

NOTICE INVITING TENDER(NIT) FOR HIRING OF TRANSPORT SERVICES ON A CALL BASIS

Tender Notification Ref. No.: IIPE/SnP/Transport/2025-26/01

Dated: 06.06.2025



Indian Institute of Petroleum & Energy

Temporary Campus: 2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam,
Andhra Pradesh – 530 003.
Phone No: 0891-2856015
E-mail: procurement@iipe.ac.in

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Tender Notice

HIRING OF TRANSPORT SERVICES (Four-Wheeler Vehicles) ON A CALL BASIS

1. The Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam is an autonomous institute under the Ministry of Petroleum & Natural Gas, Govt. of India, inviting bids for hiring of Transport Services (Cab) on a call basis by Institute's for IIPE Official/dignitaries/guests etc. within the city of Visakhapatnam urban agglomeration and outstations.

Interested bidders may download a copy of the document from either <https://iipe.ac.in/alltenders> or <https://eprocure.gov.in/epublish/app>. Any corrigenda or amendments will be posted only on the Institute's website. Bidders are advised to visit the website regularly for updates or changes.

Important Dates	
i) Availability of Tender Document on the website	06 th June,2025
ii) Last Date for Tender Submission	12 th June,2025 by 03:00 PM
iii) The date and time for opening of Technical Bid	12 th June,2025 at 03:30 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 (PART-I: Technical Bid and PART-II: Financial bid)** by the reputed and experienced firms/agencies/companies having valid licenses and permits and qualified experience in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, Educational Institution etc., The Price Bid proforma must be submitted in the Price Bid/Financial bid document (**Annexure-I**). If it is submitted along with the Technical Bid, the bid will be summarily rejected.

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-D) 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, IIPE 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, IIPE 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, IIPE 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 superscribed clearly as "Technical Bid". The second sealed envelope should contain only the Price Bid. This envelope should be superscribed clearly as "Financial Bid". Now, both the aforesaid sealed envelopes should be put into a third big envelope. This third envelope should be sealed, superscribed as **"Hiring of Transport Services on call on a basis"** 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, IIPE **on or before 3:00 P.M. on 12th June, 2025** 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 12th June, 2025** 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 IIPE reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.
10. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of contract, the IIPE reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.
11. The institute is presently operating from a transit campus located at **2nd Floor, AU Engineering College, Andhra University, Visakhapatnam and is likely to shift to its permanent campus located at Vangali Village, Sabbavaram Mandal, Anakapalli District, Andhra Pradesh, by July 2025.** In this regard, willingness to provide by the bidder for providing the cab services on shifting of the Institute to its permanent campus.
12. **Evaluation Criteria –Overall Lowest:** The vendor must quote prices for all the items listed in **Annexure-I**. The overall L1 bidder shall be required to match the lowest prices quoted for individual items by other bidders, or as decided by the IIPE empowered committee constituted therefor.
13. The successful bidder submits the **Performance Bank Guarantee (PBG)** for an amount of **Rs. 10,000/-** from any nationalized Bank in favour of the Registrar, IIPE 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. The Performance Security must be submitted by Seller to the Buyer within 15 days of award of contract on GeM. No interest shall be payable upon the Performance Security / PBG or any other amounts payable by the Seller to the Buyer under the Contract.
14. The Taxes will be applicable from time to time as per the rules of the Government of India.
15. This bid is governed by the Institute's Purchase Rules, which are available on the IIPE website (www.iipe.ac.in).
16. **For assistance with the tender document and its terms and conditions, please contact us via email at procurement@iipe.ac.in or call us at +91-891-285 6015.**
17. The detailed eligibility and other terms & conditions of the contract may be perused in the following pages.

