



## RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY JAIS, AMETHI

[Institute of National Importance established under the Act of Parliament]

Mubarakpur, Mukhetia, Bahadurpur, Harbanshganj, Tiloi Amethi,

Uttar Pradesh, INDIA - 229 304

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

### NOTICE INVITING LIMITED TENDER

*For*

### HIRING ONE NUMBER TRACTOR PLUS TROLLEY ALONG WITH DRIVER FOR WASTE DISPOSAL ON DAILY BASIS AT RGIPT JAIS AMETHI

Type of Tender	Limited Tender
Tender Ref. No.	<b>RGPT/JAIS/DOSA/Tractor-Tender/2020-21/01 dated 18.09.2020</b>
Tender description	Limited Tender for Hiring One number of tractor plus trolley along with driver for waste disposal on daily basis at RGIPT Jais Amethi
Contract period	The period of contract will be of 1 year. The contract may be extended by further 1 year on the basis of performance.
Bid type	Composite Bid
Mode of submission	Offline (Online for information only)
Earnest Money Deposit	NIL
Tender issue date	18/ 09/2020
Last date of submission of tender bids	02/10/2020 (Friday) on or before 03.30 PM
Date & time for opening of technical bid	02/10/2020 (Friday) at 04.30 PM
Venue for opening of tender bids	Dean, Students' Affairs Office, Ground Floor, E Block Hostel, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP, INDIA - 229304
Bid to be addressed to	To, The Dean, Students' Affairs Rajiv Gandhi Institute of Petroleum Technology Jais, Mubarakpur, Mukhetia More, Harbanshganj, Tiloi, Amethi, UP - 229304
Contact person & Email ID for clarification, if any	Name: Mr. Umesh Kumar Sharma Email: <a href="mailto:umesh@rgipt.ac.in">umesh@rgipt.ac.in</a> Contact No. 0535-270 4593, 9450071765

Tender form can be downloaded from [www.rgipt.ac.in](http://www.rgipt.ac.in)

## 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.

## NOTICE INVITING TENDER

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 clarification if required may be obtained from Office of the Dean, Students' Affairs on any working day between 11:00 Hrs. to 16:00 Hrs. from 19/09/2020 to 01/10/2020 on 0535-2704593.

RGIPT reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to reject the tender without giving any notice or assigning any reason. The decision of the Dean, Students' Affairs in this regard shall be final and binding on all.

The Bidder is expected to examine all instructions, terms and conditions in the Bid Document. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

RGIPT may waive any minor informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any other agency.

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

The bidders are requested to quote in sealed envelope for tender containing technical and financial bid respectively as per detail provided in **Annexure -A & B**.

The quotation should be in sealed envelope and super scribed with "**Tender Reference No. RGIPT/JAIS/DOSA/Tractor-Tender/2020-21/01 dated 18.09.2020**", Tender for providing Tractor plus trolley along with driver.

The bidders are requested to send their sealed bid form/quotation/tender document completed in all respect either by courier / Speed post or dropped in the tender box provided at the Office of **The Dean, Students' Affairs, RGIPT Jais, Mubarakpur, Mukhetya More, Harbanshganj, Amethi, UP - 229304** on or before 02/10/2020 by 15:30 Hrs.

The tenders will be opened on the same date at the Office of The Dean, Students' Affairs, RGIPT Jais, Mubarakpur, Mukhetya More, Harbanshganj, Amethi, UP – 229304 by 16.30 Hrs. in presence of the intending bidders or their authorized representatives.

## ELIGIBILITY CRITERIA

The bidder must submit the following documents with the tender document:

1. Copy of GST Registration in case of firm/proprietorship
2. Copy of Aadhar Card/Address Proof in case of individual
3. Copy of Registration Certificate of vehicle.
4. Copy of valid insurance of vehicle.
5. Copy of Driving License of the driver
6. Copy of PAN Card of the individual/firm
7. Copy of passbook/Cancelled cheque
8. Signed tender document

