



MSME TECHNOLOGY DEVELOPMENT CENTRE  
CENTRE FOR THE DEVELOPMENT OF GLASS INDUSTRY  
Ministry of MSME, Govt. of India  
A-1/1, Industrial Area, Jalesar Road, Firozabad-283203



ISO 14001:2004  
ISO:9001:2008

Tender No. सीडीजीआई/निविदा/वाहन/2023/01

## निविदा सूचना

कार्यालय प्रधान निदेशक, कॉच उद्योग विकास केन्द्र, सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार, फिरोजाबाद में एक वाहन मासिक आधार पर किराये पर लेने हेतु निविदायें आमंत्रित की जाती हैं। अनुबंध के नियम व शर्तें इस कार्यालय में उपलब्ध हैं जिन्हें इच्छुक पार्टियों आराहन 04.00 बजे तक किसी भी कार्य दिवस में आकर प्राप्त कर सकती हैं अथवा इन्हें केन्द्र की वेबसाइट [www.cdgiindia.net](http://www.cdgiindia.net) से भी डाउनलोड किया जा सकता है।

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|--|---|
| निविदा फार्म प्राप्त करने की अंतिम तिथि          | 31.05.2023 को अपराहन 04:00 बजे तक                 |
| निविदायें इस कार्यालय में जमा करने की अंतिम तिथि | 07.06.2023 को अपराहन 04:00 बजे तक                 |
| निविदायें खोलने की तिथि एवं समय                  | 12.06.2023 को प्रातः 11:00 बजे तक                 |
| निविदायें खोलने का स्थान                         | कॉच उद्योग विकास केन्द्र, जलेसर रोड,<br>फिरोजाबाद |

कार्यालय प्रधान निदेशक, कॉच उद्योग विकास केन्द्र, फिरोजाबाद बिना कारण बताये, किसी भी बोली/निविदा को अस्वीकार करने, स्थगित करने एवं रद्द करने का अधिकार सुरक्षित रखता है। इस संदर्भ में प्रधान निदेशक, कॉच उद्योग विकास केन्द्र, फिरोजाबाद का निर्णय अंतिम एवं सर्वमान्य होगा।

PRINCIPAL DIRECTOR

## Terms and Conditions for Bidders

1. The applicant .contractor should submit two sealed envelopes separately marked as **“Technical Bid and Financial Bid”**.
2. The **Technical Bid** should be as per details given below:-
  - 1.Name and address with telephone number of the tenderer i.e the applicant contractor.
  2. Permanent Account Number.
  3. Evidence of ownership of the vehicle (such as RC, Insurance, Fitness certificate etc.)
  4. GST Registration number.
  5. Annual Turnover during **F.Y. 2022-23** (copy of Return of Income).
  6. Years of experience in the running vehicle on hire basis.
  - 7.No. of vehicles being offered for hiring along with their respective Registration nos./documents related to registration.

**Note:- Quotation should be sent In sealed covers super scribed as "Quotation for Hiring of Vehicle by Office of Principal Director, CDGI, Firozabad.**

### **TERMS AND CONIDITIONS FOR HIRING OF OPERATIONAL VEHICLE**

1. Sealed quotations complete in all respect, are invited by the Principal Director, Centre for the Development of Glass Industry, A-1/1, Industrial Area, Jalesar Road, Firozabad – 283 203 from bona fide, reliable and resourceful vendor registered with the Service-Tax Department, experienced in giving vehicles on hire for hiring of a car with driver on monthly hiring basis with Immediate effect.
2. The vehicle is proposed to be hired for an initial period of **ONE YEAR** with the option of extending it for a further period at the discretion of the Principal Director, Centre for the Development of Glass Industry, Firozabad on same terms/conditions.
3. The terms and conditions for hiring of vehicles are as under:-
  - (i) The vehicle should be in excellent condition, conforming to the latest BS (Bharat Stage VI and above emission Norms) preferably a new vehicle. The colour of the car should be preferably **WHITE**.
  - (ii) The vehicles should be for the exclusive use of the Department and may not be used by the vender for any other purposes.
  - (iii) The vehicle should have Registration number duly registered with the Public Vehicles Department, Govt. of UP. with commercial registration.

- (iv) The vehicle will be at the disposal of the office of the Principal Director, Centre for the Development of Glass Industry, Firozabad and his subordinate offices generally between 9 A.M. to 7 P.M. However, on occasions the vehicle may have to report early and relieve late depending on the requirements of the Department. On occasions, out station trips will have to be undertaken which will be considered in the running mentioned at (xiv) below.
- (v) The vehicles will be parked in the premises of Centre for the Development of Glass Industry; Jalesar Road, Firozabad after the duty for the day is over.
- (vi) The drivers should be well-behaved and properly dressed preferably in uniform.
- (vii) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel oil or and any other expenditure related to the vehicle and the driver will be borne by the Contractor.
- (viii) All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver's minimum wage, social security etc. will be the responsibility of the contractor.
- (ix) In the event of breakdown of vehicle or absence of driver, arrangement for substitute vehicle/driver will have to be made by the contractor immediately. In case, the Contractor not able to provide any substitute, It will be open for the office to deduct proportionate amount on daily basis from the bills.
- (x) In case of any accident, all the claims/damages arising out of it shall be met by the vendor. The contractor will be responsible i.e. for any loss/damage to property or Life because of negligence of driver or poor maintenance of vehicle or due to an accident; the department will not be responsible for any such loss.
- (xi) A consolidated bill for the whole month will be submitted after completion of the month for payment.
- (xii) TDS will be made as per rules.
- (xiii) The contract can be terminated at any time giving fifteen days notice without assigning any reasons by the department and two months notice by the contractor.

