

# पुरी आई.टी.आई.

INSTITUTE OF INDUSTRIAL TRAINING

TENDER NUMBER : *Tender\_Notice\_FY21-22/A1/1.20210201*

**TENDER DOCUMENT (F.Y. 2021-22)**

For

**TENDER FOR HIRING OF  
VEHICLES Car/Tempo**

***Puri Private ITI IMC Society, Reg. Number 122201925916***

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**Skill India**  
कौशल भारत - कुशल भारत

**Office of the Member Secretary of IMC**

**Puri Private Industrial Training Institute (I.T.I.)**

G.E. Road Vasundhara Nagar (South), Bhilai-3, Dist. Durg 490021 CHHATTSIGARH

E-mail ID- [iesindia.net@gmail.com](mailto:iesindia.net@gmail.com)

Website: <https://www.puriiti.com/new/>

DOWNLOAD FORM : <https://www.puriiti.com/web/bhilai3/index.php>

**Mandatory Declaration –**

**Secretary of IMC, Puri Private Industrial Training Institute (I.T.I.)**

G.E. Road Vasundhara Nagar (South), Bhilai-3, Dist. Durg 490021

CHHATTSIGARH declares that “while preparation of this

***Tender\_Notice\_FY21-22/A1/1.20210201*** document, prior to it’s publication,

the sanctity and confidentiality has been maintained at the highest

possible degree.”

# **TENDER FOR HIRING OF VEHICLES CAR/Tempo**

**Tender No** : *Tender\_Notice\_FY21-22/A1/1.20210201*

**Sale of Tender Document** : 10.02.2021 to 11.03.2021

**Closing Date & Time of Tender** : 11.03.2021 (15:00 Hrs)

**Time for opening** : 12.03.2021 (16:00 Hrs)

**Bid Format**  
**(On the letter head of the firm submitting the bid document)**

To

**SECRETARY.**

PURI PVT. ITI IMC SOCIETY,  
Bhilai-3, address- puri pvt. Iti, g.e. road,  
Vasundhara nagar (south),  
Bhilai-3, distt.-durg,  
Chhattisgarh, pin-490021.

**Sub: Submission of Tender for hiring of vehicle services.**

Sir,

With reference to your tender enquiry, No. \_\_\_\_\_ dated \_\_\_\_\_, our registered office is located at \_\_\_\_\_. Detailed address and contact details are as under:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I submit herewith my tender for your kind consideration please. I have read the terms and conditions and enclosed documents and instructions given in the tender document.

Yours faithfully,

Date: .....

( )  
Company seal full address and  
Telephone No.....  
Mobile No.....  
& Fax No.....

Enclosures –

1. Copy of Firm Registration No.
2. Copy of GST Registration.
3. Copy of PAN No.
4. Copy of ITR of last three financial year.
5. Copy of Partnership Deed (If any).
6. EMD of Rs. 5000/- Or Exemption Certificate (if any)
7. Copy of Earlier Contacts.

**OFFICE OF THE MEMBER SECRETARY OF IMC**

**Puri Private Industrial Training Institute (I.T.I.)  
G.E. Road Vasundhara Nagar (South), Bhilai-3, Dist. Durg 490021 CHHATTISGARH**

**NON TRANSFERABLE BID DOCUMENT FOR INVITING TENDERS FOR HIRING OF  
VEHICLES**

Sealed tenders are invited for hiring of vehicles as per the 'Terms & Conditions' given in Annexure-I of this document on purely need and occasional basis. Tenderer may be a sole proprietor/partnership firm/company. In case of firm/company, tenderer must provide names and residential address, both existing and permanent in the format given below:

S. N.	Names of the proprietor/ Partner(s)	Current residential address	Permanent residential address
A			
B			

The period of contract will be for an initial period of one year from the day when the letter of commencement is issued in this regard, which shall be treated for all practical purposes as the date of the commencement of the contract. The contract shall be further extendable as the **MEMBER SECRETARY OF IMC** deems fit. The criteria for extension shall be purely the performance of the contractor during the initial contractual period of **one year**. The said extendable period shall purely be at the discretion of Director General FSI and at the same terms and conditions.

2. Key events and dates

S.no	Key Event	Date
1.	Last Date for Submission of Bids	<b>11.03.2021 (15:00 Hrs)</b>
2.	Date of opening of Technical Bid	<b>12.03.2021 (16:00 Hrs)</b>
3.	Earnest Money	Rs.5000/- (Rs. Five thousand only) in form of Demand Draft/ FDR not before the date of issue of tender. MSME, MSE are exempted only if relevant document found .
4.	Venue for opening of bid	BHILAI
5.	Tender Fee	NA.

3. Tender is to be sent at the following address:

**To**

**SECRETARY,  
PURI PVT. ITI IMC SOCIETY,  
BHILAI-3, ADDRESS- PURI PVT. ITI,  
G.E. ROAD, VASUNDHARA NAGAR (SOUTH),  
BHILAI-3, DISTT.-DURG, CHHATTISGARH, PIN-490021.**

## **TERMS & CONDITIONS OF THE CONTRACT**

### **1. Earnest Money Deposit (EMD):**

The tender must be enclosed with an Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) In form of Bank Draft/FDR/BG from nationalized/Scheduled Bank (valid for 90 days) in favour of PURI PVT. ITI IMC SOCIETY, , payable at Bank of India branch Durg, and valid for 90 Days from it's placement at the IMC.

Companies registered with MSME shall be exempted from the EMD only upon valid certificate .

### **2. Eligibility Criteria:**

Firms must provide information/meet following criteria and provide documents as evidence:-

- (i) Bidder must be in business of providing services for hiring of vehicles .
- (ii) EMD of Rs. 5000/- (Rupees Five thousand only) enclosed as Para 1 above
- (iii) Firm must have GST Registration No.
- (iv) Following are to be submitted in original or attested copies.
  - a) Registration certificate and Service Tax Registration of the firm with complete address of the authority to which registered.
  - b) The proof of the establishment of firm
  - c) Full particulars of the organization/ institutions with the address/es of the institution to whom similar services have been provided by the firm in the past with the certificates, if any, received from these institutions /organizations after satisfactory completion of the contract.
- (v) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile Number.
- (vi) Firm must provide details of Address for communication along with Phone No./Fax./Mobile No.
- (vii) The vehicles should be owned by it or through its partnership to meet the requirement of ITI for which it quotes the rate. Documentary proof to that effect should be submitted with the tender document.
- (viii) On the day of tender opening/ technical bid evaluation minimum Two vehicles satisfying conditions (ix) & (x) should be displayed at the ITI premises for inspection.
- (ix) The firm should have a turnover of Rs. 25.00 lac per annum for last 3 consecutive years.

While evaluating bids, the documents required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.

### **3. SUBMISSION OF TENDERS:**

- (i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- (iii) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified date and time.

All these documents should be filled properly and sealed into a sufficiently large envelop super scribed as “**Tender for hiring of vehicles.**” The envelope containing the completed tender should be addressed to the **SECRETARY.PURI PVT. ITI IMC SOCIETY, bhilai-3, address- puri pvt. Iti, g.e. road, vasundhara nagar (south),bhilai-3, distt.-durg, chhattisgarh, pin-490021.**

- (iv) The Completed tenders should reach by **registered post or by hand in the office SECRETARY.PURI PVT. ITI IMC SOCIETY** within the due date & time prescribed as given in the Para of the offer letter. ITI shall not be responsible for any postal or other delays.
- (v) Tenders on plain paper or unauthorized copies of the tender document booklet shall be treated as invalid and shall be summarily rejected.
- (vi) Tenders received after the due date & time shall not be entertained because the tender box shall be closed & sealed immediately after due time on the due date. All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.
- (vii) Work will be awarded to the firm found to be eligible and which quoted lowest rate. Firm quoting lowest rate as per the bid would be empanelled for occasional requirements of vehicles.
- (viii) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tender. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.

#### **4. OPENING OF TENDERS:**

- (i) Tender shall be opened in the office of the **SECRETARY.PURI PVT. ITI IMC SOCIETY** at 16:00 hrs. on **11.03.2021** in presence of firm owner/representatives of the tendering parties who wish to remain present. Only one representative if any with the certificate of the firm shall be allowed in the room for opening the tenders.
- (ii) For any enquires the representatives can contact the authorized person in the office of the **SECRETARY.PURI PVT. ITI IMC SOCIETY** at 9:00-5:00 P.M. on any working day.

#### **5. THE SHORT LISTING:**

A short list of tenders is expected to be ready within one or two week after opening of the tenders. EMD of other tenderers shall be returned when the offer for the services are finalized .

#### **6. DISPUTES:**

In case of any dispute arising with regards to this tender or its conclusion, the decision of the **SECRETARY.PURI PVT. ITI IMC SOCIETY** shall be final.

#### **7. AWARD OF CONTRACT**

##### **7.1 Award Criteria**

**SECRETARY.PURI PVT. ITI IMC SOCIETY** will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The evaluation will be for the individual items in the list annexed as Annexure III to Notice Inviting Tender.

##### **7.2 PURI PVT. ITI IMC SOCIETY Right to accept any Bid and to reject any or all Bids**

**SECRETARY.PURI PVT. ITI IMC SOCIETY** reserves the right to accept or reject any bid in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for ITI action.

##### **7.3 Signing of Contract**

ITI notifies the successful Bidder that its bid has been accepted, ITI will send the Bidder the contract

agreement incorporating all agreements between the parties. Within week of receipt of the Contract Form, the successful Bidder shall sign and date the two copies of Contract and return it to ITI.

#### **74 Corrupt or Fraudulent Practices**

- i) Vendors shall observe the highest standard of ethics during the procurement process and execution of the contract.
- ii) ITI will reject a proposal for award if it determines that the Bidder recommended for award has attended or engaged in corrupt or fraudulent practices in competing for the contract in question.

#### **8. OTHER CONDITIONS APPLICABLE TO CONTRACT**

#### **81 ADDRESS OF THE CONTRACTOR AND NOTICES AND COMMUNICATIONS ON BEHALF OF THE PURCHASER**

- (i) For all purposes of the contract, including arbitration there under, the address of the Contractor mentioned in the tender shall be the address to which all communications addressed to the Contractor shall be sent, unless the Contractor has notified a change by a separate letter containing no other communication and sent by registered post, acknowledgement due. The Contractor shall be solely responsible for the consequences of any omission to notify a change of address in the manner aforesaid.
- (ii) Any communication or notice on behalf of the Purchaser in relation to the contract may be issued to the contractor SECRETARY.PURI PVT. ITI IMC SOCIETY or any other officer authorized by him on his behalf and all such communications and notices may be served on the Contractor either by Registered Post or speed post or by ordinary post or by hand delivery at the option of such officer.

#### **82 RESPONSIBILITY OF THE CONTRACTOR FOR EXECUTING THE CONTRACT**

- (i) The Contractor shall perform the contract in all respects in accordance with the terms and conditions thereof. The Goods and every constituent part thereof, whether in the possession or control of the Contractor, his agents or servants or a carrier or in the joint possession of the Contractor and the Purchaser, his agent or servants, shall remain in every respect at the risk of the Contractor until their actual delivery to the Purchaser at the stipulated place or destination or where so provided in acceptance of tender until their delivery to ITI. The Contractor shall be responsible for all loss, destruction, damage or deterioration of or to the Goods from any cause whatsoever while the Goods after their approval are awaiting dispatch of delivery or are in the course of transit from the contractor to the Purchaser, or as the case may be to any of its subordinate offices.
- (ii) **Consequence of Breach**
  - a) **Should the Contractor** or Partner in the Contractor firm commit breach of either of the conditions, it shall be lawful for the SECRETARY.PURI PVT. ITI IMC SOCIETY, to cancel the contract and purchase or authorize the purchase of the Goods at the risk and cost of the Contractor.
  - b) The decision of SECRETARY.PURI PVT. ITI IMC SOCIETY as to any matter of thing concerning or arising out of this sub-clause or on any question whether the Contractor or any partner of the Contractor firm has committed shall be final and binding on the Contractor.

#### **83 LAW COVERING THE CONTRACT**

- a) The contract shall be governed by the Law of Contract for the time being in force.
- b) Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

- c) Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

## **ARBITRATION**

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the SECRETARY.PURI PVT. ITI IMC SOCIETY and if he is unable or unwilling to act to the sole arbitration of some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be submission to Arbitration under the meaning of the Arbitration Act, 1940 or any satisfactory modification of reenactment thereof for the time being in force, conclusive and binding on all parties of the Contract. The venue of the arbitration shall be SECRETARY.PURI PVT. ITI IMC SOCIETY ,BHILAI

## **85 PAYMENT UNDER THE CONTRACT**

- (i) No payment in advance shall be considered. Payment for delivery of the services will be made on submission of bills after completing of contract subject to finding the service acceptable and in accordance with the instructions given in the Acceptance of Tender.
- (ii) Counter conditions by the tenderers for matters concerning payment of bills shall not be acceptable.

  
(SATISH KUMAR PURI)  
SECRETARY.

**PURI PVT. ITI IMC SOCIETY, BHILAI-3, ADDRESS- PURI PVT. ITI, G.E. ROAD,  
VASUNDHARA NAGAR (SOUTH),  
BHILAI-3, DISTT.-DURG, CHHATTISGARH, PIN-490021**



**GENERAL TERMS AND CONDITIONS**

1. There should be a first aid box, dustbin, and air freshener spray in all vehicles.
2. CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
3. The driver should be well conversant about Bhilai and other routes and must carry the mobile phone with him for which, no separate payment shall be made by the ITI.
4. The agency should abide by all statutory requirements for running the vehicle on contract and ITI will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
5. The vehicle should have necessary permits from the transport Dept. /Authority. ITI will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
6. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays. The contractor is bound to provide the vehicle on requisition by the officer In-charge vehicle of ITI within 4 hours failing that a fine of Rs. 2000/- shall be imposed on the service provider by the ITI.
7. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.
8. The AC vehicles should have functional AC as well as heating system and in case the same is not in working condition, the rates shall be reduced by 25 % for the trip.
9. Contractor shall comply with all statutory Acts, labour laws/regulations/motor vehicle Act etc.
10. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor & ITI will not take any responsibility in this regard.
11. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by ITI.
12. In case of any dispute of any kind and in any respect whatsoever, the decision SECRETARY.PURI PVT. ITI IMC SOCIETY shall be final and binding.
13. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
14. Local Journey indicated in Category of Journey in Annexure-IV (rate for hiring vehicles etc. in ITI) includes all towns in and around BHILAI , DURG, etc.

**ANNEXURE-II**

**CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITONS**

I/We have read and fully understood the Terms & Conditions as laid down in Qualifica tion for Tender and Annexure- I, in respect of tender for hiring of vehicles.

I/We agree to abide by the same.

I/We have read, understood and signed all the pages of the Tender Document Booklet which I/We are submitting.

Stamp & Signature of the Authorized Signatory

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**PERFORMA FOR TECHNICAL INFORMATION**

(Please go through the terms and conditions stipulated in tender document before filling up this Performa)

1	Name and complete address of the firm/organization	
	Tele. No	
	Fax No.	
	Email ID	
2	Status of the organization (i.e. Whether proprietorship, partnership, Pvt. Ltd./ Public ltd. company, Regd. Under societies Regn. Act etc.	
3	Registration No. of organization (Please attach certificate of Regn/Incorporation)	
4	Name and authorized person of the firm/organization	
	Tele. No	
	Fax No.	
	Mobile Email	
5	Business of the organization	
6	GST No.	
	PAN of the organization	
7	Details of EMD (Enclosed DD)	DD No.....date .....for `.....drawn on ..... Bank in favour of Astt. Director (Accounts), FSI Dehradun.
8	Do you agree with the terms and conditions stipulated in Tender Document	
9	Name and address of three prominent organizations provided with similar services by you in the recent past (please also furnish copies of the supply orders)	
10	Name and address of the partnership firm (Applicable in case the service provider quote for local service at Bhilai)	

## **Declaration**

- a) It is certified that the information furnished above is correct.
- b) I/We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of the ITI to accept/reject ‘the points of disagreement and proposal solution provided by us’; would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature:-.....

Name:-.....

Designation:-.....

Contact no.....

Date:-.....

Place:-.....

## **CHECK LIST FOR THE TENDERER**

Have you read the tender document in full and understand?

Whether you have signed in all the pages of the tender?

Whether you have written the rates in figures and words in pen? Whether the original full tender document is being submitted as offer? Whether the EMD is enclosed as per the requirement?

Whether the essential documents have been attached?

**(Signature of the tenderer with seal)**

## ANNEXURE-IV

### Rate for Hiring of Vehicles

S.No.	Category of Journey	Tata Magic passenger vehicle or similar 10 or 12 Seater
1	Vehicle hire charges per day basis (8 hrs. with 25 km) for local journey inclusive all taxes ,Toll and other miscellaneous charges .	
2	Any Other charges.....	
	<b>TOTAL</b>	