

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. The duration of the contract is initially for a period of **two years** (extendable further for maximum period of one year, subject to satisfactory performance during contract period).

### **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 261 in a year or i.e.  $261/12= 21$  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 **two years** from the date of contract, which is extendable for a further period one year from the date of expiry of the initial period, on the same terms and conditions, subject to satisfactory performance during contract period.

### **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, except Sundays and 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.**

**03 (THREE)** 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.

**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 **180** days from the date of opening of tenders.

(Signature of the Contractor)

**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 XX.XX per kg of CNG w.e.f \_\_\_\_\_ (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.

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 / ITER-India 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.*

(Signature of the Contractor)

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.

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.

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**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 **three** 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:**

|                                           | <b>[A]</b>                                                                  | <b>[B]</b>                                                         | <b>[C]</b>                                                                          |
|-------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                           | <b>4050 KMs for 3 Auto-Rickshaws for the service timing (Refer Table A)</b> | <b>Rate for Extra KM, beyond 4050 KMs run of 03 Auto-Rickshaws</b> | <b>Rate For Extra HOUR per Auto-Rickshaw, beyond service timing (Refer Table A)</b> |
|                                           | <b>(Indian Rupees-INR)</b>                                                  | <b>(Indian Rupees-INR)</b>                                         | <b>(Indian Rupees-INR)</b>                                                          |
| <b>Monthly Package Rate excluding GST</b> | _____(In Figures)                                                           | _____(In Figures)                                                  | _____(In Figures)                                                                   |
|                                           | _____<br>(In Words)                                                         | _____<br>(In Words)                                                | _____<br>(In Words)                                                                 |

Note:

1. The quoted rate shall not include GST. GST as applicable will be paid extra on submission of proof of payment.
2. Monthly payment will be based on the quoted rate in [A] above for total run of 03 Auto-Rickshaws for up to 4050 KMs.
3. Rate for extra KMs, beyond 4050 KMs in a month, will be paid as per the quoted rate in [B] above for EXTRA KM.
4. Rate for extra HOURS, beyond service timings will be paid as per the quoted rate in [C] above for EXTRA HOUR.
5. 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.
6. 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 03 Auto-Rickshaws for 4050 KMS               | [A]           |
| 2. | Extra KMs, beyond 4050 KMs per month                          | 200           |
| 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             |

|                                |  |
|--------------------------------|--|
| $L=[A+100*B+20*C+8*D+2*E+2*F]$ |  |
|--------------------------------|--|

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)*

**Estimated value - 03 CNG Autos**

| S.No. | ITEM                                                          | Consideration | Quoted Rate (₹) | Cost(₹) |
|-------|---------------------------------------------------------------|---------------|-----------------|---------|
| 1     | Monthly Rate for 03 Auto-Rickshaws for 4050 KMS               | [A]           | 70000           | 70000   |
| 2     | Extra KMs, beyond 4050 KMs per month                          | 200           | 10              | 2000    |
| 3     | Extra HOURS per Auto-Rickshaw per month beyond service timing | 20            | 35              | 700     |
| 4     | No. of packages "20 KMs / 2 HRs" in a month                   | 8             | 250             | 2000    |
| 5     | No. of packages "40 KMs / 4 HRs" in a month                   | 2             | 500             | 1000    |
| 6     | No. of packages "80 KMs / 8 HRs" in a month                   | 2             | 900             | 1800    |
| 7     | $L=[A+100*B+20*C+8*D+2*E+2*F]$                                |               |                 | 77500   |
| 8     | Estimated Value (03 Autos for 12 Months) Ex. GST(₹)           |               |                 | 930000  |
| 9     | Estimated Value (03 Autos for 12 Months) with GST(₹)          |               |                 | 1097400 |

(Signature of the Contractor)