



**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**  
**Silchar – 788 010 (ASSAM)**

No: NITS/PS-484/VMC/Hiring of Vehicle/17

Date: 21/11/2017

**NOTICE INVITING TENDER**

**Subject: Tender Notice for "Hiring of Vehicles".**

1. Sealed tenders are invited from reputed transporters/fleet owners/firms having capacity to supply the required number of commercial vehicles on monthly payment basis and on need basis as and when required for a period of one year on contract/outsourcing basis latest by dt. 29/12/2017 up-to 01.00 P. M. In case of firm/company, tenderer must provide names and residential address (both existing and permanent) in the format given below:

Sl.No.	Names of the proprietor(s)/director(s)	Current residential address/ Mobile number/ Email Id	Permanent residential address

2. The period of contract will be for an initial period of one year from the day as indicated in the letter of commencement and shall be treated for all practical purposes as the date of the commencement of the contract. The contract may be extended for such period as the National Institute of Technology Silchar deems fit subject to the consent of the service provider.

The said extendable period shall purely be at the discretion of NIT silchar and at the same terms and conditions.

3. Estimated Requirement:

Sl. No	Type of vehicle	Approx. Number of vehicles required	Need based	Normal place of duty for reporting
1.	Inova (AC/ Non-AC)	Max. 10 nos. as per requirement	Need based	NIT Silchar vehicle section
2.	Swift Desire (AC/ Non-AC)	Max. 10 nos. as per requirement	Need based	NIT Silchar vehicle section
3.	Toyota Etios (AC/ Non-AC)	Max. 10 nos. as per requirement	Need based	NIT Silchar vehicle section
4.	Indigo/ Alto (AC/ Non-AC)	Max. 10 nos. as per requirement	Need based	NIT Silchar vehicle section
5.	Bolero/ Scorpio (AC/ Non-AC)	Max. 10 nos. as per requirement	Need based	NIT Silchar vehicle section

4. The mileage would be calculated from office to office and dead mileage from garage to office shall be limited to maximum 15 km both ways per day.

In case where the vehicle description is multiple like Inova, Toyota Etios, Alto, Bolero, Scorpio, Tata Indigo, Swift Dzire etc. the vehicle model be decided by NIT Silchar and the tenderer shall be liable to accept the same. All vehicles should be of 2013 make or later.

**5. The bidder shall submit an Earnest Money of Rs.20,000.00 (Rupees Twenty Thousand Only) in favour to the Director, NIT Silchar in the form of Demand Draft payable at Silchar.**

**6. Last date of submission up-to 01.00P.M on dt. 29/12/2017 at Purchase Section, NIT Silchar-788 010, Cachar, Assam.**

**7. Date and time of opening at 03.30P.M on the same day at office of the In-charge, Vehicle Management Centre, NIT Silchar, Cachar Assam-788010. Regarding any query in connection to tender the bidder may contact Mr.Foni Bhushan Nath (M-97070 18601).**

8. Eligibility Criteria: Firms must provide information/meet following criteria and provide documents as evidence:

(i) Successful bidder has to provide Performance Security (PS) in the form of Bank Guarantee equivalent to one month's contract fee. The PS would remain valid for a period of the contract plus 2 months.

(ii) Preference will be given to the service provider having experience of providing similar services. (Documents evidence to be submitted).

(iii) Firm must have Service Tax Registration No. (if applicable) and Authority with whom registered.

(iv) Firm must have Permanent Account Number for Income Tax.

(v) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile No.

(vi) Firm must provide details of Address for communication along with Phone No./ Fax./ Mobile No.

(vii) Certificate to the effect that the tenderer would indemnify National Institute of Technology Silchar of all liabilities which may accrue during the period of contract.

(viii) The bidder should have adequate number of vehicles of the same model (or equivalent) to meet the requirement of NIT Silchar. Model of vehicles should be new and not before January, 2013.

While evaluating bids documents required against above eligibility criteria shall be provided as per this tender and Annexure II,III. Firm shall self-certify each page of the tender document in token of its understanding / acceptance.

#### 9. Instructions for Tenderers

(i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.

(ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.

**(iii) The tender shall be submitted in sealed cover envelop marked "TENDER FOR HIRING OF VEHICLE SERVICES" on top and addressed to "The Faculty-In-Charge, Purchase, National Institute of Technology Silchar-788 010, Cachar, Assam.**

(iv) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified time and date.

(v) The Financial Bid for hiring of vehicles is sought in the format viz Hiring on per day (100 km/10 hrs) basis as prescribed in Annexure III.

