



विद्यारत्नम् महद्धनम्

राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी, उ० प्र०

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**

**Jais, Amethi (U.P.) – 229 304**

Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

**TENDER DOCUMENT FOR PROVIDING PASSENGER VEHICLE ON  
HIRE BASIS**

<b>Tender No.</b>	Tender No: RGIPT/Jais/IWD/Veh-Tender/2019/01, Date- 19/03/2019
<b>Last Date &amp; Time of Submission:</b>	17/04/2019, 03:00 P.M.
<b>Date &amp; Time of Opening Bid:</b>	17/04/2019, 04:00 P.M.
<b>Pre-Bid Meeting</b>	2 <sup>nd</sup> April' 2019, 12.00 P.M.
<b>e-Tender Processing Fee (ITI Limited):</b>	Rs.3000+(Applicable GST@18%) through e-payment Gateway available on <a href="https://rgipt.euniwizard.com">https://rgipt.euniwizard.com</a>

## Notice Inviting E-Tender and Schedule of Events

Online E-Tenders are invited under two part Bid system (Technical Bid and Financial Bid) from reputed, experienced and financially sound parties for the following work:

<b>Name of the Work</b>	Providing of passenger vehicle (Taxi Permit) on hire basis to RGIPT at Jais, Amethi (U.P).
<b>Tender No.</b>	Tender No: RGIPT/Jais/IWD/Veh-Tender/2019/01, Date-19/03/2019
<b>EMD</b>	Rs. 49,000/- (Rupees Forty Nine Thousand Only) through e-payment Gateway available on <a href="https://rgipt.euniwizard.com">https://rgipt.euniwizard.com</a> .
<b>e-Tender Processing Fee (ITI LIMITED)</b>	Rs.3000 + (Applicable GST@18%) through e-payment Gateway available on <a href="https://rgipt.euniwizard.com">https://rgipt.euniwizard.com</a>
<b>Contract Period</b>	The period of contract will be of 2 years. The contract may be extended by another period of 1 year on same rate, terms and conditions.
<b>Issue of Tender</b>	The Tender document can be downloaded from the Institute's website – <a href="http://www.rgipt.ac.in">www.rgipt.ac.in</a> and <a href="https://rgipt.euniwizard.com">https://rgipt.euniwizard.com</a> (e-tendering website) & CPP Portal. Please keep visiting our website for any corrigendum /amendments and submit the bid documents accordingly.
<b>Pre-Bid Meeting</b>	12.00 P.M. on 2 <sup>nd</sup> April' 2019 for clarifications of queries, if any, at Conference Room, 2nd Floor, Administrative Building, RGIPT, Jais, Amethi (U.P.) – 229304
<b>Last Date &amp; time of Submission of Tender Online (Bid due date)</b>	Upto 3:00 P.M. on 17 <sup>th</sup> April' 2019
<b>Opening of E-Tender</b>	Part – A – Technical Bid The Technical Tender documents will be opened online on the same day, i.e. 17 <sup>th</sup> April' 2019 at 04:00 P.M. in the presence of authorized representatives of the bidders.
	Part – B – Financial Bid Financial Bid will be open for technically qualified bidders only at a later stage of time.

<b>Contact Person (for any clarification)</b>	Executive Engineer (Civil), Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (U.P.) – 229304, Mobile No.+91-9565993399
<b>Proposed Date of Commencement of Services</b>	Within 15 days from the date of placement of Purchase Order.
<b>Date and time of opening of Financial Bids</b>	To be intimated later by the Institute
<b>ITI Helpdesk Contact Detail</b>	Helpdesk landline No.- “011-49606060” Mobile Number- Mr. Birendra Kumar- 09205898228/9572472941/9355030628

# INDEX

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page Nos.</b>
1.	Notice Inviting E-Tender	5-6
2.	Instructions for Online Bid submission	7-10
3.	Scope of Work	11-14
4.	General Conditions of the Contract	15-21
4.	Technical Bid (Enclosure-I)	22-23
5.	Financial Bid (Enclosure-II)	24-24

