

**Tender fee: ₹700/-**

Tender Notice Tender No. IPR/MWCAC/09/2017 dated 18.10.2017

### BID DOCUMENT

Tender for Providing **Small Vehicles (14+1 Seaters)** on Rate Contract Basis at the INSTITUTE FOR PLASMA RESEARCH, Bhat, Gandhinagar and its other offices located at Koteswar, Ahmedabad and GIDC, Gandhinagar.

Estimated Cost: ₹1,20,00,000/- (Approx.) for two years

*Bid Validity : 90 days from date of opening of Tender*  
*Cost of Tender Document: ₹700/- (Rupees Seven Hundred Only)*

#### IMPORTANT DATES

➤ Date of Release of Tender Document	18.10.2017
➤ Last date of sale of Tender Document	31.10.2017 (1630 Hrs)
➤ Last date for downloading Tender Document	01.11.2017 (1200 Hrs)
➤ Last Date and Time for Submission of bids	01.11.2017 (1300 Hrs)
➤ Date and Time of Opening of technical bids ( Part I )	01.11.2017 (1530 Hrs)

For any query, following officers may be contacted:

1. Shri P. K. Atrey,  
Acting Chief Administrative Officer - 079-23962000
2. Shri H .C. Khanduri  
Assistant Administrative Officer - 079-23962014/23962000
3. Dr P. K. Sharma  
Scientist-SG - 079-23962032/23962000

**INSTITUTE FOR PLASMA RESEARCH  
BHAT, GANDHDINAGAR- 382428**

**TENDER DOCUMENT**

On behalf of the Director, Institute for Plasma Research (hereinafter referred as 'IPR'), sealed bids are invited under Two Bid System, i.e., **Technical Bid and Financial Bid** from bonafide, resourceful and reliable Transport service providers/Travel agencies for providing **Small Vehicles (Non-AC)** on Rate Contract Basis for a period of two years from the date of signing of contract. The technical bid should be consisting of all technical details along with commercial terms and conditions as per the proforma at **Annexure – I** and the financial bid indicating prices for the items mentioned in proforma at **Annexure – II** which must be filled by the Bidder.

Interested bidders may obtain tender document from The Acting Chief Administrative Officer, Institute for Plasma Research, Bhat, Gandhinagar- 382428, on all working days up to 31.10.2017 (between 10:00 Hrs. to 16:30 Hrs) with a request letter accompanied by non-refundable tender fee of ₹700/- (Rupees Seven Hundred Only) in the form of Demand Draft. The Demand Draft must be from a scheduled bank and drawn in favour of "Institute for Plasma Research" Payable at Gandhinagar.

Tender document can also be downloaded from the IPR website <http://www.ipr.res.in/documents/tenders.html>. However, the tender fee of ₹700/- (Rupees Seven Hundred Only) in the form of Demand Draft must be submitted along with the bid.

The technical bid and financial bid should be sealed in separate covers duly super scribing "Tender for Small Vehicles (Non-AC) -**TENDER No. IPR/MWCAC/ 09/ 2017 dated 18.10.2017** and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. This cover should be addressed to The Acting Chief Administrative Officer, Institute for Plasma Research, Bhat, Gandhinagar- 382428 so as to reach the office on or before **01.11.2017 till 1300** hours.

**Technical Bid - Pre-qualifications for technical evaluation**

The pre-qualification criteria are as follows:

- i) The bidder must be a company/proprietor/partnership firm registered for this purpose under any Law/Act of India. Documentary evidence (Certificate of incorporation/Registration) must be submitted.
- ii) The bidder should have an office in Gandhinagar or Ahmedabad for providing support. Valid documentary proof must be submitted along with the bid.
- iii) The bidder should have PF Code No./GST Registration No. /ESI Code No./PAN/TAN Registration Certificate. Documentary evidence must be submitted.
- iv) The bidder should have at least 5 years experience of having provided similar transport facilities in Government/ Semi Government or reputed Organization. Documentary evidence must be submitted.
- v) Presently the bidder should have at least one running contract for providing Small Vehicles in Government/ Semi Government or reputed Organization. Documentary evidence must be submitted.

