

This file has been cleaned of potential threats.

To view the reconstructed contents, please SCROLL DOWN to next page.

**CENTRE OF PLASMA PHYSICS-  
INSTITUTE FOR PLASMA RESEARCH  
NAZIRAKHAT, TEPESIA,  
SONAPUR-782402**

---

**Tender fee: Rs. 300/-**

**TENDER No. CPP-IPR/MWCAC/2018-19/08**

**dated 09.05.2018**

**BID DOCUMENT**

---

Tender for Providing **MUV and Car on Rate Contract** Basis at the CENTRE OF PLASMA PHYSICS-INSTITUTE FOR PLASMA RESEARCH, Nazirakhat, Tepesia, Sonapur, Kamrup (M), Pin-782 402

---

Estimated Cost: 9,00,000/- (*Rupees Nine Lakh Only*) (Approx.)

for two vehicles (Rs. 4.5 lakhs + Rs. 4.5 lakhs) for one year.

*Bid Validity : 90 days from date of opening of Tender*

*Cost of Tender Document: **Rs. 300/-** (*Rupees Three Hundred Only*)*

**IMPORTANT DATES**

➤ Date of Release of Tender Document	<b>09.05.2018</b>
➤ Last date of sale of Tender Document	<b>28.05.2018</b>
➤ Last date for downloading Tender Document	<b>31.05.2018</b>
➤ Last Date and Time for Submission of bids	<b>05.06.2018 (13:00 Hrs)</b>
➤ Date and Time of Opening of bids	<b>05.06.2018 (15:30 Hrs)</b>

For any query, please contact General Administration of CPP-IPR.

**CENTRE OF PLASMA PHYSICS-  
INSTITUTE FOR PLASMA RESEARCH  
NAZIRAKHAT, TEPESIA,  
SONAPUR-782402**

**TENDER DOCUMENT**

On behalf of the Centre Director, Centre of Plasma Physics-Institute for Plasma Research (hereinafter referred as ‘ ’), sealed bids are invited under Single Bid System, from bonafide, resourceful and reliable Transport service providers/Travel agencies for providing **MUV and Car on Rate Contract Basis** for a period of one year from the date of signing of contract. The contract will initially be for one year which may be extended for another year if performance is satisfactory. Bidders unable to submit bids for both MUV and Car may submit bid for either MUV or Car.

Interested bidders may obtain tender document from the Office Administration, Centre of Plasma Physics-Institute for Plasma Research, Nazirakhat, Tepesia, Sonapur- 782402, on all working days up to 25.05.2018 (between 10:00 Hrs. to 16:30 Hrs) with a request letter accompanied by non-refundable tender fee of Rs. 300/- (Rupees Three Hundred Only) in the form of Demand Draft. The Demand Draft must be from a scheduled bank and drawn in favour of “*Institute for Plasma Research a/c CPP*” Payable at Sonapur.

Tender document can also be downloaded from the CPP-IPR website up to 31.05.2018 [www.cppipr.res.in](http://www.cppipr.res.in). However, the tender fee of Rs.300/- (Rupees Three Hundred Only) in the form of Demand Draft must be submitted along with the bid.

The Tender for MUV and Car - **Tender No. CPP-IPR/MWCAC/2018-19/08 dated 09.05.2018** and sealed covers are to be put in a bigger cover which should also be sealed. This cover should be addressed to the Centre Director, Centre of Plasma Physics-Institute for Plasma Research, Nazirakhat, Tepesia, Sonapur- 782402 so as to reach the office on or before **05.06.2018** till **13:00** hours.

**The tender criteria are as follows:**

- i) The bidder must be a company/proprietor/partnership firm registered for this purpose under any Law/Act of India. Documentary evidence (Certificate of incorporation/ Registration) must be submitted.
- ii) The bidder should have an office in Kamrup Metro for providing 24 hours support. Valid documentary proof must be submitted along with the bid.
- iii) The bidder should have PF Code No./GST Registration No./ESI Code No./PAN Registration Certificate. Documentary evidence must be submitted.
- iv) The bidder should have atleast 2 years experience of having provided similar transport facilities in Government/ Semi Government or reputed Organization. Documentary evidence must be submitted.
- v) Presently the bidder should have at least one running contract for providing Cars in Government/ Semi Government or reputed Organization. Documentary evidence must be submitted.

