

NOTICE INVITING TENDERS
(Open Tender)

FOR
TRANSPORTATION FACILITY TO IIFE STUDENTS, VISAKHAPATNAM,
ANDHRA PRADESH



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

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NOTICE INVITING TENDER FOR TRANSPORTATION FACILITY TO IPE STUDENTS

1. The Indian Institute of Petroleum and Energy (IPE) Visakhapatnam is an autonomous institute under the Ministry of Petroleum & Natural Gas, Govt. of India, invites sealed tenders through this tender enquiry for hiring of 48/50 seater buses on a monthly basis for daily transport of students from Hostels to Institute & back and within the city of Visakhapatnam urban agglomeration and outstations.

Important Dates	
i) Bid Submission start date	30 th Sep,2022
ii) Last Date for Bid submission	19 th Oct, 2022 at 3:00 PM
iii) The date and time for opening of Technical Bid	19 th Oct, 2022 at 3:30 PM
iv) The date and the time of opening of the Financial Bids will be intimated in due course to the tenderers who are declared technically qualified.	

2. The offers should be submitted in TWO-BID SYSTEM (A-Technical Bid and B- Financial bid) by the reputed and experienced firms/agencies/companies having valid licenses and permits and qualified experience in the field of providing buses on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, Educational Institution, or any other private organization of repute.

3. **Earnest Money Deposit:** The tenderers are not required to deposit any money towards bid security. However, a Self-Declaration in the prescribed form attached herewith (Annexure-E) should be submitted along with the Technical Bid, in lieu of a bid security (EMD), failing which the bid will be liable for disqualification.

4. The Director, IPE Visakhapatnam reserves the right to award this contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IPE is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IPE Visakhapatnam in this regard shall be final and binding on all.

5. The bid should be submitted in sealed envelopes super-scribing the name of the tender. A total of three envelopes should be used for this purpose. One sealed envelope should contain only the Technical Bid together with its attachments, experience certificates, licenses, permits, self-declaration etc.,. This envelope should be super scribed clearly as "Technical Bid". The second sealed envelope should contain only the Price Bid. This envelope should be super scribed clearly as "Financial Bid". Now, both the aforesaid sealed envelopes should be put into a third big envelope. This third envelope should be sealed, super scribed as "Tender for hiring of Transport Facility for IPE Students" and may be either dropped personally in the Tender Box kept at Room No.302, 2nd Floor, AU College of Engineering of the Institute or sent by registered post so as to reach the Registrar, IPE **on or before 3:00 P.M. on 19th Oct, 2022**, at the following address:

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

6. Technical Bid will be opened at **03:30 P.M. on 19th Oct, 2022** in the presence of tenderers or their authorized representatives, who are present. Late and delayed tenders will not be opened and accepted at all.

7. The tender should be clearly filled or typed and signed in ink legibly giving the full address of the tenderer. The tenderer should quote in figures as well as in words the amount/price offered by him. Alteration if any, unless legibly attested by the tenderer with full signature and stamp/seal shall invalidate the tender. The tender should be signed by the authorized persons. Unsigned tenders will be treated as technically disqualified and rejected. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

8. The Tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.

9. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of contract, the IIFE reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.

10. 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

11. The tender documents must be 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 or else the same is liable for rejection. Any amendment and / or addition made to the tender documents are not permissible after opening of the tender. Incomplete tenders will be summarily rejected.

12. 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.

Clarifications

Queries, if any, can be made through e-mail only to procurement@iife.ac.in (Tele: 0891-2856015)

Queries received via any mode other than through the e-mail id mentioned above shall not be entertained.

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.

