

TENDER NOTICE

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
Temporary Campus-Govt. Polytechnic Srinagar Garhwal, Distt. Pauri Garhwal, Uttarakhand-246174
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Tender No. NITUK/Estt./Tender/2014/08

TENDER FOR

“HIRING OF LIGHT COMMERCIAL MOTOR VEHICLES”

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

The Tender document along with terms & conditions is attached. A demand Draft of ₹500/- (Five Hundred Only) shall be attached with technical bid as a cost of Tender. The Tender complete in all respect must be dropped in a Tender box placed at the Office of NIT-Uttarakhand located at Govt. Polytechnic, Srinagar Garhwal on or before **25th July, 2014 upto 11:00 AM or should reach only by speed post to the office of NIT Uttarakhand on or before 24th July 2014 upto 6.00 PM.** Incomplete in any respect and 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.

Date: 03/07/2014

Director

Schedule of Tender

S. No.	Details	Date	Time
1	Notification of Tender	04/07/2014	---
2	Pre-Bid Conference	16/07/2014	11:00 am
3	Last date of submission of Tender	24/07/2014 (Speed post only)	06:00 pm
		25/07/2014 (Tender Box)	11:00 am
4	Opening of Tender document	25/07/2014	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./2014/08

1. Sealed Tenders in the prescribed form (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. One copy of the Tender form and the terms and conditions under which the Tenderer is to operate, are enclosed.
3. Tenderer should attach non-refundable cost of Tender in the form of Demand Draft of ₹500/- payable in favour of Director, NIT-Uttarakhand along with Technical bid of the Tender Document.
4. The completed Tender is required to be submitted along with the E.M.D. of ₹25,000/- (Rupees Twenty Five Thousand Only) in the form of D.D. drawn in favour of Director, NIT Uttarakhand payable at Srinagar (Garhwal). The E.M.D in the form of DD should be kept with the Technical Bid.
5. The Tender must be submitted in the prescribed formats only for technical bid and price bid together with its enclosures as asked for in Annexure-I.
6. The Tenderer may, with prior appointment on any working day, may visit the office and areas of the Institute to get familiarized with the nature and scope of the work to be performed as mentioned in Annexure-II. The Tenderer may contact Superintendent (Establishment), NIT-Uttarakhand for this purpose on 09557750885.

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.

7. Tenders which are not submitted in the prescribed formats and/or without requisite documents and incomplete in any manner shall not be considered. Tenderer(s) should submit the Tender duly signed on each page with the rubber-seal of the firm/company/agency indicating the status of the signatory.

Tender with additional or counter clauses/items and any additional conditions if incorporated, will be liable for rejection and Institute will not be bound to give any explanation for such rejections.

8. 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.

9. Sealing and Marking of Bids:

- a. The Technical Bid (Annexure- III) along with all the documents mentioned in the check list should be placed in one sealed envelope superscribed “Technical Bid”.
- b. The Price Bid should be kept in a separate sealed envelope superscribed “Price Bid” (Annexure- IV).
- c. 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.
- d. 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.
- e. 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.
 - f. 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.
10. 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.com.
 11. A pre-bid conference will be held at 11:00 a.m. on 16/07/2014 in the Conference Hall of Administration Block, NIT Uttarakhand, Srinagar (Garhwal) for which all the Tenderers are advised to attend. Any doubt regarding the Tender document and the terms and conditions of the contract may be clarified in the pre-bid conference.
 12. Techno-Commercial Tenders complete in all respects should be dropped in the **Tender box kept in the office of National Institute of Technology, Uttarakhand not later than 25/07/2014 at 11.00 am or should reach only by speed post to the office of NIT Uttarakhand on or before 24th July 2014 upto 6.00 PM**. Tender received after the above mentioned date and time shall not be considered. All the Tenders received within the stipulated time and date shall be opened on 25/07/2014 at 11.30 AM in the presence of such Tenderers who wish to be present.
 13. Bids without proper E.M.D. shall be summarily rejected. The E.M.D. amount without interest will be returned to the unsuccessful Tenderer within 30 days from the award of the Contract. Any Tender received after the above mentioned date and time shall not be considered. 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.com.
 14. Tenders shall be kept valid for a period of at least 90 (ninety) days from the date of opening.
 15. 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.
 16. 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.
 17. 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.

