



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY JAIS**

*Near Jais Railway Station, Mukhetiya More,  
Harbanshganj, Amethi  
UP – 229304*

Date: 31.05.2019

## **NOTICE INVITING LIMITED TENDER**

**FOR**

**HIRING ONE NUMBER OF TRACTOR PLUS TROLLEY ALONG**

**WITH DRIVER FOR WASTE DISPOSAL ON DAILY BASIS**

**AT**

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**

**JAIS, AMETHI, UP**

Tender Reference No. – RGIPT/JAIS/Tractor/Tender/2019-20/02 date 31.05.2019

Last Date & Time of Bid Submission: 20.06.2019 @ 15:00 HRS.

**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 Jais 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.

Sealed tenders are invited for providing Tractor plus Trolley along with driver for disposal of waste on daily basis, once a day, from the premises of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi to the nearest dumping area, which should be outside of RGIPT premises and at the sole responsibility of bidder/contractor. The details are attached with the tender document as **Annexure - A** and **Annexure - B**.

The clarification if required may be obtained from the administrative office on any working day between 11-00 Hrs to 16-00 Hrs from 03.06.2019 to 19.06.2019 on 05352704888 & 9565993399.

The quoted rate shall be inclusive of all taxes and shall remain firm till the finalization of tender. RGIPT is nowhere responsible for said disposal and it is the responsibility of bidder/contractor to deal with all situations and take all necessary approvals, if required.

The contractors are requested to quote in sealed envelopes for tender containing technical and financial details as per detail provided in **Annexure –A & B**.

Your quotation should be in sealed envelope and super scribed with “**Tender reference No. RGIPT/JAIS/Tractor/Tender/2019-20/02, Dated 31.05.2019**, Tender for providing Tractor plus trolley along with driver.

You are requested to send your sealed bid form/quotation/tender completed in all respect either by courier/post or dropped in the tender box provided at Dispatch Section, 1<sup>st</sup> Floor, Administrative Building, Mukhatiya More, Bahadurpur, Harbanshganj, Jais, Amethi on or before 20.06.2019 by 15:00 Hrs..

The tenders will be opened on the same date at Conference Room, 2<sup>nd</sup> floor, Admin Block of the Institute at 16.00 Hrs. in presence of the bidders or their authorized representatives.

RGIPT, Jais, Amethi reserve the right to accept or reject all or any bid/quotation without assigning any reason thereof.

**Sd/-**  
**Executive Engineer (Civil)**

(On behalf of Director, RGIPT, Jais, Amethi)

Enclosure:

- 1) Scope of Work as **Annexure - A.**
- 2) Other terms & conditions as **Annexure - B.**
- 3) Format for Technical Bid as **Annexure - C.**
- 4) Format for Financial Bid as **Annexure - D.**

**Scope of Work**

1. The contractor will collect the waste from the pre-defined locations of the institute, on daily basis.
2. The timings for collection of the waste is between 2:00 PM to 03:00 PM. Any changes in timing or in case of extra round, the same will be informed by the housekeeping In-Charge or the housekeeping supervisor well in advance or as per the requirement.
3. It is the responsibility of the contractor to ensure availability of vehicle on all the pre-defined location for the collection of waste, on daily basis, under all circumstances.
4. In case of holidays, the extra round will be made by the tractor for the collection of garbage, on next working day, without any extra payment.
5. It is responsibility of the contractor to make ensure for non-dispersion of garbage, during the time of loading & unloading and during the time of to and fro of garbage, from the premises.
6. The entry and the exit of the tractor should be entered in the security guard register, which will be kept on the gate.
7. Only housing gate (Gate no 2) will be used for the entrance and the exit of the tractor to have proper record of the tractor entry and exit. This record will be used for monthly billing as well as payment of the bills.
8. It is the duty of the contractor to maintain the log book for every round of the tractor on daily basis. The log book can be asked by the concern in charge from time to time, depending upon the requirement.
9. The contractor will be sole responsible for keeping and maintenance of the tractor.
10. Any dispute arising during the contract will be settled with the mutual understanding of the owner and the in-charge housekeeping. The decision of the institute's authority will be final and binding to the contractor.

**Other Important Terms and Conditions**

1. RGIPT will not pay for any fuel charges for the tractor as well as any charges for driver salary.
2. RGIPT will not pay for any maintenance charges to the vehicle.
3. The tractor and trolley shall be in good condition.
4. The trolley should be properly covered from the backside to avoid falling of disposal.
5. Permission/approval/liaising required from government agencies for waste disposal outside the premises, will be responsibility of the Contractor.
6. RGIPT will not pay any kind of advance.
7. The Contractor will be fully responsible for all papers related to the ARTO office, fitness of tractor and for behavior of driver.
8. In case of extra round of tractor, only the amount for diesel consumption on actual basis will be paid.
9. The payment to the contractor will be made on monthly basis.
10. Any obstacle in the waste collection work should be informed to the In-charge housekeeping immediately.
11. The price bid quoted by the bidder/contractor should be inclusive of all the parameters like fuel charges, driver salary, maintenance charges, profit margins and any miscellaneous charges extra.
12. If any condition arises other than above mentioned terms and conditions, can be considered by mutual understanding between the contractor and RGIPT.

## Annexure - C

- Name of Individual/firm :
- Registration no. of vehicle :
- Insurance no. of vehicle :
- Validity of Insurance :
- Name of Driver of the vehicle :
- Driving License no. of the Driver :
- Validity of Driving License :
- PAN Card of Individual/firm :

**Note:**

- 1) Please attach photocopies in support of above information.

**Annexure - D**

**Format For Quoting Rates**

<b>Sr. No</b>	<b>Item Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (Rs.) (Inclusive of all Taxes / Liabilities etc.)</b>
1	Rent for Tractor Plus trolley along with Driver wages	Per Month	1	
<b>Total Amount</b>				
<b>Amount in words:</b>				