

Tender Ref No. : IPE / Transport / 2021-22 / 38

DATE: 01.10.2021

NOTICE INVITING TENDERS
(Open Tender)

FOR
TRANSPORTATION FACILITY TO IPE STUDENTS,
VISAKHAPATNAM, ANDHRA PRADESH
(As per the Terms and Conditions)



Indian Institute of Petroleum & Energy,
Temporary Campus, 2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam,
Andhra Pradesh – 530 003.
Phone No: 0891-2585152, 2856015
Email : registrar@iipe.ac.in & procurement@iipe.ac.in,
Website : www.iipe.ac.in

Proprietary and Confidential:

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Time Schedule of various tender relate events
[For Transportation Facility to IIPE Students]

Last Date and Time for the receipt of Bids	11.10.2021 at 05.00 P.M.
Technical Bid Opening Date /Time	12.10.2021 at 03.00 P.M.
Financial Bid Opening Date / Time	Will be intimated later to only technically qualified Bidders
Contact Person	The Registrar (I/C), IIPE, Visakhapatnam.
Reference No.	IIPE / Transport / 2020-21 / 38, dt.01.10.2021

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to procurement@iipe.ac.in

Queries received via any mode other than through the e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letterhead of the company.

S.No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum / corrigendum related to tender, it shall be intimated through email only. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating / complying with the changes / amendments issued, if any.

If the last date of receiving / opening of the bids coincides with a holiday, then the next working day shall be the receiving / opening date.

The Technical Bid along with the relevant documents should be attached. Hard copies of the bid only shall be considered.



W. L. J. 11/10/21
REGISTRAR (I/C)
IIPE, VISAKHAPATNAM
W. L. J.

For any clarification and further details on the above tender, please contact. 0891-2585152, 2856015
 Website: www.iipe.ac.in

INDIAN INSTITUTE OF PETROLEUM AND ENERGY
Visakhapatnam – 530 003

NOTICE INVITING TENDER FOR
TRANSPORTATION FACILITY TO IIPE STUDENTS

Ref No.: IIPE / Transport / 2021-22 / 38

Date: 01.10.2021

The Indian Institute of Petroleum and Energy (IIPE) is an autonomous institute under the Ministry of Petroleum & Natural Gas, Govt. of India and backed by public sector Oil and Gas Giant viz. HPCL, IOCL, ONGC, GAIL, OIL whose CEOs are on the Board of IIPE. All Faculty of the Institute are continuously striving for bringing excellence in the teaching-learning process as well as in the research activities.

Tenders are invited for **Transportation Facility to IIPE Students of IIPE.**

Sealed Quotations under two cover systems (1. Technical and 2. Financial) are invited from reputed Organizations / Agencies for providing Transportation Facility to Students of IIPE, Visakhapatnam, Andhra Pradesh as per the terms and conditions, so as to reach the Office of the Registrar (I/C) on or before the scheduled date and time.

Technical Bid : Enclose duly filled up & stamped ACTC, Annexure (except Annexure-II), along with Technical Part of your offer. Super scribe the envelope with “ **IIPE / Transport / 2021-22 / 38, dt. 01.10.2021 – Technical Bid Due date : 11.10.2021 @ 05.00 PM** “.

Financial Bid : Enclose Financial offer(Annexure-II) with price duly filled. Super scribe the envelope with “ **IIPE / Transport / 2021-22/38, dt. 01.10.2021– Financial Bid, Due date : 11.10.2021 @ 05.00 PM** “

Enclose both the above envelops in a Common Envelope. Super scribing with “ **IIPE / Transport / 2021-22 / 38, dt. 01.10.2021 – Due date : 11.10.2021 @ 05.00 PM** “

Interested / eligible bidders may download the set of bidding documents i.e., Terms and Conditions and format for Financial Bid etc., from our website www.iipe.ac.in.



The tender documents shall be submitted in a sealed envelope bearing the following reference on the top left corner: **Ref No.: IIPE / Transport / 2021-22 / 38, dt. 01.10.2021** addressed to:

**The Tender Box,
C/o The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.**

Bid(s) received beyond the due date and time of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

Technical bid(s) will be opened at Indian Institute of Petroleum and Energy, 2nd Floor, AU Engineering, Andhra University, Visakhapatnam – 530 003 in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time. **The opening of the price bids will be intimated later to the technically qualified bidder(s).**

In the event of the due date of receipt and opening of the tender being declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

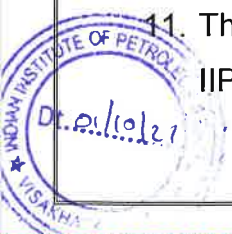
The tender documents duly signed and stamped on each page shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of the tender. Any amendment and / or addition made to the tender documents are not permissible after opening of the tender. Incomplete tenders will be summarily rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close, the tender at any stage prior to the award of contract without assigning any reason whatsoever.



SCOPE OF THE JOB :

1. Transportation facility is required for 350 Nos students. However the number of required buses vary which would be increased / decreased as per the requirement of IIPE or the number of buses may increase / decrease phase wise during contract period.
2. Agency to provide Seven Nos. 48/50 seater Non A/c buses to accommodate 350 Nos students on daily basis from Monday to Saturday. The normal working hours for regular buses on any day is from 08:00 hrs to 18:00 hrs. Each bus is expected to ply for 600 kms per month in normal course as above with availability of 10 hrs. per day.
3. Pick up from the Hostel accommodation and dropping at (IIPE Main & Annex Buildings, AU College of Engineering (A), Andhra University, Visakhapatnam 530 003 and vice versa.
4. Transporter shall arrange for buses with a prior Intimation of an hour for any changes in schedule of trips.
5. The agency shall maintain buses in good condition, Agency shall arrange buses on daily basis without fail. Alternate buses shall be arranged during breakdown of regular buses.
6. The bus service will not be required during IIPE scheduled Semester End Vacations (2 times in a year of approximately 30 days duration each vacation) and IIPE will not pay to the agency for that duration of vacations. The schedule of vacation in a particular year varies, as per the decision taken by IIPE and the same will be intimated to the vendor.
7. The agency to quote for additional Kms. (per km) and additional hours (per hour) beyond the schedule.
8. For any local / industry trip vendor have to oblige at the same KM Prices.
9. Agency shall comply with all the Vehicular norms of the local regulating/governing bodies.
10. The rental / hiring charges will be paid as per the actual utilization of the buses. During the break in the services due to closure of hostels by any reason, the rentals / hiring charges will not be applicable for that particular period.
11. The vehicles are to be wholly dedicated for the services of IIPE and those must bear the IIPE Logo.



OTHER TERMS & CONDITIONS

1. The speedometer of the buses shall always be in good working condition at all time. Speedometer readings must be recorded in a log book daily and countersigned by the concerned IIPE personnel. Any malpractice by the contractor or his agents/employees will lead to serious action including recovery of amount as fixed by IIPE. The opening speedometer 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 IIPE personnel. No additional mileage will be given for refueling/ garage trips. IIPE's decision in this regard shall be final and binding on the contractor.
2. The contractor shall ensure that the Drivers engaged possess valid Heavy Passenger Vehicle Driving License and satisfies all other legal requirements for driving vehicles.
3. The Drivers should not be more than 50 years of age and should demonstrate good manners while on duty.
4. The safety of the students using the Buses shall at no time be in jeopardy due to mal-operation of the buses by rash or negligent driving of the Driver.
5. While on duty the Driver should not indulge in gambling, playing cards or any other such activities. Also, while on duty, the Drivers should not be intoxicated with Alcohol, drugs, gutka or any other substance. In case of complaints, Driver need to be changed with immediate effect on prior intimation.
6. The contractor shall not change the Buses or Drivers without prior permission of IIPE.
7. The contractor who undertakes to carry out on the basis of the purpose order or contract shall inform in writing to our Administration Dept., and also Assistant Labour Commissioner, in case of engaging subcontractors to carry out same work on the aforesaid basis for the said acts and schemes or any other law, in respect of any person employed by him or in connection with the work of the company establishment.
8. The contractor shall solely be held responsible for all actions of their employees or agents. IIPE is not responsible for any mishaps / accidents.
9. Contractor to provide Mobile phone to Driver at his own cost. The contractor or his nominated representative must also be available easily on telephone so the complaints, special instructions can be relayed to him for implementation.
10. 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.
11. The vehicle should always be maintained neat, clean and in road worthy condition. Any defects that arise should be rectified immediately.



12. The contractor shall abide by all the statutory rules regarding payment of minimum wages ESI, PF, etc., to the workers employed. Only those covered under ESI & PF be allowed to drive the Buses. The same is to be submitted every month to IIPE office along with Invoice.
13. All clearance certification required from time to time from state / Central Authorities and concerned statutory / regulatory 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 IIPE.
14. The road tax and any other taxes / duties, Comprehensive Insurance Policy etc., payable, shall be paid by the contractor as per the stipulated rates and should always be up to date with no dues.
15. The contractor shall produce Vehicle Fitness Certificates and Permit for all buses engaged by IIPE. Valid Pollution Under Control certificate shall always be available with the respective vehicle and the same shall be displayed visibly on the vehicle.
16. The buses shall be covered by the provisions of the Andhra Pradesh Motor Vehicle Act and IIPE 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 responsible for the same and will have to pay for all damages arising out of the same.
17. If there is no communication from the Institute before the completion of term of engagement for further extension, the contract is to be considered as terminated on completion of such term.
18. The contractor shall be solely held responsible for any loss / damage to IIPE, monetary or otherwise, due to their employees' or their agents' actions. Compensation as fixed by IIPE shall be final and binding, IIPE will be free to take any further action as they deem fit in addition to the above. IIPE will be free to recover the compensation amount from the pending bills / security deposit of the contractor, or any other means.
19. The contractor shall make their own arrangement for providing food, tea and snacks to the Drivers. Drivers will not be allowed to go outside their duty premises for this purpose
20. The workers of the Contract agency shall not be the employee of IIPE of what so ever nature and cannot claim any employability with IIPE.
21. The rate quoted should be valid for a minimum period of 90 days. No Claim for escalation of the rate will be considered after opening of tender.
22. Quotation price should be in Indian Rupees only.



23. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.
24. At any time prior to the last date of receipt of bids, Institute may for any reason, at its own initiative, modify the tender document by an amendment.
25. SAFETY: The agency shall take necessary precautions for safety of the students and each bus shall be equipped with basic firefighting devices, first aid kit for emergency.
26. RATES: The rates shall remain as per firm and valid for the entire contract period without any escalation whatsoever.
27. RULES AND REGULATIONS: Rules and regulations as applicable to Travel Agents and buses to Schools / Colleges for Students.
28. DISPUTES: If any dispute arises between Contractor and IIPE, the decision of IIPE Empowered Committee is final and IIPE will not be responsible or liable in case of any disputes arising between the agency and the worker employed by the agency and no relationship or employer and employee shall come into existence between IIPE and the agency or workers for which all responsibilities shall vest with the agency alone and Legal Jurisdiction is at Visakhapatnam only.
29. A prospective bidder requiring any clarification of the tender document may contact to Ph. No. 0891-2856015, 2585152
30. This TENDER document is non-transferable.



Bidder's Eligibility Criteria (Mandatory Provisions) :

It is mandatory for the potential bidders to ensure that the following minimum eligibility criteria is met in order to participate in the process

1. Bidder should have PAN and a valid Registration under GST.
2. The Agency should not have been blacklisted by Central / State Govt. / PSU at any point of time, nor is any criminal case registered / pending against the Agency or its Owner / Partners anywhere in India.
3. Bidder(s) should submit self-attested hard copies of the above relevant documents or else the bid shall be treated as unresponsive & invalid.
4. All the above documents should be clearly stamped and signed by the authorized signatory of the bidder.
5. All supporting documents in support of above clauses shall be produced along with Technical Bid documents.
6. All document shall be serially numbered
7. The bidder(s) should produce back up documents like Purchase Orders etc., for the above-mentioned services.
8. The vendor must have a registered office in Visakhapatnam, Andhra Pradesh, India. A proof in this regard is to be submitted.



(to be printed on bidder's letterhead)
LETTER OF SUBMISSION OF TENDER

The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

Subject: Transportation Facility to IIPE Students against Tender No.: IIPE/Transport /
2021-22/38, dt. 01.10.2021

Dear Sir,

Subject to the conditions given in the tender documents, I/We hereby submit Proposal for Transportation Facility to IIPE Students, Visakhapatnam against Tender No. IIPE / Transport / 2021-22/38, dt. 01.10.2021 for IIPE, Visakhapatnam at the rates specified in the Financial Bid (Annexure - II of the tender document). I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally

Declaration

I/we _____, the undersigned being authorized signatory of _____ for submission of Proposal for Transportation Facility to IIPE Students, Visakhapatnam against Tender No.: IIPE / Transport / 2021-22 / 38, dt. 01.10.2021, hereby declare that all the documents submitted and details furnished are true and correct to the best of my knowledge. I understand that if at any time, during or after the tender process or after award of contract, the documents or the details submitted are found to be false / manipulated / fabricated with a mal-a-fide intention, the bid will be summarily rejected / contract be nullified and suitable action as deemed fit be initiated against our firm / company / agency.

Name of the Bidder (firm/Co./agency): _____

Address of Registered / Branch office: _____

Authorized person's Name and designation: _____

Contact No: _____ E-mail: _____

Date:

Signature:

Place:

(Company Seal)

Full name:

NOTE: All correspondence from this office shall be addressed to the above address and e-mail id only.

FINANCIAL BID**TENDER ENQUIRY NO. : IIPE/Transport/2021-22/38, Dt.01.10.2021****PRICED BID**

S. No.	Item Description	Detailed Item Description	Qty.	UOM	Rate (Rs.) Up to 600 Kms. per month, 10 Hrs. per day, per Bus
1.	Transportation Facility for IIPE Students	Agency to provide Non-A/c. Buses for Transporting of 350 Nos. Students	07 Buses per Month	Per Month per 01 Bus	
2.	Additional Kms.	-	-	Per Km. per 01 Bus	
3.	Additional Hours	-	-	Per Hour per 01 Bus	

Note :

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

(To be printed on Agency's letterhead)

Non-Blacklisting declaration

The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

Sub : Non-Blacklisting declaration in connection with IIPE, Visakhapatnam, AP, India
Tender Proposal for Transportation Facility to IIPE Students against Tender No.:
IIPE / Transport / 2021-22 / 38, dt. 01.10.2021.

Dear Sir,

This is to notify you that our Firm / Company / Organization intends to submit a proposal in response to invitation for Proposal for Transportation Facility to IIPE Students against Tender No.: IIPE/Transport / 2021-22 / 38, dt. 01.10.2021.

In accordance with the above we declare that:

a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

b. We are not blacklisted by any Central / State Government / Agency of Central / State Government of India or any other country in the world / Public Sector Undertaking / any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

Date:

Signature:

Place:

Full name:

(Company Seal)

Format – A

(to be printed on Agency's letterhead)

LETTER OF AUTHORISATION FOR ATTENDING TECHNICAL BID OPENING

Subject: Proposal for Transportation Facility to IIPE Students against Tender No.: IIPE/Transport / 2020-21 /38, dt. 01.10.2021.

The undermentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ on _____.

Name: _____

Specimen Signature: _____

Officer authorized to sign the bid documents on behalf of the bidder.

Signature: _____

Name: _____

Designation: _____

Date: _____

Office seal:

- Note: 1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

(to be printed on Agency's letterhead)

BID SECURING DECLARATION FORM

Date : _____

Tender No. IIPE/Transport /2021-22/38

To,
The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

I / We. The undersigned, declare that :

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of **one year** from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchase during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse 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 successful Bidders, 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.

