for 100 Kms. and 12 hours	01	Day	
5		Rate per Additional km. run over and above 100 kilometers in a day	01	Each KM.	
6		Rate per additional hour beyond 12 hours a day	01	Each Hour	
7	Hiring of Maruti Swift Dezire or Equivalent AC Car for use by the Registrar	Hiring of Maruti Swift Dezire or equivalent AC car regular - Monthly Charging basis upto 1500 KMS. Per month, Daily 12 hours	01	Month	
8		Rate per additional km. run over and above 1500 kilometers in a month	01	Each KM.	
9		Rate per additional hour beyond 12 hours a day	01	Each Hour	

10		Hiring of Maruti Swift Dezire or equivalent AC car Adhoc basis — for use by the Registrar for outstation beyond Visakhapatnam rate per day for 100 Kms. and 12 hours	01	Day	
11		Rate per additional km. run over and above 100 kilometers in a day	01	Each KM.	
12		Rate per additional hour beyond 12 hours a day	01	Each Hour	
13	Hiring of Innova or equivalent AC Car for use by Senior Officials / Dignitaries	Hiring of Innova Car AC Car - Adhoc — Rate per day for 100 Kms. & 12 hours.	01	Day	
14		Rate per additional Km. run over and above 100 kms. in a day	01	Each Km.	
15		Rate per additional hour beyond 12 hours in a single day	01	Each hour	
16		Airport Pick up	01	Per trip	
17		Airport Dropping	01	Per trip	
18		Hiring of Maruti Swift Dezire or Equivalent AC Car for use by Visiting Professors / Guests for IIPE	Hiring of Maruti Swift Dezire or Equivalent AC Car - Adhoc —Rate per day for 100 Kms. & 12 hours.	01	Day
19	Rate per additional Km. run over and above 100 kms. in a clay		01	Each Km.	
20	Rate per additional hour beyond 12 hours in a single day		01	Each hour	
21	Airport Pick up		01	Per trip	
22	Airport Dropping		01	Per trip	

23	Hiring of Indica or equivalent AC car for IIPPE (for use by administrative purposes and other requirements)	Hiring of Tata Indica or Equivalent AC Car - Adhoc — Rate per day for 80 Kms. & 10 hours.	01	Day	
24		Rate per additional Km. run over and above 80 kms. in a day	01	Each Km.	
25		Rate per additional hour beyond 10 hours in a single day	01	Each hour	

**Note:** (i) Vehicle model should not be older than 2020.

(ii) Price is to be quoted for all items. Irresponsive bids will be summarily rejected.

Date:

Signature of the Tenderer with Seal & Address