Sd/-
Registrar (I/C)
IIFE, Visakhapatnam

DETAILS OF SERVICES / ITEMS REQUIRED

S.No	Item Description	Detailed Item Description	Qty.	UoM
01.	Transportation Facility for IIPE Students	(a) Agency to provide Non-A/c. Buses for Transporting of 350 Nos. Students	07 * Buses per Month (Up to 650 Kms. per month, 12 Hrs. per day, per Bus)	Per Month per 01 Bus
		(b) Additional Kms.	01 Bus	Per Km.
		(c) Additional Hours	01 Bus	Per Hour
02	Ad-hoc bus Services	(a) Rate per day for 100 kms & 12 hours	01 Bus	Per day
		(b) Rate per additional km. run over and above 100kms in a day	01 Bus	Per Km.
		(c) Rates per additional hour beyond 12 hours in a single day	01 Bus	Per Hour

** The requirement of number of buses may vary based on student's strength.*

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

EVALUATION CRITERIA –OVERAL LOWEST:

The vendor has to quote the price for all the above-mentioned items. **The rate quoted for item Sl. 01 (a) above, will be considered for deciding the L1 bid.** The L1 vendor to match the lowest prices quoted for the items by the other vendors or as decided by the IIPE empowered committee constituted therefor.

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 IPE or the number of buses may increase / decrease phase wise during the 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 20:00 hrs. Each bus is expected to ply for 650 kms per month in normal course as above with availability of 12 hrs. per day.
3. Pick up from the Hostel accommodation and dropping at (IPE 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 IPE scheduled Semester End Vacations (2 times in a year of approximately 30 days duration each vacation) and IPE 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 IPE and the same will be intimated to the vendor.
7. The agency to quote for regular service buses and adhoc-based buses, also 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, as per buses being provided on regular basis.
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 IPE and those must bear the IPE Logo during operation.
12. 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.
13. Rules and Regulations: Rules and regulations as applicable to Travel Agents and buses to Schools / Colleges for Students.
14. The buses are to be registered on the name of the Firm / Proprietor of the firm only.

ELIGIBILITY AND GENERAL TERMS AND CONDITIONS

- 1) The contracting agency should be based at Visakhapatnam or having its office in Visakhapatnam. It is mandatory for the bidders to attach the address proof document.
- 2) The contracting agency should have the minimum experience of **3 years** as on the date of this Notice in the field of providing buses on hire basis to any Educational Institutions, Public Sector Undertaking (PSU), Govt. Organization, or any other private organization of repute. Experience from Call Centre organizations will not be considered. The tenders of the contracting agency with inadequate/irrelevant experience as mentioned above are liable to rejection. **It is mandatory for the bidders to attach a documentary proof of requisite experience, with the technical bid.**
- 3) The contracting agency should have the buses, which are being offered for hire, registered as tourist/commercial vehicles on its own name having valid commercial permits. **Copies of the tourist vehicle registration certificates and valid Insurance policies should also be attached with the Technical Bid.**
- 4) The contracting agency should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing "Technical Bid" and "Financial Bid" as the case may be.
- 5) The Technical Bid should be accompanied with a Self-Declaration in the prescribed form in lieu of a bid security (EMD). It should also contain all other documents such as experience certificates, licenses, registration certificates, permits etc. Tenders received without these documents will be summarily rejected.
- 6) The Tenderer will be black-listed and debarred from participating in any future tendering processes at IIFE Visakhapatnam for a period of two years if the tenderer withdraws or alters his tender or backs out after opening of the bids or during the validity of the tender/bid.
- 7) The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable to rejection.
- 8) The tender should be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency.
- 9) The successful bidder should provide only the specified type of vehicles which are in good running condition.
- 10) A team of IIFE Visakhapatnam officials may visit or ascertain from the clients' offices of the eligible bidders for information regarding the quality of services claimed to have been provided by the bidder etc.
- 11) The tenders of the contracting agencies not in possession of valid statutory sanctions / registrations / permits/ insurances are liable to summary rejection.
- 12) The hire charges quoted by the bidder should be inclusive all expenses of the vehicles and their drivers except GST. The Institute will not be responsible for any damages, losses, repairs, thefts, fuel refilling, relieves etc., in respect of the vehicles as well as their drivers and in respect of injury or damage to any person or other vehicle. **The monthly rate/hire charges to be quoted by the bidder should be exclusive of GST.**
- 13) The contractor should pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7th day of every month to the driver, and also comply with other necessary provisions of the Labour Act, at his own expense.