**-Sd/-
Registrar**

ELIGIBILITY CRITERIA AND GENERAL TERMS & CONDITIONS

1. The contracting agency should have Operationally Registered in Andhra Pradesh. 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 passenger vehicles 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. **Minimum Average Annual Turnover of the Bidder:** The minimum average annual financial turnover of the bidder during the FY :2021-22,2022-23 and 2023-24 is **Rs.20 Lakhs(s)**. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion.
4. The contracting agency should have the passenger vehicles, 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. If the vehicles are not presently in the tenderer's name, an affidavit duly attested by a Notary that in the event of his being the successful bidder, he will get these vehicles transferred to his name before supplying them to IIPE Visakhapatnam, should be submitted.
5. 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. For more details, please refer to para 5 on Page 3.
6. 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.
7. The Tenderer will be black-listed and debarred from participating in any future tendering processes at IIPE 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.
8. The rates quoted in the Financial Bid shall be valid for at least **12** months from the date of award of contract. Tender valid for a shorter period shall be liable to rejection. However, after 12 months of the contract, whenever the fuel prices increase or decrease by more than 20% of the prices prevailing at the time of commencement of the contract, then the hire charges may be considered for increase or decrease, as the case may be, involving not more than 10% of the original price.
9. 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.
10. The successful bidder should provide only the specified type of vehicles which are in good running condition and not older than **2023 model**.
11. A team of IIPE 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.
12. The tenders of the contracting agencies not in possession of valid statutory sanctions / registrations / permits/ insurances are liable to summary rejection.

13. The hire charges quoted by the bidder should be inclusive all expenses including applicable taxes. The Institute will not be responsible for any damages, losses, repairs, thefts, fuel refilling, relievers 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 contractor shall be solely held responsible for any loss/damage to IIPE, monetary or otherwise, due to their employees' or their agents' actions. Compensation as fixed by IIPE shall be final and binding. IIPE will be free to take any further action as they deem fit in addition to the above. IIPE will be free to recover the compensation amount from the pending bills of the contractor, or any other means.
14. The contractor shall provide two sets of Uniforms, Identity Cards, and one pair of shoes to the drivers.
15. The contract for hiring of vehicle will be initially for a period of **one year** from the date of start of the service/contract. However, the contract may be extended for further period up to 3 years (on yearly basis and upon mutual consent), if the services found to be satisfactory.
16. IIPE Visakhapatnam reserve the right to terminate the contract at any time without assigning any reasons by giving a one-month notice to the contracting agency/firm/company.
17. Time and Kms should be calculated from actual reporting point to the desired destination.
18. 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.
19. 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 IIPE Visakhapatnam.
20. The contracting agency shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles to deploy at IIPE 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.
21. The contracting agency shall provide immediate replacement for the breakdown vehicle with the same type of vehicle.
21. 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, IIPE 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.
22. The contracting agency and the IIPE 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.
23. The driver of the vehicles deployed at the Institute shall maintain the logbook (timings and mileage for each vehicle) on trip basis and obtain signatures of the IIPE Officials / Guest etc. at beginning of the trip and closing of the trip. IIPE Visakhapatnam may demand this logbook at any time for inspection or at the time processing of bill.
24. 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.

25. 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 and IIPE Visakhapatnam shall have no liabilities in this regard.

26. 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 IIPE Visakhapatnam site.

27. 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 IIPE Visakhapatnam site. IIPE Visakhapatnam shall, in no way responsible for settlement of such issues.

28. The Agency shall also be liable for payment of all taxes, levies, cess, etc. on account of services rendered by it to IIPE Visakhapatnam, to the tax collection authorities concerned from time to time as per extant rules and regulations on the matter.

29. 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 IIPE Visakhapatnam to the agency.

30. **Payment Terms:** Payment of final bill shall be made within 30 days from the date of receipt of bill by IIPE. 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 Guests etc.,).

31. **Validity of offer:** The rates quoted are valid for 3 months from the last date of bid submission.

32. There shall be no obligation on IIPE to assure any minimum engagement of any type of vehicle. Service provider should provide the vehicles as and when required/on a call basis.

33. The vehicle should always be maintained neat, clean and in road worthy condition. Any defects that arise should be immediately rectified.

34. The vehicle supplied shall be covered under "Comprehensive" insurance policy, also covering one driver and at least three co-passengers.

35. 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.

36. The contractor or his nominated representative must be easily available on telephone so the complaints, special instructions car; be relayed to him for implementation.

37. 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.

38. 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.

39. 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/Guests etc., No additional mileage will be given for refueling/ garage trips.

40. The speedometer of the Vehicles shall always be in good working condition at all time. Speedometer readings must be recorded trip sheets and countersigned by the concerned IIPE Officials. A log book (timings and mileage for each vehicle) on completion of trip and obtain signature of the IIPE officials at beginning of the service and close of the service giving details of usage shall be maintained and offered for inspection as and when asked by IIPE. Any malpractice by the contractor or his agents/employees will lead to serious action including recovery of amount as fixed by IIPE. IIPE's decision in this regard shall be final and binding on the contractor.

