

**INSTITUTE FOR PLASMA RESEARCH
NEAR INDIRA BRIDGE, BHAT,
GANDHINAGAR- 382428**

**PROVIDING CNG AUTO SERVICES WITH DRIVER AT INSTITUTE FOR PLASMA RESEARCH AND ITS
OTHER OFFICES LOCATED AT KOTESHWAR & GANDHINAGAR.**

LIMITED ENQUIRY NO. IPR/Admin-1/ Auto Rickshaw/01/2019 DATED: 08/09/2019

To,

**Due date and time of submission of quotations:
26/09/2019-Thursday (Up to 1300 hrs)**

Late and delayed quotations will not be considered in any circumstances

Authorized Signatory

Chief Administrative Officer

(Signature of the Contractor)

On behalf of the Director, Institute for Plasma Research (hereinafter referred as 'IPR'), sealed bids are invited from bonafide, resourceful and reliable Transport service providers/Travel agencies for providing **CNG Auto Rickshaws with driver on monthly** rate contract basis initially for a period of one year (extendable further for maximum period of one year, subject to satisfactory performance during first year).

Scope of Work

The scope of the work is to provide CNG Auto Rickshaws with Driver **(driver+3 seater)** for Staff and guests of IPR on rate contract basis at Bhat, Gandhinagar and its other offices at located at Koteshwar and GIDC, Gandhinagar.

Present tentative requirement of the CNG AUTO with drivers are as below. However, IPR reserves the right to modify the scope depending on its requirement.

1.	Auto-Rickshaws (with drivers) required	: 05 (Five)
2.	Year of Registration	: 01.01.2017
3.	Colour	: As approved by the Transport Department of Government of Gujarat

Scope of Services:

- a. Contract is for Initial 12 months (extendable for maximum of one year, subject to satisfactory performance during first year)
- b. Total Service days (Monday-Friday) in 12 months: **252**
- c. Total Service days (Saturday): **52**
- d. Total Monthly KMs for 5 Auto-Rickshaws: Up to 8000 KMs
- e. Daily Service HOURS for Auto-Rickshaws **(Refer Table A)**.

Table –A

Service Day	Service Timing	Required number of Auto-Rickshaw(s)	Service hours per Auto-Rickshaw per day
Monday to Friday	09:00 a.m. to 06:00 p.m.	4	9
Monday to Saturday	09:00 a.m. to 09:00 p.m.	1	12

(Signature of the Contractor)

On-call basis:

Contractor has to provide Auto-rickshaw(s) as per FIXED package rate for 20kms/ 2 hrs, 40 kms/ 4 hrs or 80 kms /8 hrs) as per requirement on any day including Sundays. Payment for On-call basis services will be as per quoted rates.

Eligibility Criteria:

Sr.No.	Particulars	Type of Document to be attached
1	The bidder should have successfully executed at least one Contract (for a minimum period of one year) of similar nature on regular (monthly) basis with Government/ Semi-government/ Public Sector Undertakings/ Corporate offices/ PSUs/ trusts/ banks/ hospitals/ universities/ school etc., in last five year.	Copies of work order/ purchase order/ agreement.
2	The bidder must have at least two auto-rickshaws commercially registered in his/her name or company name.	List of auto-rickshaws with details of Make/Model/ Number with copies of RC card/book must be submitted in Annexure-I)
3	The bidder must be able to provide 05 (Five) CNG auto-rickshaws registered later than January 01, 2017	Copies of vehicle Registration Certificates of all five Auto Rickshaws must be submitted or an undertaking (Refer Annexure-II) that he will arrange remaining auto rickshaws from the date of award of contract.
4	The bidder should have PAN number registered with Income Tax department.	Copy of PAN Card must be submitted
5	The bidder should have bank account.	Copy of Bank statement/ copy of bank passbook

Security Deposit: The **successful bidder** shall have to deposit a Security Deposit @5% of contract value within two weeks of the receipt of the LOI/Contract. The security deposit shall be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque of any scheduled/ nationalized bank drawn in favour of "Institute for Plasma Research" Payable at Gandhinagar and no interest shall be paid thereon.

The security deposit (with no interest) shall be refunded to the contractor within three months from the date of expiry/termination of the contract. The whole amount of the Security Deposit will be liable to be forfeited in case of breach of any of the terms agreed upon by the CONTRACTOR

Contract award Criteria:

IPR shall award the contract to the qualified bidder and the LOWEST evaluated commercial bid.

In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Director, IPR will be final and binding.

(Signature of the Contractor)

JURISDICTION /RESOLUTION OF DISPUTES

The Court (s) of Gandhinagar/Ahmedabad only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.

Definitions:

Month: 28/29/30/31 Days.

Service days/ Service timing for Auto-Rickshaws: Refer Table A.