**E Tendering Helpdesk Number: 011-49606060/9572472941/9355030628/09205898228**

**E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com**

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**  
**Jais, Amethi (U.P.)**

**Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)**

Tender No: RGIPT/Jais/IWD/Veh-Tender/2019/01

Date- 19/03/2019

**NOTICE INVITING E-TENDER**

**Introduction:**

Rajiv Gandhi Institute of Petroleum Technology, Jais Amethi has been set up by the Ministry of Petroleum and Natural Gas as an “Institute of National Importance” along the lines of IIT’s under an Act of Parliament.

RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology.

RGIPT, Rae Bareli is situated on Rae Bareli – Sultanpur National Highway, Near Jais railway Station at a distance of 27 km from Rae Bareli. The nearby Nagar Palika is Jais, which has a periphery of around 2.5 Kms.

E-Tender invited under Two Part Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing of vehicle (Taxi Permit) on hire basis for RGIPT Jais, Amethi for a period of 2 years. The services may be extended for further period of 1 year on same rate, terms and conditions.

The Technical Bid shall consist of the EMD and documents as asked for technical bid heading in Para no. 14 of General Conditions of the Contract. The price bid will be submitted online as given in the tender link. No additional papers in support of the price bid, either partial or full, should be uploaded along with the documents

of the Technical bid. In case of any such event, the participation of the bidder will be treated as cancelled, without giving any further notice to bidder.

Your quoted rates shall be exclusive of taxes and duties and shall remain firm till completion of work. Your quotation shall be valid for period of 90 days from the submission of the tender.

Tender without EMD will be liable for rejection.

Tender should be submitted ONLINE on or before 17<sup>th</sup> April' 2019 by 15:00 Hrs. along with EMD of Rs.49,000/- (Rupees Forty Nine Thousand Only). The EMD has to be submitted through online mode only.

The technical bid of the tenders will be opened on the same date i.e 17<sup>th</sup> April' 2019 at 16:00 hrs. in the presence of the bidders.

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://rgipt.euniwizard.com>.

## **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizard.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the **Registration fee of Rs. 2360/- Per vendor/per year.**
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizard.com>**

## SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (**e.g. PAN card copy, annual reports, auditor certificates etc.**) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.



## SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as **“e-payment” to pay the tender fee / EMD** as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is “011-49606060”**

## Scope of Work

- (1) The contractor will be required to provide 1 No. Mahindra Bolero, Model: BOL ZLX Power Plus (**Not older than July 2018 and has not completed 10,000 Kms or New Vehicle**) on “monthly hire basis” at RGIPT Jais campus with driver, fuel, oil etc. The drivers should be competent, wear proper uniform & must have a **valid commercial driving license**. The vehicle will be utilized for the movement of RGIPT’s Officials for their routine work and assignments. The vehicle may be required to go for out station duties at times.
- (2) The vehicle provided by the contractor must always be in excellent condition, clean, and mechanically sound. All maintenance, repairs and replacement of spares for the vehicles will be the responsibility of the contractor. All consumables like fuel, oil, lubricants and tyres for running the vehicle will be the responsibility of the contractor.
- (3) The vehicle taken on monthly basis will be garaged at RGIPT Jais premises at Amethi during the working hours, after which it is responsibility of the contractor to take care of vehicle.
- (4) Parking Fee at all locations wherever pay and park facility is available and TOLL charges at the entry or exit will be reimbursed on Actual basis on the production of original receipts attached to respective bill.
- (5) The driver of the vehicle should possess a valid commercial driving license and must have at least 3 years of experience with a clean driving record. The drivers shall be in the payrolls of the contractor and RGIPT shall be fully indemnified by any claims from drivers for making any payments or any other employment issues concerning these staff. The drivers should not report to duty after consuming alcohol or will not consume alcohol while on duty and will not operate in an intoxicated condition. RGIPT reserves the right to direct the contractor to remove such drivers at once from duty.
- (6) The drivers must be well familiar about topography / road around of Rae Bareli / Jais, Amethi and surrounding districts of Uttar Pradesh. Driver

should be provided with mobile phone while on duty. Contractor should inform vehicle no., drivers name and driver's mobile no. to RGIPT. Such mobile usage expenses will not be borne by RGIPT.

- (7) RGIPT will have the right to inspect the cars at their discretion during the period of the contract. If the vehicle found not in good condition, RGIPT reserves the right to reject the vehicle from operation at contractor's risk and cost. The contractor will be liable to provide alternate vehicle of same standards as per contract at any point when breaks down and governed by clause 12 of scope of work, mentioned below.
- (8) Any expenditure arising due to breakdown of vehicle supplied by contractor shall be on contractor's account and shall not be charged to RGIPT.
- (9) Insurance of the vehicle and the risk of passenger traveling in the vehicles should be covered by the contractor to the extent of liability specified in the Motor Vehicles Act & Rules made there under or any other law applicable in that respect.
- (10) Payment of all applicable roads / municipal taxes etc. including payment of insurance, including insurance against riots, fires, etc. will be the responsibility of the contractor.
- (11) Contractor will indemnify RGIPT and keep indemnified from and against any claims whatsoever that may be made against RGIPT in relation to or arising out of the contract and undertake to see that RGIPT is absolved of any liability whatsoever to any third party on account of performance of this contract.
- (12) Contractor shall also be responsible for providing a suitable replacement within 24 hours if the vehicle breaks down. In the event of your failure to provide such replacement, on each occasion, as stated above, the Institute will claim Rs.3000/- towards penalty or the actual cost for making alternate arrangement whichever is decided as correct by RGIPT and the same will be deducted from the contractors running bills.

- (13) In the event of failure of duty, or even if the condition of the vehicle is not satisfactory, on each occasion, a penalty of Rs.2000/- will be deducted from the contractors running bills / payments.
- (14) A 'First Aid' box containing required medicines / refill should be provided and maintained by you in the vehicle. You should ensure that the 'First Aid' box is in up to date condition at all times.
- (15) Safety of the passengers is of prime essence in this contract. The drivers of the vehicles should ensure that they maintain speed limits as per the rules laid down by Municipalities, Highway authorities etc.
- (16) You should permit only authorized employees to travel in the car. No other passenger should be allowed to travel without permission of the Concerned Officials.
- (17) Vehicle should be fitted / provided with additional gadgets / utilities\* Clean seat covers\* music system\* Reading Lamp\* Tissue paper\* Car freshener\*
- (18) GST (as applicable) will only be paid over and above the billing amount & TDS (as applicable) will be recovered for which necessary TDS certificate will be issued to the contractor. Contractor needs to furnish the details of GST Number to RGIPT.
- (19) The quoted rates should remain firm during the tenure of the contract which will be for 2 years.
- (20) RGIPT reserves the right to terminate the contract at any time before expiry of the contract by giving one month notice in writing without assigning any reason whatsoever. The same termination clause is applicable in the case of irregular & unsatisfactory services and violation of Purchase Order's terms & conditions.
- (21) The contract shall be valid for a period of 2 years from the date of placement of the firm order. However, the contract may be extended for further period of 1 year on same, rate, terms and conditions.

- (22) The running of a vehicle usually a 6 days a week, with a provision of 1 day weekly off to Driver and vehicle. However, in case of any urgent requirement, the vehicle has to be deputed. In failing so, the penalty clause will be applicable as mentioned in clause no 13 above.
- (23) The driver and in turn the contractor is responsible for maintaining the log book, on daily basis, without any failure.

## **General Conditions of the Contract**

- (1) The vehicle offered should be registered as commercial vehicle (Taxi permit) either in the name of tender/firm or should have agreement/Power of Attorney, with the owner of the vehicle, to operate the same.
- (2) You should provide vehicles meeting the requirements and specifications as laid down by the concerned Statutory Authorities and should comply with the requirement of the Motor Vehicles Act and the Central Motor Vehicle Act and amendments thereto issued from time to time.
- (3) You shall obtain Comprehensive Insurance Cover for vehicle and shall keep such policy in force at all times to cover all risks of every nature whatsoever to the vehicle and occupants including loss of life, disablement injuries, third party claims, accident caused due to fire, riot or due to any other reason, whatsoever, loss on account of theft and natural calamities.

You should produce for verification the original insurance policy and proof of payment of all insurance premium and charges in respect thereof as and when demanded by RGIPT and shall renew all such insurance cover at least seven days before the expiry thereof.

- (4) In case of any accident, the Executive Engineer (Civil) or his representative should be informed about the nature and the impact of the accident and accident report should be made available to him immediately, indicating the cause of the accident etc.
- (5) It shall be sole responsibility of Contractor to ensure that the vehicle is always and exclusively driven by a person appropriately qualified and having valid commercial driving license to drive under the Motor Vehicle Act with 3 years of driving experience. It shall also be sole responsibility of Contractor to ensure that the driver and other persons engaged for operating and maintaining the car

- a) shall have the necessary qualifications as laid in the Rules under the Central Motor Vehicles Act currently in force and any subsequent amendments thereto.
  - b) Are medically fit in all respects and examined by a Registered Medical Practitioner and submit the fitness certificate, once in a year, to the RGIPT officer-in-charge.
  - c) should not be under the influence of alcohol or any other intoxication while on duty.
- (6) You shall be responsible for and shall pay any compensation to your employees' payable under the Workmen's Compensation Act 1923 and 1933 and the amendments thereto for the injuries caused to the workmen. You shall be responsible for and pay the expenses for providing medical treatment to any of your employees who may suffer any bodily injury as a result of any accident.
- (7) You shall be liable for all payments to the personnel employed for the performance or carrying out the said work and in respect of all claims and liabilities of you and RGIPT shall in no event be liable or responsible for any such payment and you shall keep RGIPT indemnified against the same and from all proceedings in respect thereof.
- (8) You shall abide by the Payment of Wages Act / Minimum Wages Act and other relevant Labour legislation's in force and RGIPT shall in no event be liable or responsible for any default that will arise out of non-observance of such law / rules on the part of you and that you shall indemnify and keep indemnified RGIPT against the same and from the proceedings in respect thereof.
- (9) RGIPT shall have full and absolute right to award the job in part or full to one or more contractors.
- (10) In case of applicability of any new taxes, the same will be reimbursed by RGIPT on the basis of actual submission of proof.



- (11) You shall not assign or sublet the contract or any part thereof to any person / party without the specific permission of the RGIPT in writing.
- (12) In the event of breakdown / non-availability of vehicle, you will be responsible for providing a suitable replacement of the same type of vehicle, within the stipulated period of time. However, the above will not be applicable if such delays or failure is caused by occurrences such as Acts of God or the public enemy expropriation or confiscation of facilities to Government authorities, compliances with any order or request of any Government authorities, acts of war, rebellion or sabotage or fires, floods, explosions, riots or civil disturbances / strikes. You shall keep records of the circumstances referred to above and bring these to the notice of Officer-in-charge in writing immediately on such occurrences. Under such event, the payment will be made on pro rata basis & on actual diesel consumption basis.
- (13) You shall bear and pay solely and absolutely the entire operating cost of the vehicle and the rates shall include and be deemed always to include the following:
  - a) All expenses, costs and charges incurred for the driver and other persons whose services are utilized in relation to the vehicle including their salary, emoluments and other perquisites, whether statutory or not.
  - b) Cost of fuel, lubricating oils, engine oil, tyres and spares etc.
  - c) Cost of maintenance, repairs and replacement of car or any part including fitting thereof.
  - d) Road tax, vehicle tax, municipal taxes all other taxes, levies etc. The contractor shall bear and pay all taxes and levies and increases, which are attributed to the vehicle.
  - e) Cost of the **Comprehensive insurance's** as mentioned earlier.