41. The contractor shall ensure that the drivers engaged possess valid driving license and satisfies all other legal requirements like PUC, RTO Tax Payment etc., for driving a vehicle.

42. While on duty the driver should not indulge in gambling, playing cards or any other such activity. Also, while on duty, the drivers should not be intoxicated with Alcohol, drugs, gutka or any other substance. Service provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found be working against the interests of the Institute, the said Driver shall be withdrawn and substituted by a fresh driver to the Institute immediately.

43. The contractor shall solely be held responsible for all actions of their employees or agents.

44. The contractor who undertakes to carry out on the basis of the purchase order or contract shall inform in writing to our Administration department and also assistant Labour commissioner, in case of engaging subcontractors to carry out same work on the aforesaid basis for the purpose of obtaining requisite license under contract Labour (R&A) Act. It is also agreed that the contractor will also observe all the provisions of the contract Labour Act, 1970.

45. The contractor shall also indemnify and keep indemnified company against all liabilities and responsibilities arising out of the contractor's non-compliance with the provisions of the said acts and schemes or any other law, in respect of any person employed by him or in connection with the work of the company establishment.

46. The contractor should comply with the provisions of Andhra Pradesh Profession Tax Act and accordingly submit a Clearance certificate from the Dept. at such intervals as has been stipulated in the Act.

47. 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.

48. 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.

49. The Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to IIPE Visakhapatnam to the Logistic Section of the Institute, along with duly signed duty slips, photocopy of the extract of the logbook.

50. The Director, IIPE 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.

51. The vehicles being hired will be used for a maximum of 12 hours each day mostly for local transport and/ or outside Andhra Pradesh urban agglomeration. However, in exigencies of work, they may be used for outstation transport also.

52. 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/immediate. 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 IIPE 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. 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.

53. Institute has right to change the period of the contract and terms at any time subject to mutual consent from both the parties.

PARTICULARS OF ITEM(S) / SERVICES REQUIRED:

Sl.No.	Item(s) Description	Long Description	QTY	UoM
1	Hiring of Innova or equivalent AC Car for use by Senior Officials / Dignitaries etc.,	Rate per day for 40 Kms. & 4 hours.	1	Day
		Rate per additional Km. run over and above 40 kms. in a day	1	Each Km.
		Rate per additional hour beyond 4 hours in a single day	1	Each Hour
		Rate per day for 80 Kms. & 8 hours.	1	Day
		Rate per additional Km. run over and above 80 kms. in a day	1	Each Km.
		Rate per additional hour beyond 8 hours in a single day	1	Each Hour
		Rate per day for 100 Kms. & 12 hours.	1	Day
		Rate per additional Km. run over and above 100 kms. in a day	1	Each Km.
		Rate per additional hour beyond 12 hours in a single day	1	Each Hour
		Airport Pick up	1	Per trip
		Airport Dropping	1	Per trip
		Railway station Pick up	1	Per trip
		Railway station Dropping	1	Per trip
2	Hiring of Maruti Swift Dezire or Equivalent AC Car for use by Visiting Professors / Guests for IIPE etc.,	Rate per day for 40 Kms. & 4 hours.	1	Day
		Rate per additional Km. run over and above 40 kms. in a day	1	Each Km.
		Rate per additional hour beyond 4 hours in a single day	1	Each Hour
		Rate per day for 80 Kms. & 8 hours.	1	Day
		Rate per additional Km. run over and above 80 kms. in a day	1	Each Km.
		Rate per additional hour beyond 8 hours in a single day	1	Each Hour
		Rate per day for 100 Kms. & 12 hours.	1	Day
		Rate per additional Km. run over and above 100 kms. in a day	1	Each Km.
		Rate per additional hour beyond 12 hours in a single day	1	Each Hour
		Airport Pick up	1	Per trip
		Airport Dropping	1	Per trip
		Railway station Pick up	1	Per trip
		Railway station Dropping	1	Per trip

Note: The bidder must quote prices for all the items mentioned above. Failure to quote for any item will result in summary rejection of the bid.