- 14) The vehicles being hired will be used for a maximum of 12 hours each day mostly for local transport and/ or outside Visakhapatnam urban agglomeration. However, in exigencies of work, they may be used for outstation transport also. The daily trips of these vehicles should be carried out as per the schedule fixed by the Institute.
- 15) The contract shall be initially for a period of **one year** and may be extended on a year-to-year basis up to two more years on the same terms and conditions, subject to the satisfactory service of the contractor.
- 16) The contract can be prematurely terminated by either party by giving an advance notice of **one month** and after expiry of the notice period.
- 17) The Institute reserves the right to increase or decrease the number of vehicles according to its requirements any time during the currency of the contract. The contractor will have to provide the vehicles accordingly on the same terms and conditions of the contract.
- 18) Generally, the vehicles will be required to commence their daily service at the Institute sharp at **08:00 A.M till 08:00 PM**. However, the schedule of trips is subject to change according to the requirements of the Institute.
- 19) The contracting agency shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period without requisite notice or non-satisfactory services, breach of any terms and conditions of the contract etc. the contractor shall be liable to legal action, in addition to forfeiture of the performance security deposit given by him.
- 20) The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IPE Visakhapatnam.
- 21) The contracting agency shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles to deploy at IPE Visakhapatnam and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract. Renewal of the same shall be ensured by the contractor well in time. The contractor himself is responsible to pay and clear the fines and challans, if any, imposed by the Govt., for violation of the rules at his expense.
- 22) There will be no dead mileage for vehicles deployed on a monthly basis. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IPE campus till the closure of the given schedule or till the vehicle leaves IPE campus. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc.
- 23) The contracting agency shall provide immediate replacement for the breakdown vehicle with the same type of vehicle at his own expense.
- 24) The Director, IPE reserves the right to impose a pecuniary penalty on the contractor for serious lapses in execution of the contract. The amount of penalty imposed will be recovered from the monthly bills payable to the contractor.
- 25) The drivers of the vehicles deployed at the IPE Visakhapatnam should possess a valid driving license in their name. The drivers must wear uniform while on duty, be able to speak the local language, be courteous to the users of the vehicles. The contractor shall be responsible for their integrity and conduct while on duty at the Institute. In the event of misbehavior on the part of any of the drivers

deployed, IPE may impose a penalty as deemed fit on the contracting agency and demand replacement of the delinquent driver. The contractor shall comply with the demand immediately.

26) The contracting agency and the IPE Visakhapatnam shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Visakhapatnam only.

27) In case of delay in reporting of the vehicle, a penalty of Rs.200/- per every 1 hour delay will be imposed on the contractor. In case of also breakdown of any vehicle, a spare vehicle of equivalent type shall be made available within two hours. Else a price reduction of Rs. 200/- per hour or part thereof per Vehicle shall be levied for the period of non-availability on the particular day, subject to maximum of Rs.2,000/- per vehicle per day. Additionally, all the additional costs incurred by IPE to meet the Vehicle requirement from alternate source shall be recovered. A price reduction of Rs.200/- per hour part thereof shall be levied, if the Vehicles do not report to duly as per the timing instruction given, subject to a maximum of Rs. 2,000/- per vehicle per day.

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

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

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

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

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

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

34) The drivers deployed by the contracting agency shall not collect any money from the users of the vehicles in any form or on any pretext like fare, tip, chaipani etc.

- 35) The Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to IPE Visakhapatnam to the Logistic Section of the Institute, along with duly signed duty slips, photocopy of the extract of the logbook, ESI & EPF, Salary slips of the drivers.
- 36) The Agency shall also be liable for payment of all taxes, levies, cess, etc. on account of services rendered by it to IPE Visakhapatnam, to the tax collection authorities concerned from time to time as per extant rules and regulations on the matter.
- 37) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IPE Visakhapatnam to the agency.
- 38) If required, IPE Visakhapatnam may allow these vehicles to be parked inside the campus without any charges for the same. However, no accommodation or overnight stay of the drivers will be allowed inside the campus.
- 39) The successful tender will have to make agreement with IPE Visakhapatnam broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IPE Visakhapatnam on a judicial stamp paper of Rs.100/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency.
- 40) The successful tenderer will have to deposit a security deposit for an amount equivalent to 3% of the total contract value in the form of **Performance Bank Guarantee (PBG)** from any nationalized Bank in favour of the Director, IPE Visakhapatnam. The PBG shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
- 41) **Force Majeure:** Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.
- 42) **Payment Terms:** By monthly running account bills within 15 days of receipt of the bill at IPE. The bills for all vehicles engaged shall be put up after the end of every month. Separate summary sheet for each vehicle shall be submitted by the Contractor, for correlation purpose. The bills should also have attached the duly signed trip sheets (Any correction in the trip sheet must be signed by the respective user). The bills for all vehicles engaged shall be put up separately by end of every month. Payment of final bill shall be made within 30 days from the date of receipt of bill by IPE.
- 43) **Validity of offer:** The rates quoted are valid for 3 months from the due date of the tender.
- 44) Ad-hoc Vehicles may be hired for full day or for half day. In case of booking for half day, the half day engagement of Ad-hoc Vehicles will be valid for up to maximum of half of kms & half of hours of usage as mentioned in the above schedule and the rate should be half of the price fixed for that service in the schedule.

- 45) The contractor shall note that if the Ad-hoc service is utilized for 15 days or more in a month, it will be treated as a regular Vehicle and payment shall be made on pro-rata basis.
- 46) The actual No. of vehicles required may vary from time to time (upwards/downwards). There shall be no obligation on IIPE to assure any minimum engagement of any type of Vehicle.
- 47) The contractor shall ensure that there is enough oil/fuel in the vehicle to cover for a day's operation and also good spare tyre in the Vehicle. Contractor to provide Mobile phone to Driver at his own cost.
- 48) The vehicle should always be maintained neat, clean and in road worthy condition. Any defects that arise should be immediately rectified.
- 49) The vehicle supplied shall be covered under "Comprehensive" insurance policy covering the driver.
- 50) The safety of the passengers using the Vehicles shall at no time be in jeopardy due to mal-operation of the vehicle by rash or negligent driving of the operator/ driver.
- 51) The contractor or his nominated representative must be easily available on telephone so the complaints, special instructions; be relayed to him for implementation.
- 52) All clearance certification required from time to time from state/ center authorities, for carrying out jobs as per contractor or incidental to that shall be arranged by the contractor at his cost and shall be furnished as and when required by IIPE.
- 53) The road tax and any other taxes/ duties payable, shall be paid by the contractor as per the stipulated rates and should always be up to date with no dues.
- 54) The contractor shall produce vehicle fitness certificates and permit for all vehicles engaged by IIPE. Valid Pollution under Control certificate shall always be available with the respective Vehicle and the same shall be displayed visibly on the vehicle. The same should be attached in the Technical Bid.
- 55) The vehicle should be covered by the provisions of the Andhra Pradesh Motor Vehicle Act and 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 be held responsible for the same and will have to pay for all damages arising out of the same.
- 56) The opening odometer reading in KM, with time, at pick up point and closing km, with time, at the dropping off point, shall be clearly recorded in the trip sheet, on basis and duly signed by IIPE personnel. No additional mileage will be given for refueling/ garage trips. This shall be the basis of compensation.
- 57) The rates specified are applicable on all days including Sundays and Holidays. No other separate/additional payments shall be made for Sunday or Holidays. Additional incidental charges like "Vehicle Parking" at Airport, Railway Station, Municipal Parking lots, toll gate charges etc., will be reimbursed "Actual basis" along with the monthly bill, basis submission of original receipts only certified by IIPE Personnel.
- 58) Intending bidders may attend the unpriced bid opening on the date and time indicated. please note that no further intimation will be made in this regard. Also note that IIPE is not responsible for any expenditure for attending the bid opening and will not reimburse any cost to any bidder on this account, whatsoever.

59) 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 IIFE personnel. Any malpractice by the contractor or his agents/employees will lead to serious action including recovery of amount as fixed by IIFE. 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 IIFE personnel. No additional mileage will be given for refueling/ garage trips. IIFE's decision in this regard shall be final and binding on the contractor.

60) The Drivers should not be more than 50 years of age and should demonstrate good manners while on duty.

61) The contractor shall not change the Buses or Drivers without prior permission of IIFE.