14) **TECHNICAL BID (QUALIFYING CRITERIA): -**

The following documents are required in the Technical Bid, in order to qualify in the technical bid evaluation process, which are:

- i. Duly filled format of Technical Bid, as per **enclosure I**.

- ii. Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof.
- iii. Registration number of the firm (proof should be attached).
- iv. GSTIN Number (proof should be attached).
- v. Registration Number of the Vehicle (**Not older than July 2018 and has not completed 10,000 Kms**), under the firm's ownership, which you intended to put in service. In case of lease/hold vehicle, an agreement/Power of Attorney/affidavit authorizing the bidder/firm to use the vehicle for hiring, on Rs 10 stamp paper, duly notarised should be submitted. (Photocopy should be attached).

**Or else**

Self declaration on 10 Rs stamp paper, duly notarised, for deployment of new vehicle, as required, under the firm's ownership or through lease/hold basis.

- vi. The bidder/firm should **own or have on lease at least 2 vehicles**, registered under commercial vehicles (Taxi permit). Attach photocopy of supporting papers in proof of ownership or for agreement/Power of Attorney/affidavit for lease/hold vehicle.
- vii. Average annual turnover of Rs.10 Lakhs or above for last 3 financial year 2015-16, 2016-17 and 2017-18. Please attach Audited Balance sheet in support of same duly signed by the C.A.
- viii. The tenderers should have at least 3 years of experience of providing taxi services to Govt institution/Autonomous Bodies/PSU's.
- ix. The tenderers should submit online EMD for an amount of Rs 49,000/-.
- x. The tenderers should submit IT Return for last 3 financial years 2015-16, 2016-17 & 2017-18.

**15. FINANCIAL BID: -**

- a) The financial bid shall be submitted online in the prescribed format only, as per the **enclosure II**.

- b) “L-I” shall be decided on overall basis, not on individual item basis.
- c) In case of tie between the two or more parties in financial bid, then the L1 will be decided on the basis of average turnover of last 3 financial years. Whosoever, average turnover is higher, will be declared as L1.
- d) Extra for night station stay (duty after 10:00 P.M) for drivers will be paid @ Rs.100/- on per night basis.
- e) Rs.10/- per Km will be paid over and above of 2500 Km running, on monthly basis, subject to verification of Km reading and log book.
- f) GST, as applicable will be paid extra by the institute over the L1 bid. The proof of deposit of GST to be enclosed along with the bill.

**16. Price Validity:**

- (i) All prices quoted must be firm and valid for at least 90 days from the date of opening of the Tender.
- (ii) All prices quoted shall not be affected by any escalation in price of labour or materials, fuel, machinery, equipment etc. or in rupee exchange rate during the price validity period what so ever.

**17. Earnest money deposit:**

- (i) An earnest money of Rs.49,000/- (Rupees Forty Nine Thousand only) is to be deposited through online mode.
- (ii) Tender not accompanied with prescribed earnest money deposit is liable to be rejected.
- (iii) The EMD of the unsuccessful tenderers shall be refunded after final acceptance of the tender and within reasonable time not exceeding six months from the date of opening of tender. The EMD will carry no interest.
- (iv) After deposition of security money, the EMD of the successful Tenderer will be refunded.

- (v) The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender. The EMD of successful bidder shall also be forfeited if the bidder fails to deposit the security money when required to do so within specified period and / or withdraws his offer.
- (vi) Micro or Small Enterprises registered with National Small Industries Corporation or any other body specified by Ministry of Micro, Small & Medium Enterprises are entitled to exemption from submitting EMD, subject to submission of valid and complete certificate of MSME/NSIC.