- vi) During last five years (2012-13, 2013-14, 2014-15, 2015-16, 2016-17)
- 1) the bidder must have undertaken and completed at least one contract (for a minimum period of one year) of minimum value of ₹48 Lakhs per year of providing transport services
- OR**
- 2) the bidder must have undertaken and completed at least two contracts (for a minimum period of one year each) of minimum value of ₹36 Lakhs per year of providing transport services
- OR**
- 3) the bidder must have undertaken and completed at least three contracts (for a minimum period of one year each) of minimum value of ₹24 Lakhs per year of providing transport services.
- vii) The bidder must have minimum 05 Vehicles (14 seater and above) registered in firm/partners name. Copy of registration certificate must be submitted.
- viii) The bidder should have an average annual financial turnover of at least ₹1,20,00,000/- (Rupees One Crore Twenty Lakhs Only) during the last three years. Copy of audited balance sheets/ Income tax returns for 2014-15, 2015-16 & 2016-17 must be submitted.
- ix) Earnest Money Deposit (EMD) of ₹2,40,000/- (Rupees Two Lakhs Forty Thousand Only) in favour of "Institute for Plasma Research" payable at Gandhinagar must be submitted.
- x) Details as per annexure -I must be submitted.
- xi) The bidder should have a solvency of ₹48,00,000/- (Rupees Forty Eighty Lakhs Only). Latest bank solvency certificate from the nationalized/ scheduled bank must be submitted.
- xii) Downloaded tender document must be accompanied with ₹700/- (Rupees Seven Hundred Only) Demand Draft in favour of the "Institute for Plasma Research" payable at Gandhinagar towards the cost of the tender fee.

Copies of the documentary evidence (s) must be duly signed and sealed by the Authorized signatory of the firm/ company. Each page of the bid document must be duly signed and sealed by the Authorized Signatory of the firm/ company as a token of their acceptance and submitted with Technical Bid.

**General Information:**

- i) The envelope containing Technical Bid (Envelope No.1) shall be opened first on the scheduled date and time at IPR in the presence of the representatives of the bidders, who wish to be present for the bid opening. They must produce an authorization letter from the firm/company for attending the bid meeting.
- ii) The bidders will be first shortlisted on the basis of the documents submitted for pre-qualification criteria. A committee constituted by IPR may visit the clients' premises of these shortlisted bidders and may also obtain the feedback from the clients. The report of the committee and the feedback from the clients will be the basis for final short listing of the bidders.
- iii) The Financial Bids (Envelope No.2) of only shortlisted bidders as above will be opened in the presence of their representatives attending bid opening on a date and time that will be informed by IPR.

- iii) Any effort by a bidder or bidder's agent / consultant or representative to influence in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of their bid.
- iv) The rates for items must be quoted in Indian Rupees and should be inclusive of all taxes but excluding Goods and Service Tax.
- v) Incomplete and conditional bids shall not be considered and likely to be rejected.
- vi) All entries in the bid form should be legible and clearly filled. The cuttings, if any, in the Bid application must be initialled by the person authorized to sign the bid.

### **SCOPE OF WORK**

The scope of this tender is for providing Small Vehicles for the Staff and Guests of IPR on rate contract basis at Bhat, Gandhinagar and its other offices located at Koteshwar, Ahmedabad and GIDC, Gandhinagar.

#### **General Terms and Conditions:**

- The models of the vehicles should be of the year 2016 or thereafter, based on date of manufacturing and should be registered for operating as passenger vehicles and should not have travelled for more than one (01) Lakh kilometre on the date of award of contract.
- Present tentative requirement of the Small Vehicles are as below. However, IPR reserves the right to modify the scope depending on its requirement. The number of Small Vehicles could be increased or decreased during the tenure of the contract.

S.No.	Type of Vehicle	Nos.
1.	CNG/Diesel Small Vehicle (14+1 seater) (Non-AC)	07

- In addition to the regular employees of IPR, the contractor will provide Small Vehicles as per rate contract to the Guests of the IPR as well as to the participants in academic and training programmes organized by the Institute from time to time.
- Where ever the CNG fuelled small vehicle is offered by the contractor, the vehicle should have company fitted CNG kit only.
- The Contractor shall provide additional small vehicle at the agreed rates at minimum notice of five hours.
- The contractor shall appoint experienced and skilful drivers and they shall have valid driving license and they should be their employees. Obtaining the necessary permission/approval of the concerned State police/appropriate authorities shall be the responsibility of contractor.
- In case of breakdown of any vehicle, the contractor shall provide a replacement vehicle within a reasonable time.