Service Days (Monday-Friday, excluding public holidays): Not exceeding 252 in a year or i.e. $252/12= 21$ days monthly average (*Note: Service Days (Monday-Friday, excluding public holidays) will vary from 18 to 23 days in a month*).

Service Days (Saturday excluding public holidays): up to 52 in a year.

General Conditions of hiring of Auto-Rickshaw with driver are as under

Duration: The duration of the contract shall be for a period of **one year** from the date of contract, which is extendable for a period of maximum one year from the date of expiry of the initial period, on the same terms and conditions, subject to satisfactory performance during first year.

Termination of Contract

Notwithstanding anything contained herein, IPR reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

The CONTRACTOR may also discontinue the services by giving three months notice in writing to IPR. If the CONTRACTOR suspends the services without any notice to IPR, the whole amount of security deposit shall be forfeited in addition to the recovery of loss incurred in making alternate arrangements.

Service Timings: The services of Auto-Rickshaws will be required during all days, excluding Sundays and except public holidays as declared by IPR. The service timings shall be as per **Table A**. However, the timings may vary depending on the actual requirements. **Night services (i.e. between 10:00 p.m. to 06:00 a.m.) are not required.**

04 (FOUR) Auto-Rickshaws are required from **Monday-Friday** and **01 (ONE)** Auto-Rickshaw is required **on Saturday** as per the service timings defined in the **Table A**.

The rates quoted for “**ON-CALL BASIS Packages**” shall be applicable on any day including Sunday/Public Holiday. On-Call Basis Services required on any day will be conveyed by IPR at least **4 Hours** in advance.

(Signature of the Contractor)

Rates: The rates throughout the contract shall remain firm and fixed. No claims whatsoever on account of increase in the CNG price and other statutory payments will be entertained during the contracted period of initial one year. The rates are to be filled up in the enclosed **Annexure-III and Annexure- IV**. The rates should be valid for a period of **120** days from the date of opening of tenders.

Adjustment in rates (Applicable if contract is extended): In case of increase or decrease in the CNG price, **one time change** will be considered on the first day of the extended period. The monthly increase or decrease shall be calculated and adjusted from the monthly bill as per following formula.

$$A = D * (F_{New} - F_{Ref}) / M_{Auto}$$

Where,

A is adjustment (in INR) in monthly bill during extension period;

F_{Ref} is Reference Fuel Price in Ahmedabad. (<https://www.adanigas.com/cng> will be used to refer the price of CNG);

F_{New} is Fuel Price on the first day of extension period;

M_{Auto} is the average mileage (in KMs) of an auto-rickshaw per kg of CNG;

D is actual monthly kms run by all five auto-rickshaws during the extension period.

F_{Ref} = INR 55.95 per kg of CNG w.e.f 05/06/2019 (Ref: <https://www.adanigas.com/cng>);

M_{Auto} = 32 kms per kg of CNG will be taken for the calculation and adjustment.

Parallel contract: IPR may enter into parallel contract for similar services with other contractors/agencies whenever it is found necessary.

The driver should be fully aware of the traffic regulations as well as the road routes of Ahmedabad/Gandhinagar cities. The driver should be well mannered and should have good etiquette as services will be utilized by female members as well as male members.

The Driver shall possess driver's badge and shall obtain a police verification certificate.

The Auto-Rickshaws should be maintained in excellent running condition and should be neat and clean.

The Contractor shall always keep the Auto-Rickshaws fit in all respects for operation in accordance with Motor Vehicles Act & Rules made thereunder by the States and existing laws as may be applicable and amended from time to time. Valid documents (Registration Certificate, Insurance Certificate, CNG compliance plates/certificates, CNG cylinders hydro-test certificates, Pollution Under Control (PUC) certificates etc.) should be available at all the times with the drivers during operation of the Auto-Rickshaws. Responsibility for any lapses in this regard shall be that of the Contractor.

(Signature of the Contractor)

In case of any breakdown or serving of auto rickshaw or for any other reason, auto rickshaw does not report for duty, the excess expenditure in making the arrangement shall be borne by the contractor and same shall be recovered from his bills.

IPR shall be liable to pay the hiring charges only. Being the owner/responsible of the auto-rickshaws vehicles, any other liabilities shall be borne by the Contractor. If during the course of engagement of the auto-rickshaws to the services of IPR, any harm due to accidents, etc., is caused either to his auto-rickshaws or to the third party, IPR will not be responsible. Any liability arising out of such accident will be the responsibility of the Contractor only. All incidental expenditure towards repair and third party shall be borne by the Contractor.

Mileage and time will start from the Pick-up point and end at the final dropping point. Pick up and drop point will be IPR/FCIPT/IPR Extension Lab including any other place in Ahmedabad and Gandhinagar. The mileage / time from garage to the Pick-up point and final dropping point to garage will not be taken into account for making payment.