- vi) During the last five years (2012-13, 2013-14, 2014-15, 2015-16, 2016-17)
1. The bidder must have undertaken and completed atleast one contract (for minimum period of one year) of minimum value Rs. 1.6 lakhs per year for one vehicle or Rs. 3.2 lakhs for per year for two vehicles of providing transport services.  
OR
  2. The bidder must have undertaken and completed atleast two contracts (for minimum period of one year) of minimum value of Rs. 1.2 lakhs per year for one vehicle or Rs. 2.4 lakhs per year for two vehicles of providing transport services.  
OR
  3. The bidder must have undertaken and completed atleast three contracts (for minimum period of one year) of minimum value of Rs. 0.8 lakhs per year for one vehicle or Rs. 1.6 lakhs per year for two vehicles of providing transport services.
- vii) The bidder must have minimum two vehicles (if providing two vehicles) or one vehicle (if providing one vehicle) registered in his/firm/partners name. Copy of registration certificate must be submitted.
- viii) Earnest Money Deposit (EMD) of Rs. 9,000/- (Rupees Nine Thousand Only) for one vehicle and Rs. 18,000 (Rupees Eighteen thousand only) in case of two vehicles in favour of “***Institute for Plasma Research a/c CPP***” payable at Sonapur must be submitted.
- ix) The bidder should have a solvency of Rs. 1.6 lakhs (in case of bid for one vehicle) or Rs. 3.2 lakhs (in case of bid for two vehicles). Latest bank solvency certificate from the nationalized/scheduled bank must be submitted.
- x) Downloaded tender document must be accompanied with Rs.300/- (Rupees Three Hundred Only) Demand Draft in favour of the “***Institute for Plasma Research a/c CPP***” payable at Sonapur towards the cost of the tender fee.
- xi) Copies of the documentary evidence (s) must be duly signed and sealed by the Authorized signatory of the firm/ company. Each page of the bid document must be duly signed with seal by the Authorized Signatory of the firm/ company as a token of their acceptance and submitted with Technical Bid.

### **Instructions to the Tenderers**

**(Please read the following instructions carefully before filling up the Tender document)**

1. Tenderers may quote only if they fulfill all the criteria laid down hereunder and are in a position to provide the vehicle **models of 2016, 2017** or Brand new or above models from the date of starting of the contract.
2. Tenders must accompany:
  - (a) Proof of ownership without fail
  - (b) Copies of contract(s)/ work order(s), where vehicles have been provided.
  - (c) Copy of RTO book of at least one vehicle in the name of the Firm/Firm owner/Partner
  - (d) Performance certificate(s)\Experience Certificate (s)
3. All vehicles offered must be:
  - (a) Quite well maintained in all respect including interiors.
  - (b) In excellent running condition and having models of 2016 or thereafter.
  - (c) The vehicles to be provided to the Centre should have **commercial registration**.

4. Successful Tenderer (s) will be required to maintain all vehicles throughout the period of contract to the complete satisfaction of the Institute leaving no room for complaints.
5. Successful Tenderer (s) will be required to provide vehicles bearing registration nos. as mentioned in the tender. The Institute at its discretion may refuse to accept substitute vehicles.
6. Successful Tenderer(s) will be required to provide drivers with valid driving license, who are literate, neatly dressed, courteous, well mannered and disciplined.
- 7. The successful tenderer (s) shall provide additional vehicles as and when required at the quoted rates on casual or long-term basis at a short notice.**
8. Successful tenderer (s) shall make available all the offered vehicles for inspection before award of contract. The Institute shall accept only those vehicles, which satisfy the above requirements.
9. The Institute reserves the right to split the contract among two or more parties.
10. Offer may be accepted in full or in part at the discretion of the Centre Director.
11. The tenderer should sign all the pages of the tender documents before submission, as token of having read & accepted the terms & conditions.
12. The tender document is issued to the tenderer meeting the details as specified in the tender notice, which does not mean that they are pre-qualified to receive the contract.
13. CPP-IPR is not bound to accept the lowest tender. It reserves the right to choose any party whether it is lowest or otherwise at its sole discretion.
14. On scrutiny of the documents if it is found that the party has suppressed facts or has given wrong information/documents, it reserves the right to reject such tenders.
15. The tender is liable to be rejected if the response of its past or present clients are found unfavourable as regards to the performance and services rendered to them by the tenderer.
16. CPP-IPR will contact the past & present clients to know about the records of vehicles provided, performance, services or any other relevant details of the party and if it is found that any information was suppressed or wrong the tender will be rejected.
17. The tenderers may seek clarification for any of the point not understood by them.
18. The tender containing too many errors and alterations are liable to be rejected. All corrections made by the tenderer/ tenderers must be attested by him/them with his/their authorised representative's full signature.
19. The tender documents received later than the prescribed time will be summarily rejected.
20. Tenders not accompanied by EMD amount will be summarily rejected.
21. When the work is tendered for by a firm or by a company the tender shall be signed by the individual authorised to enter into such commitments on their behalf.
22. The change in the composition of the firm made subsequent to the execution of the contract will not be accepted without legal validity.

23. The envelope containing Tender Bid shall be opened on the scheduled date and time at CPP-IPR in the presence of the representatives of the bidders, who wish to be present for the bid opening. They must produce an authorization letter from the firm/company for attending the bid meeting.
24. Any effort by a bidder or bidder's agent / consultant or representative to influence in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of their bid.
25. The rates for items must be quoted in Indian Rupees and should be **inclusive of all taxes but excluding Goods and Service Tax (GST)**
- 26. Incomplete and conditional bids shall not be considered and likely to be rejected.**
27. All entries in the bid form should be legible and clearly filled. The cuttings, if any, in the Bid application must be initialed by the person authorized to sign the bid.

### **SCOPE OF WORK**

The scope of this tender is for providing MUV and Car for the Staff and Guests of CPP-IPR on rate contract basis at Nazirakhat, Tepesia, Sonapur and Guwahati.

#### **General Terms and Conditions:**

The models of the vehicles should be of the year 2016 or thereafter, based on the date of manufacturing and should be registered for operating as passenger vehicles and should not have travelled for more than one lakh kilometer (for 2016 vehicles) and fifty thousand kilometers (for 2017 vehicles) on the date of award of contract.

Present tentative requirement of the MUV and Car are as below. However, CPP-IPR reserves the right to modify the scope depending on its requirement. The number of vehicles could be increased or decreased during the tenure of the contract.

<b>Sl.No</b>	<b>Type of Vehicle (<i>with commercial registration</i>)</b>	<b>Nos.</b>
1.	MUV having engine capacity of 2500 cc or more	01
2.	Car having engine capacity 1200 cc or more	01

- The contractor shall appoint experienced and skilled drivers and they shall have valid driving license and they should be their employees. Obtaining the necessary permission/approval of the concerned State police/appropriate authorities shall be the responsibility of contractor.
- In addition to the regular employees of CPP-IPR, the contractor will provide vehicles as per rate contract to the Guests of the institute as well as to the participants in academic and training programs organized by the Institute from time to time.
- The Contractor shall provide additional vehicle at the agreed rates at minimum notice of one (01) day.
- In case of breakdown of any vehicle, the contractor shall provide a replacement vehicle within a reasonable time.