62) In case of any non-compliance 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 10% of the contract value. The price reduction shall be recovered by the owner out of the amounts payable to the contractor.

PART – 1**TECHNICAL BID**

A. Details to documents should be mandatorily submitted:

Sl.No.	Particulars	Fill in the details
1	Name of Firm/Tenderer/ Company (in block letters)	
2	Address & Telephone No. and Email address of the Registered Office.	
3	Full Postal Address of the office situated in Visakhapatnam along with Telephone/Fax No./E-mail	
4.	Document Proof for Office address in Visakhapatnam (Copy to be attached)	
4	Certificate for non-blacklisting by the Partners of the firm or sole Proprietor or Company as per Annexure	
5	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original).	[Attach as enclosure & refer here]
6	Copies of valid licenses, permits, RCs, Fitness certificates & insurance copies of buses.	[Attach as enclosure & refer here]

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

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

Date:

Authorized Signatory with Stamp

Letter of Consent and bid submission

(To be submitted on Bidder's letter Head)

Date: _____

To
The Registrar
IIPE Visakhapatnam

Sub: Hiring of Buses for IIPE Visakhapatnam.

Ref: Tender Notification No. IIPE/Transport/2022-2023/167, dated 29.09.2022

Sir,

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

2. I/We have understood and fulfilled Eligibility Criteria, General Terms and Conditions and Scope of Work, Technical Specifications and Special Conditions of Contract and am/are fully aware of the nature of the services required and my/our offer is to provide services strictly in accordance with the requirements of your Institute.

3. As advised, a Self-Declaration is hereby enclosed in lieu of Earnest Money Deposit. I/We fully understand that I/We shall be blacklisted and debarred from future tendering process at the IIPE Visakhapatnam if:-

i. I/We do not execute the contract documents within 7 (seven) days after getting information from IIPE, or

ii. I/We do not commence the work within 15 (fifteen) days after award of the contract to us from IIPE,

4. This bidding document of mine/ours consists of _____ Nos. of pages in total.

5. Bidding documents and submission of Tender have been duly signed and attached herewith.

6. I/We know that acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address

PROFORMA CERTIFICATE FOR 'NO RELATION' WITH IPE EMPLOYEES

(To be submitted on Bidder's letter Head)

This has reference to our proposed contract for 'Hiring of Transport (Buses) for IPE students to be entered into with Indian Institute of Petroleum and Energy.

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

Signature of Contractor

Place:

Date:

SELF-DECLARATION IN LIEU OF EMD

(To be submitted on Bidder's letter Head)

Date: _____

To
The Registrar, IPE
Visakhapatnam

Sub: Hiring of Transport (Buses) for students of IPE Visakhapatnam.

Sir(s),

I/We, the undersigned, hereby declare that:

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

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

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

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

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

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

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

Dated on _____day of____(insert date of signing)

Corporate Seal (where appropriate)

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

VENDOR's CONFIRMATION

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

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

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(To be submitted on Bidder's letter Head)

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

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

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

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

Tender Enquiry No. : IIPE/Transport/2022-23/167, Dt.29.09.2022

S.No	Item Description	Detailed Item Description	Qty.	UoM	Amount
01.	Transportation Facility for IIPE Students	(a) Agency to provide Non-A/c. Buses for Transporting of 350 Nos. Students	07 * Buses per Month (Up to 650 Kms. per month, 12 Hrs. per day, per Bus)	Per Month per 01 Bus	
		(b) Additional Kms.	01 Bus	Per Km.	
		(c) Additional Hours	01 Bus	Per Hour	
02	Ad-hoc bus Services	(a) Rate per day for 100 kms & 12 hours	01 Bus	Per day	
		(b) Rate per additional km. run over and above 100kms in a day	01 Bus	Per Km.	
		(c) Rates per additional hour beyond 12 hours in a single day	01 Bus	Per Hour	
* The requirement of number of buses may vary based on student's strength.					

- Note:** (i) Agency to quote basic cost only. GST shall be applicable extra.
(ii) Price is to be quoted for all items. Irresponsive bids will be summarily rejected.

Date:

Signature of the Tenderer with Seal & Address