(Signature of the Bidder, with official seal)

ACCEPTANCE OF TENDER TERMS
(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,

The Director
Indian Institute of Petroleum and Energy
Visakhapatnam – 530003

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of the Tender /Work/Service:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely _____ as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

CERTIFICATE FOR 'NO RELATION' WITH IIPE EMPLOYEES

(To be submitted on Bidder's letter Head)

This has reference to our proposed contract for 'Hiring of Four-Wheeler vehicles 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 IIPE Visakhapatnam.
- (ii) We are not a firm in which any key personnel of IIPE 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 IIPE Visakhapatnam or his/her relative is a partner.

Signature of Contractor

Place:

Date:

BID SECURING DECLARATION FORM
(ON COMPANY LETTER HEAD)

Tender/GeM Bid Ref No.:

Dt:

To,

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

I / We. The undersigned, declare that:

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

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

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

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

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

Specimen Signature : _____

Name : _____

Designation : _____

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

Dated on ____ day of _____ Year ____ (Date of Signing)

Firm's 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)

BIDDER INFORMATION FORM

Company Name: _____

Registration Number: _____

Registration Address: _____

Name of Partners /Director: _____

City: _____ Postal Code : _____

Company's Establishment Year: _____

Company's Nature of Business : _____

Company's Legal Status (<i>tick on appropriate option</i>)	1) Limited Company	
	2) Undertaking	
	3) Joint Venture	
	4) Partnership	
	5) Others	
Company Category	1) Micro Unit as per MSME	
	2) Small Unit as per MSME	
	3) Medium Unit as per MSME	
	4) Ancillary Unit	
	5) SSI	6) Others

Contact Details:

Contact Name: _____ Designation: _____

Email Id : _____

Phone No: _____)

Mobile No: _____

Bank details

Name of Beneficiary:

A/c. No. CC/CD/SB/OD:

Name of Bank :

IFSC (Bank) :

Branch Address and Branch Code:

Other Details

Vendor's PAN No. _____

(Signature of the Bidder, with official seal)

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(to be provided on letter head of the firm)

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.:

CERTIFICATE BY BIDDER- DPIIT REGISTRATION
(Certificate on Company Letterhead)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a country, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered for this tender no. _____ dated _____ listed by IIPE Visakhapatnam.

Signature with Date
and
Stamp of the Bidder

DECLARATION FOR LOCAL CONTENT

(on OEM's letter Head)

(to be given on Company Letter Head – for tender value below Rs. 10 crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date:

To

The Director
Indian Institute of Petroleum and Energy
Visakhapatnam – 530003

Sub: Declaration of Local Content

Tender/Bid Reference No. _____

Name of Tender/ Work: _____

1. Country of Origin of Goods/Service/Work being offered: _____
2. We hereby declare that goods/service/work offered has _____ **% local content** (Please mention exact %).
3. Details of location at which local value addition will be made/ made: (Complete address to be mentioned) _____

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“False declaration will be in breach of Code of Integrity under Rule 175 ((1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours Faithfully,

(Signature of the Bidder, with official seal)

PART – II: PROFORMA OF PRICE BID/FINACIAL BID**Annexure-I****(On the official letter head of the bidder)****Hiring of Transport Services (Cab) (Four-Wheeler vehicles) on a call basis****Tender Notification Ref No.:** IIPE/SnP/Transport/2025-26/01 **and Bidder Name:** _____**Sub: Hiring of Transport Services (Cab) (Four-Wheeler vehicles) on a call basis**