Officer authorized to sign the bid documents on behalf of the bidder.

Specimen Signature: _____

Name : _____

Designation : _____

Duly authorized to sign the bid for an on behalf of (Complete Name of Bidder)

Dated on ____ day of _____ Year _____ (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).

ATTACHMENT FOR TENDER ENQUIRY NO. : IIPE/Transport/2021-22/38

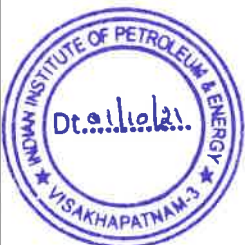
AGREED COMMERCIAL TERMS AND CONDITIONS

To be duly filled, signed and submitted along with your unpriced offer failing which your offer is liable for rejection

S NO	DESCRIPTION	PARTY'S CONFIRMATION
1	<u>Bid Submission:</u> "Two Bid System: Un-priced bid and priced bid submitted separately. In case either (a) the Vendor submits both the Un-Priced offer in open condition as well as the Priced offer in open condition in the same envelope, or (b) in case ONLY Priced Bid is submitted, or (c) Price is mentioned in the envelope marked as "Un-Priced Bid" such Offers shall be SUMMARILY REJECTED , WITHOUT ANY reference to and/or correspondence with the Vendor.	
2	<u>IIPE Scope</u> : Nil	
3	<u>GST</u> A: Please note that the rates quoted shall be inclusive of all charges and exclusive of GST . B: Applicable GST as per Govt. Guidelines shall be paid extra It may be noted that IIPE is educational society. Vendor to quote GST accordingly. Please specify SAC code for the subject supply	GST @ _____% SAC Code _____
4	<u>Validity of Contract</u> : The order will be initially for one year starting from the date of commencement of services, as communicated by IIPE, and further extendable by another 01 year on satisfactory of services on renewal basis with the same rates, terms and conditions. The decision of IIPE with regard to extension of services, is final. In case of breach of any of the terms of Purchase Order by the Contractor, the PO shall be liable for termination with immediate effect. Any loss/damage to IIPE due to the same will be recovered from the Contractor.	
5	<u>Payment Terms</u> : Monthly payment will be released within 15 days after receiving the bills / invoice with supporting duly signed trip sheets and other relevant documents to IIPE.	
6	<u>Retention Money</u> : 03% of the Order Value	
7	<u>Price Reduction Clause:</u> In case of any noncompliance to the scope and inconvenience to the students due to failure in providing the promised deliverables, the Owner shall be entitled to be paid Price Reduction by the Contractor. The Price Reduction shall be at the rate of 0.5% of the value of the transportation services for a month and maximum of 5 % of the contract value. The price reduction shall be recovered by the Owner out of the amounts payable to the Contractor.	



8	Validity of Offer : The rates quoted are valid for 03 months from the date of opening of Price Bid.	
9	Confirmation that if you submit bid, qualified and does not get the contract because of you not the lowest, you will be prohibited from working as a subcontractor for the contractor who is executing the contract.	
10	Following documents have to be submitted along with your bid in unpriced envelope: a) Copy of PAN Card b) Copy of Provisional GST Certificate c) Technical Compliance Statement with respect to tender specifications Please confirm that you have submitted the above documents in unpriced envelope.	



VENDOR's CONFIRMATION

The Terms & Conditions mentioned in the Tender Enquiry, mentioned above, are acceptable to us. We have submitted our Offer accordingly. We have NOT taken any Technical and / or Commercial Deviations and in case of Order, we will supply the materials as per the details specified in Tender Enquiry / RFQ 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 Authorized Signatory	
Designation of the Authorized Signatory	
E-Mail Address of the Authorized Signatory	
E-Mail Address of Alternate Contact Person	
Mobile Number of the Authorized Signatory	
Telephone Number of the Vendor	