Terms of payment:

- No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.
- All payments shall be made by Cheque or NEFT only, in the name of the contractor.
- IPR reserves the right to withhold any of the payments in full or in part subject to recovery of penalties if any.
- The quoted price shall not include GST. GST as applicable will be paid extra on submission of proof of payment.
- TDS as applicable will be recovered.

The contractor shall be responsible for the safety and security of his vehicle. Contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other harmful deeds by his staff/drivers.

The drivers should follow the traffic rules prominently and shall not be under influence of alcohol or any narcotics while on duty.

The drivers engaged by the Contractor are subject to security check by the Security Staff at IPR.

Meter Calibration: Contractor shall get meters of the Auto-Rickshaws calibrated from time to time. Requisite calibration certificate may be shown to IPR as and when demanded. IPR reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by the competent authority, which may even lead to termination of the contract.

(Signature of the Contractor)

The tampering of meter reading, vehicle usage timings, overwriting of log sheet, misconducts and other such acts shall be penalized as per the relevant clause in this tender, including termination of the contract and forfeiting of the security deposit.

Signature of the Contractor

Date: _____

(Signature of the Contractor)

ANNEXURE-I

S.No.	Name of the Owner	CNG Auto Registration No.	Year of registration	Colour
1				
2				
3				
4				
5				

Signature of the Contractor

Date: _____

(Signature of the Contractor)

ANNEXURE-II

UNDERTAKING

We hereby undertake that in case contract for providing CNG Auto Rickshaw services is awarded to us, we shall arrange **five** CNG Auto Rickshaws with Driver from the date of award of contract.

Signature of the Contractor

Date: _____

(Signature of the Contractor)

**Annexure- III
PRICE-BID Format (CNG Auto Services)**

1. MONTHLY PACKAGE RATE:

	[A]	[B]	[C]
	8000 KMs for 5 Auto-Rickshaws for the service timing (Refer Table A)	Rate for Extra KM, beyond 8000 KMs run of 05 Auto-Rickshaws	Rate For Extra HOUR per Auto-Rickshaw, beyond service timing (Refer Table A)
	(Indian Rupees-INR)	(Indian Rupees-INR)	(Indian Rupees-INR)
Monthly Package Rate excluding GST	_____ (In Figures)	_____ (In Figures)	_____ (In Figures)
	_____	_____	_____
	(In Words)	(In Words)	(In Words)

Note:

- The quoted rate shall not include GST. GST as applicable will be paid extra on submission of proof of payment.
- Monthly payment will be based on the quoted rate in [A] above for total run of 05 Auto-Rickshaws for up to 8000 KMs.
- Rate for extra KMs, beyond 8000 KMs in a month, will be paid as per the quoted rate in [B] above for EXTRA KM.
- Rate for extra HOURS, beyond service timings will be paid as per the quoted rate in [C] above for EXTRA HOUR.
- In case if the quoted rates in Figures are not provided then the quoted rates in Words will be treated as final or vice-versa. In case of mismatch in the rates quoted in Figures and Words, the rate written in words will prevail.
- Partial Price bids will be rejected.

Provision for Change in the Scope: *The number of Auto-Rickshaws may increase or decrease depending upon requirement at IPR. In such cases, the monthly contracted payment shall be proportionally adjusted as per the increase or decrease in the number of Auto-Rickshaws. The payment for the excess KMs/HOURS shall be based on the adjusted total run (KMs/HOURS) for required number of Auto-Rickshaws.*

Signature of the Contractor

Date: _____

(Signature of the Contractor)

Annexure- IV

ON-CALL BASIS PACKAGE:

	ON-CALL BASIS Package	Package Rate Per Auto-Rickshaw	Rate For Extra KM	Rate For Extra HOUR
		(Indian Rupees-INR)	(Indian Rupees-INR)	(Indian Rupees-INR)
[D]	20 KMs / 2 HRs			
[E]	40 KMs / 4 HRs			
[F]	80 KMs / 8 HRs			

Selection Criteria for Lowest Bidder (L1): Lowest “L”

	ITEM	Consideration
1.	Monthly Rate for 05 Auto-Rickshaws for 8000 KMS	[A]
2.	Extra KMs, beyond 8000 KMs per month	400
3.	Extra HOURS per Auto-Rickshaw per month beyond service timing	20
4.	No. of packages “20 KMs / 2 HRs” in a month	8
5.	No. of packages “40 KMs / 4 HRs” in a month	2
6.	No. of packages “80 KMs / 8 HRs” in a month	2

$L=[A+400*B+20*C+8*D+2*E+2*F]$

The numbers taken for extra KMs, HOURS and On-Call basis packages are for selection purpose and shall not be treated for payment. Payment shall be as per actual usage/readings.

Signature of the Contractor

Date: _____

(Signature of the Contractor)