

CENTRAL INSTITUTE OF MINING & FUEL RESEARCH, DHANBAD
(Council of Scientific & Industrial Research)

NOTICE INVITING TENDER

File No: 23(456) / 2011- GA

Dated: 28/03/2011

Sealed tenders are hereby invited from experienced agencies preferably govt. contractors, registered with CPWD, State, PWD, MES, Post and Telegraphs, Railway, Defense and other Govt. Department, CSIR or any of its laboratories, who have successfully completed similar type for the following work as mentioned below :-

Sl.	Description of work	Estimated Value	Earnest money	Time of completion	Cost of Tender Documents
1.	Supply of commercial vehicles to be used for project & allied activities on as and when requirement basis.	35,00000 =00 (Thirty five lakh)	Rs 70000=00 (Seventy thousand)	One year	500=00 (Five hundred)

The proof of documents as mentioned in Terms & Conditions, in original are to be produced at the time of issuing tender paper for verification.

Tenders to be submitted as follows

1. Part-I (Technical bid)

Consists of following document

- a) Earnest Money
- b) Proof of documents as mentioned in Terms & Condition

2. Part-II (Commercial bid)

Consists of following documents

- a) Costing along with full specifications of the items involved in the work including all Taxes & Levies as per different laws.

Tender paper will be on sale from 01/04/2011 to 18/04/2011 on payment basis (Non refundable) on all working days of CIMFR up to 4:00 P.M. Tender paper will be available from Transport Section of CIMFR, Dhanbad campus. Cost of Tender Documents will be in the form of Account Payee D.D. from any nationalized schedule bank drawn in favour of Director, CIMFR, Dhanbad payable at SBI, Hirapur. NIT may also be available at CIMFR website www.cimfr.nic.in. For further enquiry- Phone: 0091-326-2296023/ Extn: 4281, 4285; Fax : 0091-326-229-6025.

The Part-I & Part-II are to be individually sealed in separate envelopes and are to be put in a 3rd envelope which shall also be sealed and super scribed with the name of work in bold letters, address of the depositors and to be dropped in the Tender Box kept in the Office of the Administrative Officer, CIMFR, Dhanbad, after obtaining date, signature of Administrative Officer / Section Officer on or before 20/04/11 at 3:00 P.M., Part-I will be opened on the same day at 3:30 P.M., in presence of the intending bidders or their authorized representatives whoever present themselves at the time of opening of tenders.

- Ø **EARNEST MONEY SHOULD BE DEPOSITED IN THE FORM OF ACCOUNT PAYEE DEMAND DRAFT FROM ANY NATIONALIZED SCHEDULE BANK PAYABLE AT SBI, HIRAPUR (CODE-1670) DHANBAD IN FAVOUR OF DIRECTOR, CENTRAL INSTITUTE OF MINING & FUEL RESEARCH, DHANBAD.**
- Ø **INCOMPLETE TENDERS, LATE / DELAYED TENDERS AS WELL AS TENDERS WITHOUT EARNEST MONEY SHALL BE SUMMARILY REJECTED.**
- Ø **DIRECTOR, CIMFR, RESERVES THE RIGHT OF ACCEPTING ANY TENDER IN PART OR FULL OR REJECTING ALL WITHOUT ASSIGNING ANY REASON.**
- Ø **LOWEST QUOTING FIRM HAS TO SUBMIT UNCONDITIONAL PERFORMANCE GUARANTEE FOR THE PERIOD OF 12+2 MONTHS AS PER RULE BEFORE AWARDING THE JOB.**

D' CIMFR may kindly approve for press, advertisement through the following agency in approved rate DAVP as applicable to Govt. Deptt.

- 1. The Telegraph, Kolkata Publication (English daily)
- 2. Hindustan Times, New Delhi Publication (English National)
- 3. Hindustan, Dhanbad, Jamshedpur, Ranchi Edition (Hindi Local) – Pointer advertisement

Name of Media – Union Publicity Bureau,
34B, Ballygunge Gardens,
Golpark, Kolkata-700 019.