Sub: Hiring of Transport Services (Cab) (Four-Wheeler vehicles) on a call basis								
Sl.No.	Item Description	Long Description	QTY	UOM	Rate	Applicable GST %	GST Rate	Total (Incl.of GST) (Rs.)
1	Hiring of Innova or equivalent AC Car for use by Senior Officials / Dignitaries etc.,	Rate per day for 40 Kms. & 4 hours.	1	Day				
		Rate per additional Km. run over and above 40 kms. in a day	1	Each Km.				
		Rate per additional hour beyond 4 hours in a single day	1	Each Hour				
		Rate per day for 80 Kms. & 8 hours.	1	Day				
		Rate per additional Km. run over and above 80 kms. in a day	1	Each Km.				
		Rate per additional hour beyond 8 hours in a single day	1	Each Hour				
		Rate per day for 100 Kms. & 12 hours.	1	Day				
		Rate per additional Km. run over and above 100 kms. in a day	1	Each Km.				
		Rate per additional hour beyond 12 hours in a single day	1	Each Hour				
		Airport Pick up	1	Per trip				
		Airport Dropping	1	Per trip				
		Railway station Pick up	1	Per trip				
		Railway station Dropping	1	Per trip				
2	Hiring of Maruti Swift Dezire or Equivalent AC Car for use by Visiting Professors / Guests for IIPE etc.,	Rate per day for 40 Kms. & 4 hours.	1	Day				
		Rate per additional Km. run over and above 40 kms. in a day	1	Each Km.				
		Rate per additional hour beyond 4 hours in a single day	1	Each Hour				
		Rate per day for 80 Kms. & 8 hours.	1	Day				
		Rate per additional Km. run over and above 80 kms. in a day	1	Each Km.				
		Rate per additional hour beyond 8 hours in a single day	1	Each Hour				
		Rate per day for 100 Kms. & 12 hours.	1	Day				
		Rate per additional Km. run over and above 100 kms. in a day	1	Each Km.				
		Rate per additional hour beyond 12 hours in a single day	1	Each Hour				
		Airport Pick up	1	Per trip				
		Airport Dropping	1	Per trip				
		Railway station Pick up	1	Per trip				
		Railway station Dropping	1	Per trip				
Grand Total								

Note: The bidder must quote prices for all the items mentioned above. Failure to quote for any item will result in summary rejection of the bid.**(Signature of the Tenderer with Seal & Address)**

Checklist for submission of bis for 'Hiring of Transport Services on a Call Basis':

Sl. No.	Documents	Submitted (Yes/No)?								
PART-I: Technical Bid										
01.	Name of the Firm/Company/Agency(Attach a copy of registration)									
02.	Address of the Registered office									
03.	Should have Operationally Registered Branch/Office in Andhra Pradesh (Valid proof of documents to be submitted)									
04.	Local Address at Visakhapatnam (if any)									
05.	PAN (Attach a copy)									
06.	GST Registration (Attach a copy)									
07.	The bidder should submit a valid license to operate vehicles as per Andhra Pradesh Motor Vehicle acts.									
08.	Minimum Average Annual Turnover of the Bidder for the Financial Year (FY: 2021-2022, 2022-23 and 2023-24 is Rs.20 Lakh(s) (Attach a copy of Audited statement of each along with CA Certified Turnover Certificate)									
09.	Copies of valid licenses, permits, RCs & insurances the vehicles, if available. If not, an affidavit that the tenderer will procure and provide the vehicles within 15 days from award of the contract, shall be submitted now.									
10.	If the vehicles are not presently in the tenderer's name, an affidavit duly attested by a Notary that in the event of his being the successful bidder, he will get these vehicles transferred to his name before supplying them to IIPE Visakhapatnam, should be submitted.									
11.	Particulars of item(s) / services required as per Annexure-A									
12.	Acceptance of Tender terms and conditions as per Annexure-B									
13.	Certificate for No-Relation with IIPE Employees as per Annexure -C									
14.	Bid Securing declaration form as per Annexure-D									
15.	Bidder information as per Annexure-E									
16.	Declaration of Clean Track/No Legal Action as per Annexure-F									
17.	Certificate by Bidder- DPIIT Registration as per Annexure-G									
18.	Declaration of Local- Content as per Annexure-H									
19.	Willingness to provide the Transport services, on shifting of the Institute to its permanent campus located at Vangali Village, Sabbavaram Mandal, Anakapalli District, Andhra Pradesh, likely to be by July 2025									
20.	3 Years of Past Experience (ending month of March prior to the bid opening): The list of successful executed contracts with reputed institutes/organizations/PSUs/University etc., (Attach a proof of document).									
	<table border="1"> <thead> <tr> <th>Name of the Client and full address</th><th>Telephone and FAX number of the client)</th><th>Tenure of contract</th><th>Value of contract</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Name of the Client and full address	Telephone and FAX number of the client)	Tenure of contract	Value of contract					
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21.	Any other supporting document, if any (Please Specify) and enclosed:									
22.	PART-II: Financial/Price Bid: Submit the Price bid as per Annexure-I of the Tender document									
23.	In addition to the above, all other necessary documents must be submitted as specified in the bid document, wherever required.									

Note: Submission of bid without the above-mentioned documents may leads to rejection/disqualification of the Bid.

(Signature of the Bidder, with official seal)