- The contractor shall ensure that the Small Vehicles provided are in good condition, road worthy with proper/comfortable seats to withstand the strain of long journey.
- The CONTRACTOR will have to maintain the log book of each and every trip for all the Small Vehicles and the same shall be submitted along with the bills of every month. The signatures of users who travel in the small vehicle should be obtained by the driver immediately after completion of the journey along with the notification whether the vehicle is run with air conditioned or non-air-conditioned. Proportionate deductions shall be made if the signatures of users are not obtained in the log sheets.
- The contractor shall be eligible for fare (as per rate contract) from the pickup point to IPR and from IPR to the drop point as mentioned in duty slip. Pickup and drop points will be a place in Ahmedabad or Gandhinagar. **The Contractor shall not be eligible for any empty kilometres.**
- The Contractor shall ensure that his representative/supervisor is deployed on all working days for effective control and coordination. He shall remain available in IPR once in a week and also whenever required.

### **Earnest Money Deposit (EMD)**

The interested bidders may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of ₹2,40,000/- (Rupees Two Lakhs Forty Thousand Only) in the form of Demand draft/Banker's Cheque of any scheduled bank drawn in favour of "Institute for Plasma Research" payable at Gandhinagar to the Acting Chief Administrative, IPR.

The EMD of the unsuccessful bidders shall be returned at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract, whichever is later. No interest shall be payable on EMD.

Bids shall remain valid for 90 days from the date of Bid opening. A Bid valid for a shorter period shall be rejected as non-responsive.

### **Tenure of Contract:**

The contract will be for a period of **Two** years with an initial trial period of three months. The performance will be evaluated during the trial period of the contract. At the sole discretion of IPR, the trial period may be extended for a further period of three months or more. IPR reserves the exclusive right to terminate the contract without notice, during the trial period/extended trial period without assigning any reason whatsoever.

### **Termination of Contract**

Notwithstanding anything contained herein, IPR reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

The CONTRACTOR may also discontinue the services by giving three months notice in writing to IPR. If the CONTRACTOR suspends the services without any notice to IPR, the whole amount of security deposit shall be forfeited in addition to the recovery of loss incurred in making alternate arrangements.

The contract shall stand terminated in event of filing any legal petition against IPR by the CONTRACTOR or any of its employees with regard to labour laws/rules or in case of any agitation/strike initiated by the CONTRACTOR's employees.

### **JURISDICTION /RESOLUTION OF DISPUTES**

The Court (s) of Gandhinagar/Ahmedabad only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.

### **RATES:**

The rates will be quoted in the given format (Annexure-II) by the bidder considering all the terms given in price bid. The rates will be **firm and fixed throughout the contract period of two years** and shall be inclusive of:

1. wages to drivers and cleaners/conductors including all statutory payments like PF, ESI bonus etc.,
2. cost of supervisors, cost of fuel, lubrication, insurance, etc.,
3. expenses for maintenance of Small Vehicles , payment of all taxes to Government and local authorities, etc. as levied from time to time.

Passenger tax as applicable will be reimbursed on production of receipt(s) from RTO. Toll tax will be reimbursed on production of receipt (s).

GST will be reimbursed as per applicable rate.

### **SECURITY DEPOSIT**

The **successful bidder** shall have to deposit a Security Deposit 10% of contract value within two weeks of the receipt of the LOI. The security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque of any scheduled bank drawn in favour of "Institute for Plasma Research" Payable at Gandhinagar and no interest shall be paid thereon.

The security deposit should be valid for six months beyond the date of completion of all contractual obligations. EMD shall be refunded to the successful bidder on receipt of security deposit. The Security Deposit shall be held by IPR as security for the due performance of the CONTRACTOR's obligations under the Contract. The security deposit shall be refunded to the contractor within six months from the date of expiry/termination of the contract.

The whole amount of the Security Deposit will be liable to be forfeited in case of breach of any of the terms agreed upon by the CONTRACTOR. The security deposit shall also be liable to appropriation against dues payable to IPR under the agreement or damage or expenses that may be incurred by IPR as a result of negligence, or such acts and omissions on the part of the CONTRACTOR or the persons deployed by him at IPR.