- Sd/-

Convenor (Technical Committee for Hiring Taxi)

-Sd/-

All Members (Technical Committee for Hiring Taxi)

-Sd/-

Chairman (Technical Committee for Hiring Taxi)

-Sd/-

Director, CIMFR

INSTRUCTION TO BIDDER

1. Tenders are hereby invited for supply of commercial vehicles to be used for project & allied activities on as and when requirement basis for CIMFR Barwa Road Campus and Digwadi campus.
 2. Tender value is Rs 3500000/- (Rupees thirty five lakh only)
 3. The contract of service will be of one year from the date of issue of work order
 4. Complete Contract documents to be compiled with by the bidder whose tender may be accepted can be seen at the office of **Transport Section, CIMFR, Dhanbad.**
 5. The bidder should quote in prescribed format which may be obtained from the office of **Administrative Officer, CIMFR, Dhanbad** during office hours on payment of Rs. **500/-**. In case (non-refundable) Those parties who submit their tenders, shall be required to pay the above mentioned amount (*Cost of Tender Documents*) in the form of account payee D.D. drawn in favour of Director, CIMFR, Dhanbad payable at SBI, Hirapur, along with their Technical Bid. Sale of tenders shall be stopped two days before the date of opening of tenders.
 6. Tenders should be submitted in double sealed covers super scribed with the name of the work, date and time of opening written both on the inner and outer envelopes. They will be received upto 3.00 P.M. on **20/04/2011** and will be opened at 3.30 P.M. (**Technical bid**) on same day in the office of **Administrative Officer, CIMFR, Dhanbad** Tenders should be dropped in the tender box before the closing date and time indicated. CIMFR will not be held responsible for delay, loss or non-receipt of application or tender document of either side if sent by post and will not entertain any correspondence in this regard. Tenders sent by Telex/Telegram/Fax/E-mail/Post). **Commercial Bid** will be opened after evaluation of all the tender and it will be informed to all qualified bidders.
 7. The Earnest Money amounting to Rs 70000/- (Rupees seventy thousand only) as demand draft or pay order of a schedule bank and drawn in favour of Director CIMFR, Dhanbad should accompany the tender. Tenders received without earnest money will be invalid.
 8. Unconditional Performance Bank Guarantee of Rs 125000/- (Rupees one lakh twenty five thousand) is required to be deposited before awarding the contract.
 9. Bidder should quote their rate (inclusive all charges except Toll Taxes and Parking charges) against each vehicle **mentioned in the prescribed format** but as far as LQ1 decision is concern, it will be decided as per the consolidated rate among all vehicles.
 10. Undertaking should be given along with the **Part –I, Technical Bid** that the firm has not black listed earlier.
 11. Dully signed and stamped copy of acceptance of Terms and Conditions of the tender should be given along with **Pat-I, Technical Bid**.
 8. The employer does not bind himself to accept the lowest or any tender and reserves himself the right of accepting the whole or any part of the bidder shall be bound to perform the same at the rates quoted.
 9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
 10. The bidder shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in grade between Controlled of Administration and Junior Engineer, (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.
- NOTE :** *A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner : father's, mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), father's father, son's son, Son's son's wife, son's daughter husband, Daughter's husband, Daughter's son. Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.*
11. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
 13. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award.
 16. Except writing rates and amount, the bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Bidders who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

CIMFR/ CSIR General conditions of contract will be followed.

The terms & condition for tendering of hiring vehicles

- Yellow monogram should be pasted on every vehicle, which will be used for this purpose.
- Only **commercial vehicles** should ply and comprehensive insurance of vehicles as well as driver should be there.
- The turnover of the bidder should be minimum 25 lakh per year.
- The bidder should be the owner of at least 10 (ten) commercial licensed vehicles.
- Vehicles which will be provided should be in good condition and not more than 05 (five) years old and should have both A.C. and non A.C facilities.
- The driver of the vehicles must be in White uniform and Black shoes.
- The driver should have mobile phone for quick contact.
- Bidder should be capable to arrange vehicle within one hour of intimation.
- The bidder should be ready to arrange vehicle for local trip as well as outstation trip (Mainly different places of Jharkhand, Bihar, West Bengal, Chhattishgarh, Orrisa, Maharastra).
- Rs 1000/- penalty will be charged if the vehicle will not be made available for local trip within one hour intimation.
- Rs 2000/- penalty will be charged if the vehicle will not be made available for the trip of outside Dhanbad district within two hour of intimation.
- Parking charges & Toll taxes will be reimbursed as per actual along with bill.
- All the related documents (i.e. Commercial License, Vehicle Ownership Paper, Service Tax Registration Number, EPF, ESI number, IT return of the last five year, PAN card) should be shown before obtaining the tender paper.
- During the period of contract rate will not be revised due to enhancement of cost of fuel & oil.
- Operation and function of vehicles as well as driver should be governed under Motor Vehicle Act and this should be responsibility of bidder.
- Fuel, oil, Maintenance cost of the vehicle and salary of the driver should be borne by the bidder.