- (xiv) The rate should be specified (inclusive of GST) for 2800 km. (reckoned from place of reporting to' place of release) & 360 hrs. on monthly basis (reckoned from time of reporting to the time of release) of vehicle. The charges for additional hours after 360 hours 30/31 days and additional distance after 2800 km. per month should also be specified in the rate.
- (xv) The contractor shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities, at the Instance of the contractor.
- (xvi) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning of a month, payment of minimum charges will be made on proportionate basis.
- (xvii) Payment shall also be made on monthly basis on the actual usage of the vehicle by the department over and above the minimum charges agreed upon.
- (xviii) While computing the amount payable as per clause (xiv) above on account of extra km, over and above agreed km. per month i.e. 2800 Kms for vehicle for one or more vehicle or vehicles, the total or unused km of other vehicles of the contractor for that month shall be reduced.
- (xix) The reporting place of vehicle is at CDGI, Jalesar Road, Firozabad. The running Km may include local, in state and out of State. However, the tall tax/duties out of state will be borne by the Centre
- (xx) The contractor should be registered with the authority concerned of State or Central Government and should fulfil the conditions prescribed in Section 6-6 of Motor Vehicle Act, 1988 for hiring of vehicles.
- (xxi) The contractor to whom contract is awarded would furnish name, address and contact number of a person with whom the department/controlling officer (of the Department) should contract, in case of any problem faced with regard to service being provided by such contractor on day to day basis.

(xxii) Any violation of the aforementioned terms and conditions and If the service are not found satisfactory may lead to termination of contract without any notice.

(xxiii) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Principal Director, Centre for the Development of Glass Industry, Firozabad will be final.

(xxiv) A refundable security deposit of Rs.25000/- to be deposited in this office by the selected contractor at the time of signing of this contract.

Explanation:-For the purpose of clause 3(xviii) unused km would mean the difference between cumulative agreed km and the cumulative actual km, run by one or more vehicles of the contractor, if the cumulative actual km run by them is less than cumulative agreed km.

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**ANNEXURE-I****TECHNICAL BID**

|    |  |   |  |
|----|--|---|--|
| 1. | Name of Proprietor/Registered Firm/ Company  | : |  |
| 2. | (a) Address of concern   | : |  |
|    | (b) Telephone Numbers  | : |  |
|    | (c) Fax Numbers  | : |  |
|    | (d) E.mail   | : |  |
|    | (e) Mobile numbers   | : |  |
| 3. | Name, address and contact No.s of the partners/Directors(n case of firm/company).  | : |  |
| 4. | No. of year experience in providing service  | : |  |
| 5. | Enclose the attested copies of trade license and Bank statement containing the details of bank account no., Bank and Branch name, Branch code, IFSC code and MICR code . | : |  |

**6. Details of vehicles that can be provided to the Department:**

| Sl.No | Make & Model of vehicle | Year of Mfg.(Month & Year) | Registration No. of Vehicle | Whether copy of RC Book Submitted |
|-------|-------------------------|----------------------------|-----------------------------|-----------------------------------|
|       |                         |                            |                             |                                   |
|       |                         |                            |                             |                                   |
|       |                         |                            |                             |                                   |

**7. List of clients details (Please attach copies of work orders) in the following format:**

| Sl.No | Name & Address of Client  | Name & Address of the contact person | Period for which the Vehicles were / are given on hire | Numbers of Vehicles given on hire |
|-------|---|--------------------------------------|--|-----------------------------------|
| 1.    |   |                                      |  |                                   |
| 2.    |   |                                      |  |                                   |
| 3.    | Permanent Account Number (Please attach Photocopy of PAN Card and latest I.T returns) |                                      |  |                                   |
| 4.    | G.S.T Registration  |                                      |  |                                   |
| 5.    | Details of DD towards cost of tender form (Attach DD in case of downloaded from also) |                                      |  |                                   |

**8. Details of EMD in the following format:-**

| DD / Bankers Cheque No. | Date | Name of the Bank | Amount |
|-------------------------|------|------------------|--------|
|                         |      |                  |        |
|                         |      |                  |        |

**DECLARATION**

I/ we hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/we understand that in case and deviation is found in the above statement at any stage, the bidder /company will be black listed and will not have any dealing with the O/o the Principal Director, CDGI-Firozabad in future.

Place:

Date:

Signature of the Applicant

(Name of the Applicant)

**ANNEXURE-II****FINANCIAL BID**

|    |  |                     |  |
|----|--|---------------------|--|
| 1. | Name of Address of the concern   | :                   |  |
| 2. | Contact Person's Mobile No. & E.mail address                                       | :                   |  |
|    | Name, address and contact Nos of the partners/Director's (n case of firm/company). | :                   |  |
| 3. | Rates of various staff cars vehicles & their models (Exclusive of GST)             |                     |  |
|    | <b>Sl.No</b>   | <b>Vehicle Make</b> | <b>Vehicle model (Month &amp; year of Manufacturing)</b> |
|    |  |                     | <b>Amount (in Rupees)</b>                                |
|    |  |                     |  |
| 4. | GST (%) charges  | :                   |  |

**Note: Bid will be finalized on the basis amount quoted against Sl.No.3 only.**

Place:

Signature of the Applicant

Date: