

TENDER NOTICE

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND



Tender No. NITUK/Estt./2014/13

TENDER FOR

“HIRING OF LIGHT COMMERCIAL MOTOR VEHICLES”

Open Tenders are invited from Individual/firm/company/Agency for providing vehicles {Innova GX or equivalent or better (7/8 seater)} on hire basis to the National Institute of Technology, Uttarakhand.

The tender document along with terms and conditions is attached. A demand Draft of ₹500/- (Rupees Five Hundred Only) has to be attached with the technical bid as a cost of tender. The tender, complete in all respect must be dropped in the tender box placed at the Office of NIT Uttarakhand located at ITI Campus, Srinagar Garhwal on or before **19/09/2014 at 11:00 AM or should reach by speed post only to the office of NIT Uttarakhand on or before 18/09/2014 at 06:00 PM.** Incomplete in any respect or conditional tenders shall be summarily rejected. The Director, NIT Uttarakhand reserves the right to reject any or all the tenders without assigning any reason thereof.

Schedule of Tender

S. No.	Details	Date	Time
1	Notification of Tender	28/08/2014	---
2	Pre-Bid Conference	05/09/2014	11:00 am
3	Last date of submission of Tender	18/09/2014 (Speed post only)	06:00 pm
		19/09/2014 (Tender Box)	11:00 am
4	Opening of Tender	19/09/2014	11:30 am

INVITATION TO TENDER

(Non-Transferable)

Tender for “Hiring of Light Commercial Motor Vehicles” for National Institute of Technology Uttarakhand

Ref: Tender No. NITUK/Estt./2014/13

1. Sealed Tenders in the prescribed format (attached) are invited from the person(s)/firms/company/agency experienced in renting for “Hiring of Light Commercial Motor Vehicles”, in two bid system i.e.
 - i. Technical bid
 - ii. Price bid
2. Tender documents can be downloaded from the Institute website **www.nituk.ac.in**. Tenderer should attach the cost of tender in the form of Demand Draft of ₹500/- (Rupees Five Hundred Only) (non-refundable) payable in favour of Director, NIT Uttarakhand along with Technical bid of the Tender Document.
3. The completed tender is required to be submitted along with the EMD for the amount as mentioned in Annexure-II in the form of Demand Draft drawn in favour of “Director, NIT Uttarakhand” payable at “Srinagar Garhwal”. The EMD in the form of DD should be kept with the Technical Bid.
4. Bids without proper E.M.D. shall be summarily rejected.
5. The EMD amount without interest will be returned to the unsuccessful tenderer within 30 days from the award of the Contract.
6. The Tender must be submitted in the prescribed formats only. Formats of technical bid and price bid are enclosed as Annexure-V & VII. All the enclosures as asked for, have to be enclosed along with the bids.
7. The tenderers have to fill all relevant technical details of the each item mentioned in the Specifications/Scope of work (Annexures-IV), as asked in the format. It is mandatory to use the same format as provided in Specifications/Scope of work.
8. The Tender is to be submitted either by Speed Post or by dropping the envelope containing the tender document in the tender box on or before due dates and time mentioned in the schedule (Annexure-II).
9. Any Tender received after the above mentioned date and time shall not be considered.
10. The Tender will be opened on the date and time as mentioned in the schedule enclosed as Annexure-II. The tender will be opened in the Conference Hall of the Institute, in the presence of the tenderers or their authorized representatives, if any.
11. However, in the event of any unforeseen circumstances, the tenders may be opened at a later date and the same would be intimated through Institute website **www.nituk.ac.in**
12. The Tenderer, with prior appointment on any working day, may visit the office of Assistant Registrar (Stores) of the Institute to get familiarized with the nature, specification and quality of the requirement. The Tenderer may contact Assistant Registrar (Stores), NIT Uttarakhand for this purpose on 01346-257400.
13. By submitting the tender, the Tenderer shall be deemed to have fully familiarized with all requisite conditions under which the tenderer is to perform the obligations under the contract.

14. Tenders which are not submitted in the prescribed formats and/or without requisite documents and incomplete in any manner shall not be considered. Tenderer should submit the Tender duly signed on each page with the rubber-seal of tenderer to indicate the status of the signatory.
15. Tenders with following alterations shall be liable to rejection and Institute is not bound to give any explanation for such rejections.
- Additional/counter clauses/items
 - Additional conditions
 - Deletion of clauses from the Tender Document.

