

	प्लाज़्मा अनुसंधान संस्थान Institute for Plasma Research	
	भाट, निकट इन्दिरा पुल, गांधीनगर - ३८२ ४२८ (भारत) Bhat, Near Indira Bridge, Gandhinagar 382 428, Gujarat (India)	
Tel. :- 079 – 2396 2260, 2262, 2263, 2264. Fax :- 079 – 2396 2277	E-mail :- stores@ipr.res.in	

TENDER FOR ANNUAL RATE CONTRACT FOR

PROVIDING SERVICES OF TRANSPORTATION FOR STORES

Tender Notice No. :	IPR/ST/TN-ARC/07/18-19
Date :	06.11.2018
Due on :	05.12.2018 at 1300 Hours
Tender Opening on :	05.12.2018 at 1430 Hours
Name of Tenderer and Address:	_____ _____ _____ _____
Phone No.	_____ _____

DETAILS OF EMD Payable to : **INSTITUTE FOR PLASMA RESEARCH at AHMEDABAD**

Sr. No.	Particulars	Transportation
1.	Amount of EMD	₹15,340.00
2.	DD/Banker's Cheque No.	
3.	Date	
4.	Bank	

	<p>प्लाज़्मा अनुसंधान संस्थान</p>	
	<p>Institute for Plasma Research</p>	
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Detailed Tender Notice No. IPR/ST/TN-ARC/07/18-19 dated 06.11.2018

Institute For Plasma Reserach invites tender for the Annual Rate Contract for Providing Tranportation Service of Stores.

Work :- To provide Transportation for the movement of the material from our office to our other premises situated at Ahmedabad / Gandhinagar, To and Fro to Vendors, Transporters, Gas Companies.

The parties intending to quote must have:

- (i) The bidder must be a registered vendor under any Law/Act of India. Documentary evidence (Certificate of Incorporation/Registration/GST Registration) Must be submitted.
- (ii) The bidder should have at least 1 year experience of Material transportation services as on publication of tender. Documentary evidence (contract copy/ Work Order) must be submitted along with work completion certificate/Experience certificate.
- (iii) The bidder should have office in Ahmedabad or Gandhinagar (own/ rented). Copy of the valid documentary proof must be submitted along with the bid.
- (iv) The bidder should have at least one Loading Vehicle of loading capacity of ≥ 700 Kgs in proprietor / Firm name / Haired registered vehicle with appropriate documents (Power of attorney). Copy of the Registration Certificate of the vehicle must be submitted along with the bid.

EMD in ₹	Due Date and time	Date and Time of Opening
₹15,340.00	13.00 Hours on 05.12.2018	14.30 Hours on 05.12.2018

Tender Documents can be viewd / downloaded from our website <http://www.ipr.res.in/documents/tenders.html> उपर त. 06.11.2018

Those who wish to attend the Tender Opening process are required to bring authorisation letter on the letter head of the firm they belongs. Only one representative for the firm will be allowed to attend Tender Opening.

The Director, IPR reserves right to accept the tender in full or part thereof or to cancel the tender in to without assigning any reasons.

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Tel. :- 079 – 2396 2260, 2262, 2263, 2264. Fax :- 079 – 2396 2277	E-mail :- stores@ipr.res.in	