## TERMS & CONDITIONS

1. The rate specified by the bidder shall be inclusive of Fuel charges, Wages of Driver, Maintenance Charges, all taxes and other incidental/miscellaneous charges applicable as per norms/rules for the service.
2. The tractor and trolley shall be in good condition.
3. The trolley should be properly covered from the backside to avoid falling of waste.
4. **Permission/approval/liasing required from government agencies for waste disposal outside the premises, will be responsibility of the contractor.**
5. RGIPT will not pay for any fuel charges, maintenance charges, driver salary and any kind of advance to the contractor.
6. **The contractor will be fully responsible for all papers related to the ARTO office, fitness of tractor and for behavior of driver.**
7. Waste would be disposed at least 1 KM outside from the boundary of the RGIPT campus.
8. For monthly bill payment, the following would be considered:
  - a) Monthly rent of tractor and trolley with driver.
  - b) Rounds conducted (Kilometers covered) within the campus with a deemed average of 06 Km/Liter.
  - c) Kilometers covered outside campus to the dumping site at a distance of approximate 01 KM with a deemed average of 06 KM/Liter.
9. RGIPT is not responsible for any damage/accident/ theft/ fire or any incidence etc. The vehicle shall be insured comprehensively. No claim from RGIPT will be entertained.
10. The Drivers, deployed with vehicles, by the bidder shall possess a valid Driving License issued by the competent authority and should have experience of minimum 1 year.
11. The payment to the contractor will be made on monthly basis subject to submission of bill for respective month duly certified by the indenter.
12. Any obstacle in the waste collection work should be informed to the In-charge housekeeping immediately.
13. Alternate vehicle shall be provided immediately when there is vehicle breakdown and within 24 hours and in any case the work should not suffer and all repair charges shall be borne by the contractor only.
14. If the condition of the vehicle is not found fit and road worthy and if the Vehicle is not placed as per the Time Schedule the Dean, Students' Affairs, RGIPT has every right to terminate the engagement of such vehicle as and when it is felt necessary.
15. If any condition arises other than above mentioned terms and conditions, can be considered by mutual understanding between the contractor and RGIPT.

16. The contract shall stand terminated at the end of the contract period unless extended by the RGIPT.
17. RGIPT, Jais, Amethi reserve the right to accept or reject all or any bid/quotation without assigning any reason thereof.
18. 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.

## **SCOPE OF WORK**

1. The contractor will collect the waste from designated collection point(s) within campus and transport the waste to their full capacity to the designated transfer location outside the campus on daily basis at the risk and cost of the contractor. The labour for uploading the wastage will be provided by RGIPT Jais.
2. Although, usually the garbage collection timing would be in afternoon hours but depending upon the need the services may be rescheduled to fore noon or for full day as per need and requirement of RGIPT.
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. The contractor shall provide Nylon nets and Tarpaulin sheets to cover the garbage while transporting to avoid spillage of garbage as and when required.
5. The entry and the exit of the tractor should be entered in the security guard register, which will be kept on the gate.
6. 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.
7. 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.
8. The logbook would be countersigned by housekeeping supervisor.
9. The contractor will be solely responsible for keeping and maintenance of the tractor and trolley.

## **PENALTY**

1. The contractor has to deploy tractor on daily basis at predefined locations timely. Failure to deploy vehicle on-time as specified by the concern in-charge, a penalty of Rs. 500/- per instance will be deducted from the monthly bill of the contractor.
2. The Dean, Students' Affairs has right to waive off the penalty imposed if the prior permission has been taken from the office of the Dean, Students' Affairs.
3. In case, continuous short comings in the service is found for a period of more than a week, the agency which will be treated as "Deficiency of Service" and the RGIPT can terminate the contract with prior notice of 30 days.
4. In case of termination of the contractor, RGIPT may approach to the L 2 bidder for continuing the waste disposal service at RGIPT on the rates of L 1, if L 2 bidder agrees for carrying the waste disposal service on current pattern.

Enclosure:

- 1) Format for Technical Bid as **Annexure - A.**
- 2) Format for Financial Bid as **Annexure - B.**

**Technical Bid**

- Name of Individual/firm :
- Address of Individual/firm :
- GST No. (In case of 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 :
- Bank Account Number :
- Branch & IFSC Code of the bank :
- Contact Person :
- Contact No :

**Note:** Please attach photocopies of documents in support of above information.

### Financial Bid

Sr. No	Item Description	Unit	Quantity	Rate (Rs.) (Inclusive of all Taxes, Liabilities etc.)
1	Rent for tractor plus trolley along with driver charges (As per tender terms & conditions)	Per Month	1	
<b>Total Amount</b>				
<b>Amount in words:</b>				

**Important:** The rate quoted by the bidder shall be inclusive of:

1. The fuel charges, driver charges, other operational and maintenance cost of vehicle.
2. All mandatory taxes, fee, levy, insurances and other incidental charges applicable as per norms/rules along with necessary approvals from the local government bodies for waste disposal out of the RGIPT Premises.