**18. Tender Acceptance and Rejection:**

- (i) RGIPT reserves the right to reject any part or whole of the tender without assigning any reason what so ever.
- (ii) RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.
- (iii) RGIPT reserves the right to place even partial or repeat orders within the period of agreement or beyond the agreement, at the same cost, terms and conditions of the tender accepted.
- (iv) Letter of intent will be issued to the successful Bidder after evaluation of the tender. The firm work order will be issued only after the bidder deposits the security within stipulated period.

**19. Security Deposit:**

- (i) The successful bidder will have to deposit 10% of the annual ordered value by Demand Draft / Bank Guarantee in favour of “Rajiv Gandhi Institute of Petroleum Technology” payable at RGIPT Jais Campus.
- (ii) No interest will be paid by the institute on the Security deposit.
- (iii) The security deposit will be refunded with a period of 3 months from the date of expiry of contract.
- (iv) Security deposit shall be liable for apportionment / adjustment of any liquidated damage for delay in attendance / unsatisfactory service within the working period, which the contractor does not meet otherwise.

- (v) The Security Deposit can be forfeited, **wholly or partly**, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance.

20. **Payment & Dues to the Contractor:**

The monthly payment will be paid, within 20 days from the date of submission of bill, as per the approved format and after due verification of the bill. The payment will be made by Accounts Department after making statutory deductions like applicable TDS from the bills either through cheque or through online mode.

**TECHNICAL BID**

<b>Sr. No.</b>	<b>Required information</b>	<b>Description</b>
1	Name of the agency / firm / Company etc.	
2	Address of the agency / firm /company	
3	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. (Photocopies of the proof to be attached)	
4	Name, designation, telephone nos. of the contact person Fax No. E-mail id	
5	Statutory details (Photocopies of the proof to be attached) :	
	1. Registration number of the firm.	
	2. GSTIN No.	
6	Registration Number of the Vehicle, which you intended to put in service, if available. Or Self declaration for deployment of new vehicle.  (Photocopies of the proof as asked in the point no. 14 (v) of the General Conditions of the Contract to be attached).	
7	Existing total passenger/tourist vehicles, own or have on lease under commercial vehicles category (taxi permit)  (photocopies of the proof as asked in the point no. 14 (vi) of the General Conditions of the Contract to be attached).	
8	Average annual turnover of Rs.10 Lakhs or above for financial years. (Photocopies of the proof as asked in the point no. 14 (vii) of the General Conditions of the Contract to be attached).	
	<b>2015-16</b>	
	<b>2016-17</b>	
	<b>2017-18</b>	

9	The tenderers should submit IT Return for last 3 financial years	
	<b>2015-16</b>	
	<b>2016-17</b>	
	<b>2017-18</b>	
10	3 years of experience of providing taxi services to Govt. Institution/ Autonomous Bodies / PSU's: <b>Yes or No</b> (photocopies of the proof to be attached)	
11	Whether Earnest Money Deposit (EMD) submitted <b>Yes/No</b> <b>If no</b> , please specify the reasons and photocopy of the proof.	

12. List of present and past clients in the following format (Please attach client certificate / work orders etc. clearly giving the period of contract.

Sr. No.	Name of the Organization with complete postal address	Name and designation of the contact persons with Tel. / Mobile No(s), E-mail ID.	Period for which the contract is / was awarded	Number of passenger vehicles deployed by your firm on site

**FINANCIAL BID**

Tender No: RGIPT/Jais/IWD/Veh-Tender/2019/01

Date- 19/03/2019

Tender for Providing Passenger Vehicle (Taxi Permit) on Hire basis to Rajiv Gandhi  
Institute of Petroleum Technology (RGIPT) at Jais (U.P)

Please quote in the following format

Sl. No.	Description	Unit	(Rs.) (In figures)	(Rs.) (In words)
1	Monthly charges on hire basis of Mahindra Bolero, Model: BOL ZLX Power plus ( <b>Not older than July 2018 and has not completed 10,000 kms or New Vehicle</b> ) with all expenses Upto 2500 Kms	Per Month		