- The contractor shall ensure that the vehicles provided are in good condition, road worthy with proper/comfortable seats to withstand the strain of long journey.
- The CONTRACTOR will have to maintain the log book of each and every trip for all the vehicles and the same shall be submitted along with the bills of every month. The signatures of users who travel in the car should be obtained by the driver immediately after completion of the journey along with the notification whether the vehicle is run with air conditioned facility. **Proportionate deductions shall be made if the signatures of users are not obtained in the log sheets.**
- The contractor shall be eligible for fare (as per rate contract) from the pickup point to CPP-IPR and from CPP-IPR to the drop point as mentioned in duty slip. Pickup and drop points will be a place in Kamrup (Metro). **The Contractor shall not be eligible for any empty kilometres.**
- The Contractor shall ensure that his representative/supervisor is deployed on all working days for effective control and coordination. He shall remain available once in a week and also whenever required.

**Earnest Money Deposit (EMD)**

The interested bidders may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 9,000/- (Rupees Nine Thousand Only) for one vehicle and Rs. 18,000 (Rupees eighteen thousand only) in case of two vehicles in the form of Demand draft/Bank Guarantee/Banker's Cheque of any scheduled bank drawn in favour of "**Institute for Plasma Research a/c CPP**" payable at Sonapur to the **Centre Director**.

The EMD of the unsuccessful bidders shall be returned at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract, whichever is later. No interest shall be payable on EMD.

Bids shall remain valid for 90 days from the date of Bid opening. A Bid valid for a shorter period shall be rejected as non-responsive.

**Tenure of Contract:**

The contract will be for a period of one year with an initial trial period of three months. The performance will be evaluated during the trial period of the contract. At the sole discretion of institute, the trial period may be extended for a further period of three months or more. After one year, if performance is satisfactory, the contract may be extended for one more year. CPP-IPR reserves the exclusive right to terminate the contract without notice, during the trial period/extended trial period without assigning any reason whatsoever.

**Termination of Contract**

Notwithstanding anything contained herein, CPP-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 CPP-IPR. If the CONTRACTOR suspends the services without any notice to CPP-IPR, the whole amount of security deposit shall be forfeited in addition to the recovery of loss incurred in making alternate arrangements.

The contract shall stand terminated in the event of filing any legal petition against CPP-IPR by the CONTRACTOR or any of its employees with regard to labour laws/rules or in case of any agitation/strike initiated by the CONTRACTOR's employees.

## **JURISDICTION /RESOLUTION OF DISPUTES**

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

### **RATES :**

The rates will be quoted in the given format (**Tender**) by the bidder considering all the terms given in price bid. The rates will be **firm and fixed throughout the contract period of (if satisfied, to be two years)** and shall be inclusive of:

1. wages to drivers and all statutory payments like PF, ESI bonus etc.,
2. cost of supervisors, cost of fuel, lubrication, insurance, etc.,
3. expenses for maintenance of Car, MUV, payment of all taxes to Government and local authorities, etc. as levied from time to time.

Passenger tax as applicable will be reimbursed on production of receipt(s) from RTO. Toll tax will be reimbursed on production of receipt (s).

***GST will be reimbursed as per applicable rate.***

## **SECURITY DEPOSIT**

The **successful bidder** shall have to deposit a Security Deposit 10% of contract value (Rs. 4.5 lakhs for one vehicle or Rs. 9 lakhs for two vehicles as the case may be) within two weeks of the receipt of the LOI. The security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque of any scheduled bank drawn in favour of "*Institute for Plasma Research a/c CPP*" Payable at Sonapur and no interest shall be paid thereon.

The security deposit should be valid for six months beyond the date of completion of all contractual obligations. EMD shall be refunded to the successful bidder on receipt of security deposit. The Security Deposit shall be held by CPP-IPR as security for the due performance of the CONTRACTOR's obligations under the Contract. The security deposit shall be refunded to the contractor within six 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. The security deposit shall also be liable to appropriation against dues payable to CPP-IPR under the agreement or damage or expenses that may be incurred by CPP-IPR as a result of negligence, or such acts and omissions on the part of the CONTRACTOR or the persons deployed by him at CPP-IPR.