INSTRUCTIONS TO TENDERERS

1. Please read the scope of work and terms and conditions and Annexures thereto thoroughly before filling up the rates for Transportation (Loading Capacity \geq 700 Kgs.) in the Rate Schedules.
2. The rates must be given in the Rate Schedules Annexure-I for transportation. The writing must be legible and free from corrections.
3. **The tenderer if awarded the job shall be required to keep sufficient cash for various transportation work, viz., and payment of freight to transporter, payment at Toll Plaza and octroi for taking out our material including the gas cylinders and Liquid Nitrogen cans/dewars for refilling. The LR amount exceeding ₹5,000.00 may be directly paid by IPR. Payment made towards freight, toll plaza and octroi for performing our work will be reimbursed on production of proof. You may charge same in your respective bill.**
4. The tenderer if awarded the vendor shall be required to submit bills along with job card on completion of Month to enable the Stores to process the papers for payment. However, the papers shall be processed for payment only once in a month.
5. Pre-bid clarification and site visit: If any bidder wants some clarification on the Scope of Work or wants to visit the IPR may visit on 15.11.2018 between 1400 to 1600Hrs. No other request will be entertained.
6. Trips for transportation of gas cylinders/Liquid Nitrogen cans/dewars and other material will be decided by incharge of the work and vendor will be required to complete the task as per his/her instructions.
7. **Only Representative of the company who has submitted tender documents will be allowed to attend the Tender Opening event. He/She should carry an authorisation letter from the organisation for participation in the tender opening, failing which he/she will not be allowed to attend the tender opening. Only one representative will be allowed to attend Tender Opening.**
8. The Director, IPR reserves right to accept the tender in full or part thereof or to cancel the tender in to without assigning any reasons.

	<p>प्लाज़्मा अनुसंधान संस्थान</p>
	<p>Institute for Plasma Research</p>
	<p>भंडार अनुभा T STORES SECTION stores@ipr.res.in</p>

**TENDER FOR ANNUAL RATE CONTRACT
FOR PROVIDING SERVICES OF MATERIAL HANDLING AND TRANSPORTATION AT IPR,
BHAT, GANDHINAGAR, FCIPT, IPR EXTENSION LAB (VIDHATA PREMISES, GANDHINAGAR
And GANDHINAGAR, ITER (INDIA), KOTESHWAR.**

1. SCOPE

i) The scope for transportation includes :

- a) Collection and delivery of duly endorsed LR's (Lorry Receipts) from IPR for clearing of parcels/consignments received at the transporters godown/ clearing houses situated in and in the outskirts of Ahmedabad/Gandhinagar.
- b) Collection and delivery of duly endorsed RR's (Railway Receipts) from IPR for clearing of parcels / consignments received at the Railway Yard/Godown near Cantonment Area, Ahmedabad/Gandhinagar.
- c) Collection and delivery of duly endorsed Airway Bill from IPR for clearing of parcels / consignments received at the Air Cargo House/Godown.
- d) Collection and Delivery of material situated in and in the outskirts of Ahmedabad/Gandhinagar, Material collection against PO/WO/special requirement by IPR.
- e) Loading of these cleared parcels / consignments from transporters godown, transportation and unloading the same at the locations in IPR or FCIPT or ITER India, Koteswar or Extension Lab. Vidhata, Gandhiagar as the case may be.
- f) Taking the empty cylinders / cans / dewars for refilling and bringing in filled cylinders / cans / dewars from various parties located in and around Ahmedabad and Gandhinagar.
- g) Payment of petty cash required to carry out the above functions with the express consent of Stores Officer.
- h) Collection of parcels / consignments from IPR/FCIPT/ITER India/Extension Lab at Vidhata loading, transportation and unloading at the godown of transporters/clearing houses.
- i) Transportation of goods / material from IPR to FCIPT/ITER India/Extension Lab at Vidhata and as per the instruction of IPR including loading and unloading wherever necessary.
- j) For regular use normally Loading Auto or Loading tempo shall be provided. However, occasionally on **requirement to perform any particular task, special vehicle** shall also be provided if required.

2. MODUS OPERENDI

You will be required to keep your vehicle's ODO meter in working condition. You will be required to maintain a log book which must be operated regularly. You will be required to get your log book duly certified by the Officer – in-charge of this work for each and every trip / task performed by you. Format of Log book is in Annexure-II

3. TERMS /DEFINITIONS USED

IPR means Institute for Plasma Research situated at Bhat Village, near Indira Bridge, Dist. Gandhinagar, PIN 382 428

FCIPT means Facilitation Centre for Industrial Plasma Technologies, presently located at A-10-B, GIDC, Electronics Estate at Gandhinagar, Sector 25, Gandhinagar 382 025.