**DIRECTOR
NIT, UTTARAKHAND**

Enclosures: 1. Annexure-I (Check list of the documents to be provided with Technical Bid)
2. Annexure-II (Terms and Conditions)
3. Annexure-III (Technical Bid)
4. Annexure-IV (Price Bid)

Check List of the documents to be provided with Technical Bid:-

The technical bid shall be summarily rejected if these documents are not attached.

Sr. No.	Documents/ Certificate	Yes/No
01.	Demand Draft of ₹500/- (Five Hundred Only) as Tender Fees (non-refundable)	
02.	Demand Draft of ₹25,000/- (Rupees Twenty Five Only) as EMD	
03.	The Certificate for the Status of the Firm/ Company/Agency (if applicable)	
04.	Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of proprietorship firm)	
05.	Copies of Service Tax Registration, if available/ Undertaking	
06.	Copy of appropriate PAN Card	
07.	Vehicle Registration Certificate*	
08.	Insurance Certificate*	
09.	Road Tax Clearance Certificate*	
10.	Undertaking in case of New vehicle as mentioned in Note S.No.2 of Annexure-III	

*Not required for new vehicle. If No is written at S. No. 7, 8 and 9 the vehicle should have first registration done after 25/07/2014.

**DIRECTOR
NIT,UTTARAKHAND**

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

1. Only **Innova GX or equivalent or better (7/8 seater)**, vehicle manufactured in 2012 or later is acceptable.
2. 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.
3. 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.
4. The vehicle should have luggage carrier mounted at the top and will be required to carry raft as and when required.
5. The contractor shall provide Mobile No. of driver(s) to Institute Authorities for giving instructions by Designated Officer.
6. The engaged Vehicle should not be changed without approval of the Institute.
7. 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.
8. The contractor is required to follow NIT, Uttarakhand security procedures for the vehicles IN and OUT.
9. 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.
10. 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.
11. 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.
12. 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.
13. The vehicle shall operate **within the State of Uttarakhand** or as instructed by Designated Authority. In case vehicle is required to go outside the State, the taxes/toll/entry tax of the other State shall be paid by NIT, Uttarakhand as applicable.
14. 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.
15. Irrespective of make of vehicle lowest bidder shall be given preference. If quote is identical, newer vehicle will be given preference.
16. The quotations will be compared on the basis of monthly cost+500 additional kilometers+2 out stations night halt charges.
17. 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.
18. 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.

19. 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.
20. 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.
21. The Tenderer should submit the tender, quoting the rates for use of vehicle for 24 hours on all 7 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.
22. The payment will be made on monthly basis. The contractor is required to submit the bill in prescribed form on completion of every month.
23. 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.
24. The contractor is responsible for all type 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.
25. Any dispute with 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.
26. 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.
27. The successful bidder shall have to deposit an amount of `50,000/- (Rupees Fifty Thousand Only) as a security deposit. The Institute reserves the right to adjust this amount towards any claim arising out of this contract. The security deposit will be refunded on request on completion of contract only after ascertaining that no claim arising out of any dispute is pending.
28. **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.

**DIRECTOR
NIT, UTTARAKHAND**

UNDERTAKING

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

Date:

Place:

Signature

Name _____

Stamp

Technical Bid**TENDER FOR “HIRING OF LIGHT COMMERCIAL MOTOR VEHICLES”**

- Note: 1. In case of purchase of new vehicle, please mention against the relevant information at S.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. 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:

S.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 yet to be purchased. However in such a case the vehicle should have first registration done after 25/07/2014.)

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- II and ANNEXURE- III as per the rates quoted by me / negotiated as per the terms and conditions mentioned.

Date:**Signature
Name** _____**Stamp**

Price Bid

(To be sealed in a separate envelope)

Ref: Tender No. NITUK/Estt./2014/08

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- II and ANNEXURE- III as per the rates quoted by me / negotiated as per the terms and conditions.

Date:

Signature

Place:

Name _____
Stamp