

NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi Ponda Goa 403401

Phone: (0832) 2404206: Fax: (0832) 2404202

NOTICE INVITING QUOTATION

No: NITGOA/CONV 2023/PUR/OW/351

Dated: 08/09/2023

NAME OF PROCUREMENT

Transportation Service for 9th Convocation 2023

(Venue: NIT Campus, Cuncolim, Goa on 13th October, 2023)

NATIONAL INSTITUTE OF TECHNOLOGY GOA
Farmagudi Ponda Goa 403401
Phone: (0832) 2404206, 2404205 : : Fax : (0832) 2404202

To
Shri/M/s.....
Address.....
.....
.....

Name of the procurement: **Transportation Service for 9th Convocation 2023**

No NITGOA/CONV 2023/PUR/OW/351

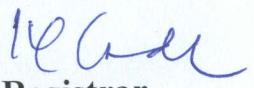
Dated: 08/09/2023,

Dear Sir,

A Detailed notice inviting Quotation incorporating the technical specification as well Instructions and Conditions are enclosed herewith.

You are requested to submit your sealed quotation with all relevant documents latest by **01.00 PM on or before 25/09/2023**.

Yours faithfully,


Registrar
National Institute of Technology Goa

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

**NATIONAL INSTITUTE OF TECHNOLOGY GOA
Farmagudi Ponda-Goa 403401**

Phone: (0832) 2404206 Fax: (0832) 2404202

NOTICE INVITING QUOTATION

Ref: NITGOA/CONV 2023/PUR/OW/351 Dated:08-09-2023

Sealed Quotations are invited from Bidders for **Transportation Service for 9th Convocation 2023.**

Quotations will be received up to **01.00 PM on or before 25/09/2023**, and will be opened on the same day at **02.00 PM**, if intending quotationeres want to participate during quotation opening they can do the same or send their representative for the same with a proper authorization letter. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification or weekends and quotation cannot be received or opened, the quotations shall be received on the next working day at **01.00 P.M. and will be opened on same day at 02.00 P.M.** for which no separate communications will be made. Other terms and conditions are enclosed.

Last date and time for submission: **Upto 01.00 P.M. on or before 25/09/2023**

Quotation Opening Date and time: **At 02.00 P.M. on 25/09/2023**.

Application for Quotation Document must be accompanied by filled in PFMS Form. Quotation Notice can be downloaded from the Tender section of website www.nitgoa.ac.in or it can be downloaded from <https://eprocure.gov.in/epublish/app>

There is no download fee/EMD for the same.

Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.

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Registrar

National Institute of Technology Goa

**National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401**

Instructions to bidders

The bidders should submit the quotation along with mandatory documents to Inward section NIT Goa (Administration office, Main Building) and the envelope should be superscribed as Quotation Enquiry No. NITGOA/CONV 2023/PUR/OW/ 351 dated 08/09/2023 for the **Transportation Service for 9th Convocation 2023.**

1. The quotation should be addressed to "**The Director, NIT Goa Farmagudi Ponda Goa 403401".**
2. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with a full signature.
3. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
4. The last date for receipt of the quotation is marked in the inquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
5. The quotation may be sent by post, to reach the office NIT Goa before the last date of receipt, or be submitted in the office of the normal working hours of the Institute. **(09.00 A.M. to 05.30 P.M.)**
6. Intending quotationeres requires any clarification regarding the notice inviting quotation, he may mail to shangerganesh@nitgoa.ac.in at least **01 days** before the last date quotation submission time.
7. Quotation submitted after the last submission date will not be accepted and his quotation will be treated as non-responsive.
8. Intending quotationeres shall submit only one quotation. A quotationeres, who submits more than one quotation, shall be disqualified and considered non-responsive.
9. The quotation shall be opened by the committee in the NIT GOA at the date and time given on the top of the document. The quotationeres may send their authorized representatives to attend the quotation opening with proper authorization letter if they so desire. In the event of the above quotation opening date being declared a holiday for the NIT Goa, then the bids will be opened at the appointed time and place on the next working day.
10. **The quotationeres have to put a seal and sign in full at all pages of the quotation notice including all annexures and price bid failing which the bidder will be disqualified.**
11. Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.

12. If the offered item covers the warranty period it has to be mentioned by quotationere in the quotation. (Certificate should be provided). Failing to provide the Product service during the warranty period will entitle the firm/proprietor debarment from NIT Goa Procurement.

Conditions of the participation in quotation

1. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance, training cum demo charges (if any), and all other incidental charges mentioned separately.
2. **The transportation has to be arranged and it will be required from 12th October – 15th October 2023.**
3. The bid should remain valid for **45 days** from the date of opening.
4. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
5. The good/service offered should strictly conform to the specification and technical details mentioned in technical specification by NIT GOA.
6. Any Liability regarding GST will be of the supplier of products. Also, any obligations regarding Indian Acts will be the responsibility of the supplier of products only.
7. If the successful bidder, on receipt of the supply order, fails to execute the service within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods beyond the due date for delivery. Alternatively, it will also be opened to the Director NIT GOA to accept the part supply by the contractor and arrange to procure remaining items from other modes as per GFR 2017 Rules.
8. Payment (As per goods supplied, after deduction (if any)) will be made by Wire transfer within 30 days from the installation (if any) or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
9. In the event of any dispute arising out of the quotations or from the resultant contract, the decision of the Director, NIT Goa shall be final.

10. Any disputes arising out of this inquiry shall be dealt with in the Goa jurisdiction only.

Special Terms and Conditions

- a) The vehicles should have valid permits and other requirements.
- b) The vehicles provided should be authorized to be used as taxis/buses and have proper permission for the areas to be travelled in Goa.
- c) The drivers engaged in the Taxis/Buses should have valid driving commercial licenses to operate the taxi/bus issued by the Transport Authorities' and other necessary certificates like Road Tax clearance, pollution certificate, etc., should exist for all vehicles quoted.
- d) The Vehicles on duty must be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- e) In case of hiring a Taxi, 24 hours or 250 km (whichever occurs earlier) shall be considered a full day.
- f) Additional charges will be paid if the vehicle travels more than 250 km in a day. Payment shall be made for the extra kilometres at the pro-rata basis beyond 250 km.
- g) In case of hiring a Bus, round trip to NIT Goa, Farmagudi - Cuncolim Campus - NIT Goa, Farmagudi only shall be considered for rent. This trip will be considered for full day.
- h) Vehicle type: SUV for Taxi. For Eg. Innova, Ertica, Brezza or similar vehicles.
- i) Bus with minimum 40 seater capacity.
- j) Price should be inclusive of all applicable taxes and other charges.

- k) The Service Provider/Agency providing Taxi and Bus Service for Convocation-2023 should follow all the Rules and regulations of the state and central Government about the procurement.
- l) The NIT Goa reserves the right either to increase/decrease the quantity mentioned in Tender by 25 percent (rounding off to the nearest quantity).

Criteria for Evaluation of Lowest Quotation:

- a) The bidder has to quote for all the items mentioned in the price bid. Failing to quote for one or more than one item will result in the disqualification of the quotation. (Quotation to be submitted on the firm letterhead mentioning GST No., PAN no. of Firm/Proprietor.)
- b) The Agency/Service Provider/Bidder shall have its office in Goa. (Proof to be enclosed).
- c) The agency must have all applicable tax registrations (GST, PAN etc.) supported by documentary evidence. Signed and stamped copy of the entire quotation notice along with a copy of GST Registration Certificate and PAN card to be submitted by the bidder.
- d) After fulfilling the criteria mentioned above, the quotation which is lowest in Total (of all items) will be awarded the order.

Documents required for bill processing

1. Filled and duly signed Bidder information sheet
2. Filled and duly signed PFMS Mandate Form

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Registrar
NIT GOA

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

Annexure A - Specification of Taxi Service

Paramaters	Buyer Specification		No. of Days	No. of Vehicle
Type of Taxi Service	Innova or Equivalent	12 th – 15 th October	4	1
	Innova or Equivalent	12 th – 14 th October	3	2
	SUV, Sedan or Equivalent	12 th – 14 th October	3	5
Type of Service	Local			
Per Day Usage (Kms)	250 kms			
Per Day Usage (Hours)	24 hours			
Year of Vehicle Model	Any model			

Specification of Bus Service

No. of Vehicle: 7 nos.

No. of days: 1 day only (on 13th October 2023)

Paramater	Buyer Specification
Type of Service	Local
Vehicle Seating Capacity	40-42
Comfort Capacity	Non Deluxe (NDX)
Per Day Usage (Kms)	100 kms
Per Day Usage (Hours)	24 hours
Fuel Type	Diesel
Year of Vehicle Model	Any model registered after 2019

Annexure B - Price Bid

Transportation Service for 9th Convocation 2023

Sr. No.	Type of Transport Service	No. of Vehicles	Vehicle Type	Date of Transport	No. of Days	No. of Vehicle	Approximate rate per vehicle/per day (including GST)	Total Approx. Cost in Rs.
					(A)		(B)	(A*B)
1	Bus Service	7	Min 40 seater capacity	13 th October 2023	1	7		
2	Taxi Service	1	Innova or Equivalent	12-15 th October 2023	4	4		
3	Taxi Service	2	Innova or Equivalent	12-14 th October 2023	3	6		
4	Taxi Service	5	SUV, Sedan, Equivalent	12-14 th October 2023	3	15		
Total in Rs. (excluding taxes)								
Other charges (if any), please specify								
Taxes in Rs.								
Grand Total in Rs. (In figures)								
Grand Total in Rs. (In words):								

Refer Annexure-A for price quoting


 National Institute of Technology Goa
 Farmagudi, Ponda-Goa 403 401

Date:-

PFMS Mandate Form

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No.	
6	PAN No.	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

Name:

Stamp/Seal &Signature of Vendor/Supplier:

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

Quotationere Information Sheet

1	Company Name	
2	Company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type (Indian/Foreign)	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status (<i>Limited Company, Undertaking, Joint venture, Partnership and others</i>)	
13	Company Category (<i>micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i>)	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in third column he should specify as "Not Applicable". The information sheet should be sealed and signed.