### **Statutory Requirements:**

- a) The CONTRACTOR shall have full and exclusive liability for payment of Govt. taxes, comprehensive insurance, RTO permits, RTO licence, GST and any other fees / taxes payable from time to time during the pendency of the contract. The CONTRACTOR shall produce the above referred documents along with monthly bill for verification to the IPR authorities.
- b) The CONTRACTOR shall have to pay minimum wages as prescribed by the Central Government to all his operating crew and the Supervisors. The CONTRACTOR shall be responsible for fulfilling the requirements of all the statutory provisions of Contract Labour (Regulation & Abolition) Act, Employees Provident Fund Act, Motor Vehicles Act, Payment of Wages Act, Minimum Wages Act, Bonus Act, Gratuity Act and other industrial enactments at his own cost and risk, in respect of all staff employed by him. If due to any reason whatsoever, the IPR is made liable, it shall be payable by the CONTRACTOR and all such liabilities shall be recovered by IPR from any dues payable by IPR to the CONTRACTOR and / or from the Security Deposit of the CONTRACTOR and available properties and sources of the CONTRACTOR through process of law.
- c) The CONTRACTOR shall maintain various registers as per the Contract Labour (R & A) Act and shall produce the same for inspection as and when required.
- d) The CONTRACTOR shall obtain the Insurance policy in respect of the drivers/workmen engaged by him for the job. The CONTRACTOR shall indemnify IPR under the Workmen's Compensation Act, 1923 and its amendment of all liabilities like death / disablement of the driver/workmen. The CONTRACTOR shall be permitted to start the job only after obtaining adequate insurance coverage from the authorised insurance companies.
- e) The vehicle shall be comprehensively insured for coverage of all kinds of risks.
- f) The CONTRACTOR will get the police verification done of each of his driver and submit the same along with the bio-data and photograph of the driver to the Officer in charge in the Institute.
- g) The CONTRACTOR shall visit IPR whenever he is called upon to do so by the authorized officials of IPR.
- h) The decision of IPR, as to whether the CONTRACTOR has adhered to the above obligations or as to whether the CONTRACTOR has committed any breach of the terms and conditions, will be final and binding on the CONTRACTOR.
- i) On commencement of the contract, the CONTRACTOR shall provide the names of the drivers and supervisor/contact person along with their contact numbers, licence / badge number. He will also provide a bio-data along with photograph of the driver and the copy of the police verification certificate. The contractor shall also provide a copy of the Registration Book of the vehicle, PUC, Insurance, RTO Taxi Passing, RTO Fitness certificate etc. Any subsequent change in the above shall be intimated forthwith to the Officer-in-charge.

### **INDEMNITY :**

The CONTRACTOR will indemnify IPR from all claims, suits, inability & procedure which may be identified/initiated by the employees engaged by the CONTRACTOR, shall keep IPR harmless from all such rules, procedure liabilities. The CONTRACTOR shall also indemnify IPR from all or any legal implication or consequences that may arise out of labour laws/rules and any consequence that may arise out of misconduct of any of his personnel. The decision of the Director, IPR in this regard shall be final and binding.

**PENALTY :**

In case of lapses, failures, repeated failures or lacunas noticed on the part of the Contractor, the Acting Chief Administrative Officer or Authorized Officer shall have the right to impose fine(s)/Penalty(s) as per the seriousness of the lapse, which shall be binding on the Contractor. While all contractual conditions will be strictly enforced, penalties will be imposed for deficiencies in service as per the following chart:

Sr.No.	Deficiencies in Services	Penalty Amount/action
1	Sending a vehicle/driver not approved by IPR or not as per tender conditions.	₹ 1000/- per occasion
2	Driver refusing to perform duty	₹ 1000/- per occasion
3	Rash and Negligent driving. Driver found smoking/chewing tobacco, pan or under influence of alcohol and misconduct/misbehaviour with employee/passenger or the guest for whom he is on duty.	Permanent removal of driver from duty of Institute and ₹ 2000/-per occasion.
4	Providing Vehicles which are not road worthy or clean	₹ 1000/- per occasion
5	Vehicle not reporting to duty (absenteeism)	₹1500/- per trip
6	If driver not found in proper uniforms/Grooming during the Duty	₹ 1000/- per occasion

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_



**INSTITUTE FOR PLASMA RESEARCH  
BHAT, GANDHINAGAR- 382428**

**ANNEXURE- I**

(To be kept duly signed in Envelope No.1- Technical Bid)