### **Statutory Requirements:**

- a) On commencement of the contract, the CONTRACTOR shall provide the names of the drivers and supervisor/contact person along with their contact numbers, licence / badge number. He will also provide a bio-data along with photograph of the driver and the copy of the police verification certificate. The contractor shall also provide a copy of the Registration Book of the vehicle, PUC, Insurance, RTO Taxi Passing, RTO Fitness certificate etc. Any subsequent change in the above shall be intimated forthwith to the Officer-in-charge, CPP-IPR.

- b) The CONTRACTOR shall have full and exclusive liability for payment of Govt. taxes, comprehensive insurance, RTO permits, RTO licence, GST and any other fees / taxes payable from time to time during the pendency of the contract. The CONTRACTOR shall produce the above referred documents along with monthly bill for verification to the authorities.
- c) The CONTRACTOR shall have to pay minimum wages as prescribed by the Central Government to all his operating crew and the Supervisors. The CONTRACTOR shall be responsible for fulfilling the requirements of all the statutory provisions of Contract Labour (Regulation & Abolition) Act, Employees Provident Fund Act, Motor Vehicles Act, Payment of Wages Act, Minimum Wages Act, Bonus Act, Gratuity Act and other industrial enactments at his own cost and risk, in respect of all staff employed by him/her. If due to any reason whatsoever, the CPP-IPR is made liable, it shall be payable by the CONTRACTOR and all such liabilities shall be recovered by CPP-IPR from any dues payable by CPP-IPR to the CONTRACTOR and / or from the Security Deposit of the CONTRACTOR and available properties and sources of the CONTRACTOR through process of law.
- d) The CONTRACTOR shall maintain various registers as per the Contract Labour (R & A) Act and shall produce the same for inspection as and when required.
- e) The CONTRACTOR shall obtain the Insurance policy in respect of the drivers/workmen engaged by him for the job. The CONTRACTOR shall indemnify under the Workmen's Compensation Act, 1923 and its amendment of all liabilities like death / disablement of the driver/workmen. The CONTRACTOR shall be permitted to start the job only after obtaining adequate insurance coverage from the authorised insurance companies.
- f) The vehicle(s) shall be comprehensively insured for coverage of all kinds of risks.
- g) The CONTRACTOR will get the police verification done of each of his driver and submit the same along with the bio-data and photograph of the driver to the Officer in charge in the Institute.
- h) The CONTRACTOR shall visit CPP-IPR whenever he is called upon to do so by the authorized officials of CPP-IPR.
- i) The decision of CPP-IPR, as to whether the CONTRACTOR has adhered to the above obligations or as to whether the CONTRACTOR has committed any breach of the terms and conditions, will be final and binding on the CONTRACTOR.

**INDEMNITY :**

The CONTRACTOR will indemnify CPP-IPR from all claims, suits, inability & procedure which may be identified/initiated by the employees engaged by the CONTRACTOR, shall keep harmless from all such rules, procedure liabilities. The CONTRACTOR shall also indemnify CPP-IPR from all or any legal implication or consequences that may arise out of labour laws/rules and any consequence that may arise out of misconduct of any of his personnel. The decision of the Centre Director, CPP-IPR in this regard shall be final and binding.

**PENALTY :**

In case of lapses, failures, repeated failures or lacunas noticed on the part of the Contractor, the Centre Director or Authorized Officer shall have the right to impose fine(s)/Penalty(s) as per the seriousness of the lapse, which shall be binding on the Contractor. While all contractual conditions will be strictly enforced, penalties will be imposed for deficiencies in service as per the following chart:

Sr.No.	Deficiencies in Services	Penalty Amount/action
1	Sending a vehicle/driver not approved by or not as per tender conditions.	Rs. 500/- per occasion
2	Driver refusing to perform duty	Rs. 500/- per occasion
3	Rash and Negligent driving. Driver found smoking/chewing tobacco, pan or under influence of alcohol and misconduct/misbehaviour with employee/passenger or the guest for whom he is on duty.	Permanent removal of driver from duty of Institute and Rs. 500/-per occasion.
4	Providing Vehicle which are not road worthy or clean	Rs. 500/-per occasion
5	Vehicle not reporting to duty (absenteeism)	Rs. 500/-per trip
6	If driver is not found in proper uniform/Grooming during the duty	Rs. 500/-per occasion

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**CENTRE OF PLASMA PHYSICS-  
INSTITUTE FOR PLASMA RESEARCH  
NAZIRAKHAT, TEPEZIA,  
SONAPUR-782402**

**ANNEXURE- I**

**Bidder's Detail**

I.	Name of the company /proprietor/ partnership firm registered for this purpose under any Law/Act of India	
II.	Address (office) in Kamrup Metro	
III.	PF Code No.	
	GST Registration No.	
	ESI Code No./	
	PAN/TAN Registration Certificate	
IV.	Details of 2 years experience of having provided similar transport facilities in Government/ Semi Government/ reputed Organization	
V.	Details of one running contract for providing Cars in Government/ Semi Government or reputed Organization.	
	1. The bidder must have undertaken and completed at least one contract (for a minimum period of one year) of minimum value (per year) of Rs. 1.6 lakhs (for one vehicle) and Rs. 3.2 Lakhs (for two vehicles) of providing transport services <b>or</b>	Name of company:
		Period of Contract:
		Value of Contract:
	2. the bidder must have undertaken and completed at least two contracts (for a minimum period of one year each) of minimum value (per year) of Rs. 1.2 Lakhs (for one vehicle) and Rs. 2.4 Lakhs (for two vehicles) of providing transport services <b>or</b>	Name of company:
		Period of Contract:
		Value of Contract:
		_____
		Name of company:
		Period of Contract:
Value of Contract:		
3. The bidder must have undertaken and completed at least three contracts (for a minimum period of one year each) of minimum value (per year) of Rs. 0.8 Lakhs Lakhs (for one vehicle) and 1.6 lakhs (for two vehicles) of providing transport services.	Name of company:	
	Period of Contract:	
	Value of Contract:	
	Name of company:	
	Period of Contract:	
	Value of Contract:	
	Name of company:	
	Period of Contract:	
	Value of Contract:	

VI	Details of MUV and Car registered in firm/partners name.	MUV:
		CAR:
VII	Details of EMD	
VIII	Details of Bank Solvency	

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**DECLARATION**

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the Tender Notice No. CPP-IPR/MWCAC/2018-19/08 dated 09.05.2018 and understood the terms and conditions.
3. I agree to abide by the terms and conditions of the contract.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**CENTRE OF PLASMA PHYSICS-  
INSTITUTE FOR PLASMA RESEARCH  
NAZIRAKHAT, TEPEZIA, SONAPUR-782402**

---

**Annexure II**

**FINANCIAL BID**

**A. Rates for Regular Vehicles – MUV/Car (on Monthly basis):**

MUV and Car (per month) - 12 Hrs per day	Fixed rate per month (including Saturday, Sunday & holidays), (Without GST)	Rate per kilometer (Without GST)	Rate per Hr. beyond 12 Hrs per day	Make/ Brand of offered vehicle	Type of fuel
Car having engine capacity of 1200 CC or more					
MUV having engine capacity of 2500 CC or more					

**B. Rate for additional vehicles on need basis (occasional use)**

MUV and Car for pick up and drop in Kamrup - Metro and outside Kamrup- Metro including night halt charge  Type of Vehicle & fuel	Per day fixed charge for local trip Kamrup - Metro  (Without GST)	Per KM fuel charge for local trip Kamrup – Metro  (Without GST)	Per day fixed charge for trip outside Kamrup - Metro  (Without GST)	Per KM fuel charge for trip outside Kamrup - Metro  (Without GST)	Night halt charge for trip outside Kamrup - Metro

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_