ITER (India) means International Thermonuclear Experimental Reactor (India), located at Block A, Sangath Skyz, Bhat-Motera Road, Koteswar, Ahmedabad-382428.

IPR Extension Lab. Vidhata, Gandhinagar located at Plot No. 185-187, GIDC Electronics Estate, Sector-25, Gandhinagar 382 025.

Tenderer/s mean/s the person/s or group or association of persons procuring the tender form and submitting it duly filled up.

Contractor means the tenderer whose rates are approved and the work is awarded.

4. ELIGIBILITY CRITERIA

- (i) The bidder must be a registered vendor under any Law/Act of India. Documentary evidence (Certificate of Incorporation/Registration/GST Registration) Must be submitted.
- (ii) The bidder should have at least 1 year experience of Material transportation services as on publication of tender. Documentary evidence (contract copy/ Work Order) must be submitted along with work completion certificate/Experience certificate.
- (iii) The bidder should have office in Ahmedabad or Gandhinagar (own/ rented). Copy of the valid documentary proof must be submitted along with the bid.
- (iv) The bidder should have at least one Loading Vehicle of loading capacity of ≥ 700 Kgs in proprietor / Firm name / Haired registered vehicle with appropriate documents (Power of attorney). Copy of the Registration Certificate of the vehicle must be submitted along with the bid.

5. VEHICLE DOCUMENT

The Vehicles should be fit in all respects for operations in accordance with the Motor Vehicle Act, the rules and the laws as applicable from time to time. The Vehicle(s) must be equipped with valid documents i.e., Registration Book, Loading Permit, Pollution Control Certificate, Insurance Certificate, Fitness Certificate(s); permits which include all permits for towing with taxes, fees levies paid up to date during the currency of the contract. This shall include Annual permits/temporary road permits or parking fees etc., if any required during and for the duty with the Company. The responsibility of any lapse in this regard shall be that of the contractors/vehicle owners exclusively. The Company, its officers/employees shall in no way be responsible for any lapse/default of the vehicle owner/contractor, and, the company, its officers/employees shall be completely indemnified and kept harmless by the contractor against such default.

The bidder should have GST Registration No./PAN Registration Certificate. Documentary evidence must be submitted.

6. LABOUR LEGISLATION AND OTHER ENACTMENTS:

Contractor shall strictly follow and abide by the rules and regulations of the Motor Vehicles Act, Motor Vehicle Rules, Pollution Control Norms and other relevant Central /State legislation's and orders, rules and regulation of Central/State Government and other authorities. Contractor agrees to indemnify and hold the Company and its employee's harmless for/against any loss, expenditure and claims penalty etc" of whatsoever nature to the Company in this regard due to the non-fulfillment of the obligations and violation by the contractor.

7. LOG BOOK MAINTENANCE:

Responsibility of obtaining the daily KM runs properly entered in the logbook in all respects to tally the distance run and places visited shall be entered by the vendor correctly. Separate logbook for each month will require to be maintained for each vehicle. These shall be duly filled-up in all the columns and signed by the Store officer with all details. All the bills will be verified on the basis of logbook of the vehicle

8. ACCIDENTS / DAMAGES / CLAIMS LIABILITIES:

In the event of any accident or damages while the vehicle(s) is on the duty, The IPR shall be completely free from any liability of any nature connected with the accident/damage(s). Contractor himself will be fully and exclusively responsible for any damage to vehicle(s) or any personal injury to driver or any other person in the employment of the contractor, occupants of the vehicle(s) or any person(s) or damage to any property or person. This includes any third party claims.

If IPR's property/Material will damaged by the Contractor in accident/mishandling in loading unloading, its entire responsibility of the vendor and IPR will claim the amount from Contractor.

9. EMD

The tenderers shall be required to submit their tenders along with the EMD of ₹15340.00 (Rupees Fifteen Thousand Three Hundred Forty Only) in the form of Demand Draft from State Bank of India (SBI)/any Nationalized Bank or any one of the Banks mentioned in bracket (ICICI, IDBI, HDFC, AXIS) in favor of Institute for Plasma Research and payable at *Gandhinagar*. The tenders without EMD as stated above shall be liable for rejection. The EMD so paid shall be refunded on finalization of the contract to those tenders who are not awarded the work.