**Bidder's Detail**

I.	Name of the company /proprietor/ partnership firm registered for this purpose under any Law/Act of India	
II.	Address (office) in Gandhinagar or Ahmadabad	
III.	PF Code No.	
	GST Registration No.	
	ESI Code No./	
	PAN/TAN Registration Certificate	
IV.	Details of 5 years experience of having provided similar transport facilities in Government/ Semi Government or reputed Organization	
V.	Details of one running contract for providing Small Vehicles in Government/ Semi Government or reputed Organization.	
VI.	During last five years (2012-13, 2013-14, 2014-15, 2015-16, 2016-17)	
	1. the bidder must have undertaken and completed at least one contract (for a minimum period of one year) of minimum value of ₹48 lakhs per year of providing transport services <b>or</b>	Name of company: Period of Contract: Value of Contract:
	2. the bidder must have undertaken and completed at least two contracts (for a minimum period of one year each) of minimum value of ₹36 Lakhs per year of providing transport services <b>or</b>	Name of company: Period of Contract: Value of Contract: _____ Name of company: Period of Contract: Value of Contract:
	3. the bidder must have undertaken and completed at least three contracts (for a minimum period of one year each) of minimum value of ₹24 Lakhs per year of providing transport services.	Name of company: Period of Contract: Value of Contract:
		Name of company: Period of Contract: Value of Contract:
		Name of company: Period of Contract: Value of Contract:

VII	Details of 05 Small Vehicles registered in firm/partners name	
VIII.	Average annual financial turnover of at least ₹1,50,00,000/- (Rupees One Crore Sixty Lakhs Only) during the last three years	2014-15= 2015-16= 2016-17= Average =
IX.	Details of EMD	
X.	Details of Bank Solvency	

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**DECLARATION**

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the Tender Notice No. IPR/MWCAC/09/2017 dated 18.10.2017 and understood the terms and conditions.
3. I agree to abide the terms and conditions of the contract.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**INSTITUTE FOR PLASMA RESEARCH  
BHAT, GANDHINAGAR- 382428**

---

**Annexure II**  
**(To be kept duly signed in Envelope 2-Financial Bid )**

**FINANCIAL BID**

**Tender Notice Tender No. IPR/MWCAC/09/2017 dated 18.10.2017**

**A. Rate for Regular Small vehicles, NON AC (on Monthly basis):**

Regular Vehicle (NON-AC) (per month) - 12 Hrs per day	Rate for 2500 km per vehicle (Non-Air Conditioned) per month. (Without GST)  ₹	Rate per kilometre for additional use beyond 2500 km per month(Non Air conditioned)  ₹	Rate per Hr beyond 12 Hrs per day  ₹	Make/Brand of offered vehicle
Small Vehicle (Diesel/CNG) (14+1 seater)				

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**Tender Notice Tender No. IPR/MWCAC/09/2017 dated 18.10.2017**

**B. Rate for additional vehicle on need basis (occasional use)**

Type of Vehicle (without GST)	Rate for 8 hrs & 100 kms (or part thereof)	Rate for 12 hrs & 150 Kms (or part thereof)	Rate per km for additional use beyond 100/150 Kms	Rate per hrs Beyond 8/12 hrs	Outstation charges per km for a minimum of 300 Kms including night halt charge
Deluxe bus (2x3) (56 seater) AC Bus					
Deluxe bus (2x3) (56 seater) <b>NON</b> AC Bus					
Deluxe Mini Bus (2x2) (35 seater) <b>With AC</b>					
Deluxe Mini Bus (2x2) (35 seater) <b>NON AC</b>					
Small Vehicle (Diesel/CNG) 14+1 seater) with AC					
Small Vehicle (Diesel/CNG) 14 +1 seater) <b>NON AC</b>					

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

## Selection criteria: (Based on rates quoted as per S.No. A of Annexure-II)

### Rate for Regular Small vehicles, NON AC (on Monthly basis):

Regular Vehicle Non-AC (per month) - 12 Hrs per day	Rate for 2500 km per vehicle (Non-Air Conditioned) per month. (Without GST) ₹	Rate per kilometre for additional use beyond 2500 km per month(Non Air conditioned) ₹	Cost per one vehicle
Small Vehicle (Diesel/CNG) (14+1 seater)	A	A1	$Z=A+(200*A1)$

***L1 party (lowest bidder) will be decided as per Cost per one vehicle.***

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_