16. Sealing and Marking of Bids:

- The Technical Bid along with all the documents mentioned in the check list (Annexure-I) should be placed in one sealed envelope superscribed "Technical Bid".
 - The Price Bid should be kept in a separate sealed envelope superscribed "Price Bid".
 - Both the envelopes should then be placed in one single, sealed envelope Superscribed "**Bid for Hiring of Light Commercial Motor Vehicles**" and should be addressed to the Director, National Institute of Technology, Uttarakhand. The Tenderer's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
 - Both the inner envelopes superscribed "Technical Bid" and "Price Bid" should have the name and address of the tenderer so that if required, they may be returned to the tenderer without opening them.
 - If the outer and inner envelopes are not sealed and marked as required, the Institute will assume no responsibility for the bid's misplacement or premature opening.
 - If for any reason, it is found that the Technical Bid reveals the Price Bid related details in any manner whatsoever, or the Price Bid is enclosed in the envelope superscribed, "Technical Bid", the Bid document will be summarily rejected in the first instance itself.
17. At any time prior to the deadline for submission of bids, the Institute may, if necessary, modify the tender document by a written amendment. All prospective tenderers will be notified the amendment which will be binding. The amendments will be notified on the NIT Uttarakhand website **www.nituk.ac.in**.
18. A pre-bid conference will be held as per schedule mentioned in Annexure-II in the Conference Hall of the Administrative Building of NIT Uttarakhand for which all the tenderers are advised to attend. Any doubt regarding the tender document/specifications/scope of work of the required items and the terms and conditions of the contract may be clarified in the pre-bid conference.
19. Tenders shall be kept valid for a period of minimum of 90 (Ninety) days from the date of opening.
20. The Authorities of NIT, Uttarakhand reserve the right to accept or reject any or all the offers or apportion the work amongst the different tenderers in any manner as they may choose without assigning any reason whatsoever and their decision shall be final and binding on all concerned.

**DIRECTOR
NIT, UTTARAKHAND**

Enclosures:

- Annexure – I: Check List of the documents to be provided with technical bid.
- Annexure – II: Schedule and EMD of Tender.
- Annexure – III: Terms and conditions.
- Annexure – IV: Specifications/Scope of Work
- Annexure – V: Technical Bid.
- Annexure – VI: Self-certified declaration regarding blacklisting/ debarring for taking part in Tender.
- Annexure – VII: Price Bid.

**DIRECTOR
NIT, UTTARAKHAND**

Check List of the documents to be provided with Technical Bid

The enclosures have to be attached in the serial order as mentioned hereunder:

Sl. No.	Documents/ Certificate	Yes/No
1.	Technical Bid (Annexure-V)	
2.	Demand Draft of Tender Fees as mentioned in Annexure-II (non-refundable).	
3.	Demand Draft of EMD as mentioned in Annexure-II.	
4.	The Certificate for the Status of the Firm/ Company/Agency (as applicable)	
5.	Self-certified declaration or certificate issued by Competent Authority as a proof of proprietary (in case of proprietorship firm)	
6.	Tender Specific authorization letter from original equipment manufacturer (OEM) in favor of tenderer (In case of tenders for purchase of Goods only.)	
7.	Copy of Balance Sheet with Profit & Loss Account for last three financial years. (duly attested by Chartered Accountant) (If, the Firm/ Company/Agency is established before three years, otherwise from the date of establishment of firm/company/agency)	
	2010-11	
	2011-12	
	2012-13	
8.	Copy of appropriate PAN Card	
9.	Income Tax return for last three financial years (If, the Firm/ Company/Agency is established before three years, otherwise from the date of establishment of firm/company/ agency)	
	2010-11	
	2011-12	
	2012-13	
10.	Copy of Purchase orders /work orders or Contracts of Value more than 10 times of EMD for the relevant items.	
11.	Copy of Sales Tax Registration Number. (Required for purchase of Goods only)	
12.	Copy of Service Tax Registration Number. (if available) (Required in case of Service, Not required in case of purchase of Goods)	
13.	Self-certified declaration regarding blacklisting/debarring for taking part in Tender (Annexure-VI)	
14.	Signed copy of the following tender documents as a token of acceptance. a) Copy of Tender Notice. b) Copy of Invitation to tender (all pages). c) Copy of Check List (Annexure-I) d) Copy of Schedule and EMD of Tender (Annexure-II) e) Copy of Terms & Conditions (all pages). (Annexure-III) f) Copy of Specifications/Scope of work (all pages). (Annexure-IV) g) Copy of Technical Bid (all pages) (Annexure-V) h) Copy of Self-certified declaration regarding Black listing/Debarring. (Annexure-VI) All the pages on both sides are required to be signed with stamp.	
15.	Vehicle Registration Certificate*	
16.	Insurance Certificate*	
17.	Road Tax Clearance Certificate*	
18.	Undertaking in case of New vehicle as mentioned in sr. no. 2 of Note of Annexure-V	
19.	Any other document	

*Not required for new vehicle. If No is written at Sr. No. 15, 16 and 17 (in above) the vehicle should have first registration done after 19/09/2014.

DIRECTOR
NIT, UTTARAKHAND

Schedule and EMD of Tender

Sl.No.	Details	Date	Time
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4.	Opening of Tender	19/09/2014	11:30 am

Sl.No.	Details	In the form of	Drawn in favour of	Amount (₹)
1.	Tender Fees	Demand Draft	Director, National Institute of Technology, Uttarakhand, <i>Payable at: Srinagar- Garhwal.</i>	₹500/- (Five Hundred Only)
2.	Earnest Money Deposit (EMD)	Demand Draft	Director, National Institute of Technology, Uttarakhand, <i>Payable at: Srinagar- Garhwal.</i>	₹25,000/- (Twenty Five Thousand Only)

DIRECTOR
NIT, UTTARAKHAND

TENDER FOR “HIRING OF LIGHT COMMERCIAL MOTOR VEHICLES”**TERMS AND CONDITIONS****General**

1. The vehicle should have updated insurance and approved registration 'FOR HIRE' in the State of Uttarakhand. RTO clearance in all aspects (fitness, authorization etc.) is mandatory at the time of inspection.
2. The vehicle should be in tip-top condition in respect of body, seat, painting etc. It should have trouble free and noiseless engine. Vehicle registered for hire in the state of Uttarakhand is only acceptable. Valid Pollution Under Control (if applicable), Registration Certificate, Road Tax Receipt, Insurance of the vehicle should be kept in original along with the vehicle.
3. The contractor shall provide Mobile No. of driver(s) to Institute Authorities for giving instructions by Designated Officer.
4. The engaged Vehicle should not be changed without approval of the Institute.
5. Daily usage diary is to be maintained in the vehicle and the driver shall maintain the diary, obtain signature from the user and put up for inspection to Designated Officer, every day.
6. The contractor is required to follow NIT, Uttarakhand security procedures for the vehicles IN and OUT.
7. The drivers with valid Driving License should have Police Verification Report (PVR). List of the drivers who shall be operating the vehicle should be provided by the successful Tenderer at the time of finalizing the contract.
8. The Tenderer must ensure deployment of genuine driver. The contractor shall be fully responsible for appropriate behavior of driver. The deployed driver should not consume alcohol or any other intoxication in any mode while on duty.
9. The vehicle which is hired for 24 hours shall be stationed at NIT, Uttarakhand premises for 24 hours on all 07 days a week along with the driver. The driver shall receive the instructions at 8:00 am every day from the Designated Officer. Maximum running of vehicle shall be 3,000 km. in a month.
10. Vehicle hired for 14 hours shall normally be available in Institute premises from 08.00 am to 10.00 pm along with the driver. These timing can be altered. Vehicle may be used on some occasions for longer period. Under such circumstances, Institute shall reduce availability hours suitably on other days as compensation. If vehicle is not stationed in the campus distance travelled after leaving the campus shall not be counted for payment.
11. Institute shall review the diesel rates every six months. Increase in the rates of diesel in percentage shall be compensated by increasing the fixed monthly rate by percentage which is 0.3 (zero point three) times of the increased percentage.
12. The contract shall be initially for a period of 01 year and with a provision to extend for period of 01 more year at a time on the same terms and conditions with mutual consent provided the service found satisfactory. However, the contract will not be extended beyond total 40 months under any circumstances.
13. Irrespective of make of vehicle lowest bidder shall be given preference. If quote is identical, newer vehicle will be given preference.
14. The quotations will be compared on the basis of monthly cost+500 additional kilometers+2 out stations night halt charges.
15. In the event of breakdown under any circumstances, it will be obligatory on part of contractor to arrange suitable vehicle without delay. Otherwise, penalty as decided by NIT, Uttarakhand authority will be imposed on the contractor.
16. The Tenderer must ensure proper cleaning and maintenance of vehicle every day. The distance covered for servicing of vehicle and any other maintenance will not be counted in 3000 km and cost for same will not be borne by the Institute.
17. The NIT, Uttarakhand will not be responsible for any damage to the vehicle or casualty to the driver or any other person (third party) which may arise during operating the vehicle.

18. The Hiring charges should be inclusive of all i.e. cost of fuel for 3000 km per month, lubricant, driver's salary, and vehicle maintenance expenditure, all taxes levied by central / state government like service tax etc. and any other incidental or additional expenditure for supply of vehicle. The contractor shall quote monthly charges including all as detailed and any other item which is not specifically mentioned/ expenses/taxes/levies.
19. **Terms of Payment:**
The payment will be made on monthly basis for every calendar month. The contractor is required to submit the bill in prescribed form on completion of every month.
20. The contract can be terminated by either party with one month notice but not before completion of six month period. In case of unsatisfactory performance, the Institute reserves the right to terminate the contract immediately without any notice.
21. The contractor is responsible for all types of payment to the deployed drivers in the name of salary or whatsoever. The Institute will not be responsible to settle any kind of claim asked by the deployed persons for any reason and this is the sole responsibility of the contractor.
22. **Legal:**
Any dispute in regard to the meaning, effect or interpretation of any clause of this contract/agreement shall be referred to the sole Arbitrator i.e. Director, NIT, Uttarakhand who would act as the sole Arbitrator and proceedings of such arbitration shall be conducted in accordance with the provision of the Indian Arbitration Act, 1940 or any statutory modification thereof. The venue of Arbitration shall be Srinagar Garhwal. In case of litigation, if any and the cause of action shall be deemed to have been arisen in Pauri District only and the District Court of Pauri (Uttarakhand) shall have the jurisdiction for any such litigation.
23. After award of the contract, the Contractor will enter into an agreement with the Institute. This agreement will be executed on non-judicial stamp paper of appropriate value and the cost of stamp paper will be borne by the Contractor.
24. **PERFORMANCE SECURITY**
i. To ensure due performance of the contract, performance security is to be obtained from the successful bidder. Performance security is to be obtained from every successful bidder irrespective of its registration status, etc.
ii. The security deposit should be furnished at the time of installation/delivery in case of supply of goods and at the time of signing the contract for hiring of services.
iii. Performance security should be for an amount of Rs. 50,000/- in the form of DD payable in favor of Director, NIT Uttarakhand.
iv. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor/supplier including warranty obligation.
v. Bid security (EMD) shall be refunded to the successful bidder on satisfactory installation/commencement of work and on receipt of performance security.
25. **Important Note-No Deviation Clause:** Any deviation in terms and conditions or the form of price bid i.e. inclusion/exclusion of Taxes, levies, surcharges and additional heads for charges shall be discussed in Pre-Bid Conference. The Institute authorities shall modify the tender documents, if required in the light of the discussion.
However, any Bid Technical/Price stipulating additional conditions or deleting the conditions mentioned in the tender shall be summarily rejected.
26. The Institute can award for hiring of two vehicles for 24 hours or two vehicles for 14 hours or one vehicle for 24 hours and/or one vehicle for 14 hours or in any other mode as per requirement, as decided by the Institute. Both the parties have right to terminate the contract with one month notice.

**DIRECTOR
NIT, UTTARAKHAND**

UNDERTAKING

I have understood completely about this Tender document and the terms and conditions (Annexure-III) and scope of work (Annexure-IV) therein. I agree to provide the vehicle(s) facilities as per the rate quoted by me in the price bid (Annexure-VII).

Date:

Place:

Signature

Name _____

Stamp

Specifications/Scope of Work

1. Only **Innova GX or equivalent or better (7/8 seater)**, vehicle manufactured in 2012 or later is acceptable.
2. The vehicle should have luggage carrier mounted at the top and will be required to carry raft as and when required.
3. The Tenderer should submit the tender, quoting the rates separately for use of vehicle for 24 hours on all 7 days of week and for use of vehicle for 14 hours on all seven days of week. The payment will be made on monthly basis for every calendar month, on the bill duly certified by the Designated Officer of NIT, Uttarakhand.
4. Normally the vehicle will operate within the State of Uttarakhand but occasionally can go outside the State. Under such circumstances, Institute shall pay requisite taxes of other States as applicable.
5. Tenders can be submitted for new vehicles which are yet to be registered. However the offered vehicle should be made available within one month from Letter of Intent (LOI). In this case suitable substitute must be provided to the Institute immediately after award of contract.

**DIRECTOR
NIT, UTTARAKHAND**

Technical Bid

Ref: Tender No. NITUK/Estt./2014/13

TENDER FOR "HIRING OF LIGHT COMMERCIAL MOTOR VEHICLES"

Note:

1. In case of purchase of new vehicle, please mention relevant information against Sl. No. 4, 5, 6 and 7 as **new vehicle**.
2. **A separate undertaking has to be given that the vehicle will be provided within one month from the date of award of contract. The same should be enclosed with technical bid.**
3. **In case of non- availability of service tax no. a separate undertaking has to be submitted for submission of same within one month from the award letter.**

Name of the Contractor _____

Address _____

Telephone No. (O) _____ (R) _____ (M) _____

PAN No. _____ (Enclose Photo Copy)

No. of Vehicles that can be offered for hiring: _____

Details of Vehicles:

Sl. No.	Detail	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
1.	Type of Vehicle				
2.	Make				
3.	Year of Manufacturing				
4.	Registration No.#				
5.	Registration Certification No.* #				
6.	Insurance Policy No.* #				
	Valid upto				
7.	Road Tax Receipt No.* #				
	Valid upto				
8.	Whether the Tenderer is registered for hiring of vehicles in Uttarakhand (Yes/No)				

(*Enclosed photo copy of the respective certificate).

(#Not required for vehicle(s) yet to be purchased. However, in such a case the vehicle should have first registration done after 19/09/2014)

If only one/two/three vehicle(s) is/are offered then fill column under vehicle 1/2/3 and remaining as "___".

Undertaking

I hereby agree to provide the vehicle(s) facilities mentioned in ANNEXURE- III and ANNEXURE- IV as per the rates quoted by me / negotiated as per the terms and conditions mentioned.

Date:

Signature:

Name: _____

Stamp

SELF-CERTIFIED DECLARATION REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN TENDER

I / We _____ (Tenderer) hereby declare that the firm / agency /namely M/s _____ has not been blacklisted or debarred in the past by Union/ State Government or Organization from taking part in Government tenders in India.

OR

I / We _____ (Tenderer) hereby declare that the firm/agency/namely M/s _____ was blacklisted or debarred by Union/ State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / We are fully aware that the tender/contract will be rejected/cancelled by Director, NIT Uttarakhand, and EMD/SD shall be forfeited.

In addition to the above the Director, NIT Uttarakhand will not be responsible to pay the bills for any completed/partially completed work.

Self-certification: _____
 Name: _____
 Address: _____

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY UTTARAKHAND

Price Bid

(To be sealed in a separate envelope)

Ref: Tender No.NITUK/Estt./2014/13

TENDER FOR "HIRING OF LIGHT COMMERCIAL MOTOR VEHICLES"

Name of the Contractor: _____

Address: _____

Telephone No. _____ Mobile No. _____

Tendered amount ₹ _____ (in numerical) _____ Rupees (in words)
(For one month, 24 hours x 7 days a week, for one vehicle)

(The amount is inclusive of cost of fuel for 3,000 km per month, lubricant, driver's salary, vehicle maintenance expenditure, all taxes levied by central/ state government (like service tax etc.) any other incidental expenditure for supply of vehicle.)

Running charges in ₹ _____ per km (in numerical) _____ per km (in words) for running of vehicle beyond 3,000 km in a particular month.

Out station night halt charges ₹ _____ per night (in numerical) _____ per night (in words).

Tendered amount ₹ _____ (in numerical) _____ Rupees (in words)
(For one month, 14 hours x 7 days a week, for one vehicle)

(The amount is inclusive of cost of fuel for 3,000 km per month, lubricant, driver's salary, vehicle maintenance expenditure, all taxes levied by central/ state government (like service tax etc.) any other incidental expenditure for supply of vehicle.)

Running charges in ₹ _____ per km (in numerical) _____ per km (in words) for running of vehicle beyond 3,000 km in a particular month.

Out station night halt charges ₹ _____ per night (in numerical) _____ per night (in words)

Date:

Signature _____

Name _____

Stamp _____

UNDERTAKING

I hereby agree to provide the vehicle(s) facilities as mentioned in ANNEXURE- III and ANNEXURE- IV as per the rates quoted by me / negotiated as per the terms and conditions.

Date:

Place:

Signature

Name _____

Stamp