10. SECURITY DEPOSIT

The tenderer who is awarded the contract shall be required to submit an interest free Security Deposit of ₹75,000.00 (Rupees Seventy Five Thousand Only) for transportation by DD / Bankers Cheque drawn on any nationalized / scheduled bank (ICICI, AXIS, HDFC) in favor of the Institute for Plasma Research payable at *Gandhinagar*. The Security Deposit so paid shall be utilized to recover the shortfall in the dues, if any, from the contractor during the tenure of the contract. The Security Deposit or the balance if any shall be refunded after satisfactorily conclusion of the contract.

11. FOREFEITURE OF SECURITY DEPOSIT

The Security Deposit given by the contractor shall be forfeited in the event of lapses on the part of the contractor and the contract is terminated on account of the same.

12. PERIOD OF CONTRACT

The period of contract shall be for a period of one year. The period of contract may be extended for a further period of one year or less than one year, on the same terms and conditions with mutual consent.

13. TERMINATION OF CONTRACT

The contract shall come to end provided:

- a) The validity of the contract comes to an end and the contract is not extended.
- b) The validity of the extended period comes to an end.
- c) The contract is terminated with the consent of the contractor and by receiving three months' notice to that effect from the contractor.
- d) The contract is terminated as per the terms of the contract by giving three months' notice to the contractor in case the lapse of the contractor does not warrant immediate termination.
- e) The contract is terminated forthwith for any other valid reasons as deemed by the Institute.

14. RATE

The IPR shall pay for the services of the Vehicles at the rates mentioned in Schedule of rates enclosed.

The rates, offered should include all expenses of material handling, loading and unloading, fuel, oil, lubricants, establishment, all expenses on drivers viz., salary as per labor regulations (including toll taxes (local) and parking fee, permits, repairs and maintenance, including the provisioning of the breakdown/maintenance reserve vehicle etc.), whatsoever required for the specific performance of this contract including GST. Such expenses shall include expenses on Regional Transport Authority, Labour Authorities, and Government local and Municipal Authorities dues, comprehensive insurance, local services and any other expenses wherever or whatsoever necessary for the continuance/operation of such services.

The above prices include the following charges and the Rate is firm and fixed for the entire period of contract.

- 1. Movement of cylinders: Loading of Refilled Gas Cylinders from Supplier's place and Unloading at various IPR lab/FCIPT/ITER/VIDHATA LAB. Collection of empty gas cylinders from the various lab of IPR/FCIPT/ITER/VIDHATA and unloading at Suppliers place.**
- 2. Movement of Dewar/cans :-Loading of Refilled dewar of LN2 from supplier's place and unloading at IPR/FCIPT/ITER/VIDHATA LAB and Collection of Empty Dewar from various lab of IPR and unloading at suppliers place.**
- 3. Collection and loading and unloading of filled Diesel Drum of 200 Ltrs.**
- 4. Collection of Parcels form suppliers place and unloading at IPR/FCIPT/ITER/VIDHATA LAB.**
- 5. Taking and Bringing consignments to and from Transporters and other Material movement**
- 6. Rate includes all type of loading, unloading charges irrespective of the Weight of Material.**

15. TAXES AND DUTIES

The rate offered in your offer is without any GST and you have to mention the GST applicable rates separately.

16. REVISION OF RATES

Revision of rates for providing the services rendered hereinabove shall not be entertained. Rates for providing services for transportation as per Rate Schedule will be firm and no revision will be entertained.

17. REIMBURSEMENT OF EXPENDITURE

The tenderer awarded the contract shall be required to initially meet the expenditure required for clearing the consignments such as payment to transporters for the 'freight to pay' LRs, RRs, Toll naka fees, octroi, demurrage etc. and bill for with original vouchers for reimbursement. Vendor should submit reimbursement of expenditure in separate bill along with original proofs.

18. BILLING AND PAYMENT

The tenderer awarded the contract shall be required to make the bills in accordance with the rates approved by IPR along with reimbursement of the actual payments made - clause 17.

- 1 The IPR shall not be liable to make any other payment except the agreed hiring charges. The rates offered should include all the expenses Including loading/unloading of material drivers viz., salary as per labour regulations (including bonus, overtime etc.), taxes, parking charges, permit, repairs and maintenance of vehicles, including the provisioning break down maintenance/reserve vehicle etc. whatsoever required for the specific performance of this contract including GST.

- 2 Contractor shall submit bills duly certified by designated officers of IPR in respect of the service (vehicle wise) rendered by him in duplicate on monthly basis to the IPR (not in piece meal), in the prescribed Performa duly verified and certified by the store. The bills shall show date wise services rendered as per the logbooks. Contractor is required to submit the bills within 15 days of the following month, duly filled in all respect to the authorized person. The bills complete in all respects will be processed and paid within 30 days from the date of receipt of bill.
- 3 Contractor is required to submit e-banking account number within 7 days from date of award of work order. All payments will be made through e-banking only.

19. EVALUATION OF QUOTATION

The basis of Drive Lowest rate among the all quotation received is to give weightage for the rate quoted as below:

- A. Upto 1500 KM Per month (Fixed and firm) : 75% (Weightage) (Your Offered rates / 1500 Kms. * 75%)
- B. Rate Per KM above 1500 KM : 25% (Weightage) (Your Offered rates * 25%).

IPR will take the weightage method to drive the L1 from the all the quotation comparison.

20. REFERENCE

The tenderer/s should provide list of work carried out by him/them in the reference / experience sheet furnished in Annexure III.

21. RESPONSIBILITIES OF THE CONTRACTOR :

i) Transportation :

The tenderer, if awarded the work, shall be responsible for :

- a) Collecting the Lorry Receipts (LRs) / RRs – both Freight to Pay and Freight Paid - from IPR, clearing the parcels / consignment / goods from the transporters, clearing agencies, other parties against payment, production of documents etc. Including payment of demurrages, if any.
- b) Refusing taking delivery of damaged consignments, reporting it to the Stores Incharge and acting as per the instructions given to the contractor.
- c) Carefully loading of the cleared parcels / consignments / goods to the contractor's vehicle and directly bringing it to IPR/FCIPT/ITER /Extension Lab at Vidhata as the case may be.
- d) Ensuring safety and security of the parcels / consignments / goods during transit between the collection centers to the delivery centers. Negligence on part of contract for safety of parcels/materials – any loss occurred same will be recovered from contractor's bills and if not enough amount in bill then from Security Deposit.
- e) Ensuring that in case of breakdown of the vehicle on the way the driver will not leave the vehicle and make appropriate arrangements to take the material to IPR/FCIPT/ITER India /Extension Lab at Vidhata.
- f) Ensuring that all the documents are kept in safe custody to avoid misuse of the same.
- g) Taking empty gas cylinders to respective vendors, obtaining acknowledgement from them and collect filled gas cylinders. Similarly taking empty Liquid Nitrogen dewars for filling Liquid Nitrogen and bringing the refilled gas cylinders and dewars to IPR/FCIPT/ITER India /Extension Lab at Vidhata duly completing the gate and stores formalities.

ii) General:

- a) Reporting to the Stores Incharge as instructed from time to time and keep up the schedule as decided from time to time.
- b) Making good all the losses, if any, incurred due to negligence of the contractor during the tenure of contract.
- c) Making good any short fall in the security deposit in case of recovery of the loss as stated in (b) above.
- d) Contractor or his deputed person/s must behave decently with Employee of our Institute. If any misbehavior is observed, appropriate action will be initiated against Contractor or his person/s.

22. STRICT ADHERENCE TO RULES

The Contractor awarded the job shall be required to maintain the general disciplines of the Institute and the organizations with whom the Contractor will have to deal with in respect of the services to be rendered by the Contractor under the contract that may arise out of this Tender. The Contractor shall also adhere to the rules in operation from time to time.

23. STORES AND SECURITY FORMALITIES

The Contractor awarded the contract shall be required to comply with all the Security and Stores formalities of IPR. Contractor will be required to submit Police verification certificate and ID proof like valid Voter I.D./ valid License etc for the driver and helper.

24. PENALTY

The tenderer awarded the contract shall be levied a penalty of Rs:500/- per occasion in addition to any expenditure/financial loss incurred by the institute due to the omission or commission of the contractor in respect of the services which the contractor is required to render under the contract if awarded.

25. CONSEQUENTIAL LOSS

In case the contractor fails to report on any agreed date and time as intimated or fixed in writing or orally IPR may get the work done by other means and any consequential loss arising therefrom shall be recovered from the contractor. The contractor shall also be liable to pay penalty as per above clause No.24 in addition to the payment for consequential loss.

In addition to the above mentioned penalty the contract is also liable to be terminated without giving any notice if the contractor fails to adhere to the schedules decided from time to time and shows lack of interest in the work through his action or inaction, omission or commission.

26. INCOME TAX

The Income Tax, if any, shall be deducted at source as per the relevant provisions of the law.

27. ARBITRATION AND JURISDICTION

In the event of any dispute or difference arising out or of in connection with any of the terms and conditions of the Work Order/Contract, the matter shall be referred to the Director, IPR for settlement. In case the parties to the Work Order / Contract are not in a position to settle the dispute mutually, the matter shall be referred to a Sole Arbitrator to be appointed in accordance with the Arbitration & Reconciliation Act, 1996 & Arbitration and Conciliation (Amendment) Act, 2015 as amended time to time.

(This need to be printed in Bidders letter head)

Annexure - I

SCHEDULE OF RATES (SOR) FOR TRANSPORTATION WORK
(Loading Vehicle of ≥ 700 Kgs.)

Sr. No.	Requirement	UOM	Rate	In Word
1	Fixed Rate Upto 1500 KM	Per Month		
2	Above 1500 Kms	Per KM		

GST Details		PAN Card No.
Registration No. & Date :-		
HSN / SAC Code :-		
GST Applicable Rate :-		

Details of The vehicle	
1	Vehicle details (Type, Make, Model)
2	Vehicle Registration No.
3	Max Loading Capacity
4	Height *Length*Width of Carrier

NOTE :-

The above prices include the following charges and the Rate is firm and fixed for the entire period of contract.

1. Movement of cylinders: Loading of Refilled Gas Cylinders from Supplier's place and Unloading at various IPR lab/FCIPT/ITER/VIDHATA LAB. Collection of empty gas cylinders from the various lab of IPR/FCIPT/ITER/VIDHATA and unloading at Suppliers place.
2. Movement of Dewar/cans :-Loading of Refilled dewar of LN₂ from supplier's place and unloading at IPR/FCIPT/ITER/VIDHATA LAB and Collection of Empty Dewar from various lab of IPR and unloading at suppliers place.
3. Collection and loading and unloading of filled Diesel Drum of 200 Ltrs.
4. Collection of Parcels form suppliers place and unloading at IPR/FCIPT/ITER/VIDHATA LAB.
5. Taking and Bringing consignments to and from Transporters and other Material movement
6. Rate includes all type of loading, unloading charges irrespective of the Weight of Material.

Date :

(Signature & Seal of the Party)

(FORMAT OF LOGBOOK)

SR. No.	DATE	DESCRIPTION		STARTING KM.	END KM	TOTAL KMS.	SIGNATURE OF DEALING PERSON
		FROM	TO				
1							
2							
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ANNEXURE – III

(This need to be printed in Bidders letter head)

REFERENCE / EXPERIENCE IN BRIEF

SR. No.	NAME PARTY WITH DONE	WHOM WORK	TYPE OF WORK	VOLUME OF WORK (RS.)

Date :

(Signature of the Contractor)
Seal