(vi) The Bid should contain the tender form and the below-mentioned documents:

a) Annexure I      Satisfactory performance certificate

- b) Annexure II General terms and conditions
- c) Annexure III Price bid format
- d) Annexure IV Other relevant documents Earnest money deposit (EMD), Copy of the PAN, Documents relating to registration with Service Tax Authority. A certificate to the effect that the tenderer would indemnify National Institute of Technology Silchar, Silchar Cachar, Assam-788010 any liability which accrues during the contract period with respect to any incident/accident/act on its part or due to working of the driver(s).  
All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.

(vii) The envelope should be marked as "*Tender for Hiring of vehicle services*".

(viii) Work will be awarded to the firm found to be eligible and which quoted lowest charges.

(ix) The tender form (consequently numbered) along with the Annexure 1-IV initiated by the authorized representative in each of the page should reach before 01.00P.M on addressed to and at the below- mentioned details in sealed condition- "Tender for Hiring of Vehicle Services".

To  
The Faculty-In-Charge, Purchase  
National Institute of Technology Silchar  
Silchar, Cachar, Assam-788010

(x) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.

(xi) Validity of bids will be 90 days from closing date of the tender.

(xii) Tender form can also be downloaded from the website available at the following address-

[www.nits.ac.in](http://www.nits.ac.in)

#### 8. Submission of bids:

(i) Bids should be submitted in two separate sealed envelopes.

(A) First envelop should contain the following documents pertaining to prequalification criteria.

- a. Registration certificate of the firm or agency.
- b. Service tax registration number.
- c. PAN/ Income tax return (three years)
- d. Balance sheet indicating turn over (profit/loss) for three years.
- e. Work order relating to providing the services in the Government department. Satisfactory performance report is issued on after .....
- f. Bank draft for Rs. ....

g. Any other document pertaining to prequalification criteria.

(B) Second envelop should contain the financial bid. The financial bid should be exclusive of service tax.

(i) Both the sealed envelop should be put in a bigger cover and should be addressed to Director/Registrar, National Institute of Technology Silchar.

Date-  
Place- NIT Silchar



Registrar  
National Institute of Technology Silchar

TO BE ISSUED ON LETTER HEAD OF THE MINISTRY / DEPARTMENT /  
ORGANISATION OF CENTRAL / STATE GOVERNMENT ORGANISATION / PSU

TO WHOM IT MAY CONCERN

This is to certify that M/s \_\_\_\_\_ has provided/ has been  
providing staff car vehicles (total Nos. \_\_\_) to this office during the period i.e from \_\_\_\_\_  
to \_\_\_\_\_ / continuing as on date.

It is also certified that the transport service provided by the Agency / firm has been quite  
satisfactory/ not satisfactory and the agency has not been debarred by the  
Department/organization.

Signature  
(Name & Desig. of the Authorised Officer with seal)  
Tel. No.-  
Email :-

## ANNEXURE-II

### GENERAL TERMS AND CONDITIONS

1. The contract shall be for the period of one year. The contract may be extended by the NIT Silchar on mutual understanding for a period of one year subject to satisfaction of the service provided during the contract period.
2. There should be a first aid box and air freshener spray in the vehicle.
4. The driver should be -
  - (i) In possession of valid driving license.
  - (ii) Well conversant about the NE routes.
  - (iii) Must carry the mobile phone with him for which, no separate payment shall be made by National Institute of Technology Silchar. There should be no frequent change in mobile number. However, in case of any change in mobile number, it should be reported to the authorized officer immediately.
  - (iv) The driver(s) should come on duty in neat and clean uniform.
  - (v) One day compulsory rest in a week shall be given to the driver. On the days of rest, if required by National Institute of Technology Silchar, alternate driver will be provided by the tenderer.
  - (vi) The driver should obey the instructions of the officer authorized by National Institute of Technology Silchar.
  - (vii) Should have Good Conduct & Character and must produce Police Verification Certificate.
  - (viii) Certificate from the competent authority. His character and antecedents should also have been verified by the tenderer/agency from the concerned competent District authorities.
  - (ix) Should have sound health and should be free from any infection, any kind of disability or deformity.
  - ex) Should have full field vision and free from colour blindness.
  - (xi) Minimum age should not be less than 18 years and not above 50 years.
  - (xii) He should maintain the etiquettes, manners and protocol as expected from a trained Driver while on duty.
  - (xiii) He should not be alcoholic, drug addict or any kind of intemperance.
  - (xiv) Maintain the vehicles properly.
4. The agency should abide by all statutory requirements for running the vehicle on contract and National Institute of Technology Silchar will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
5. The vehicle should have necessary permits from the Transport Department/Authority. National Institute of Technology Silchar will not be responsible for any challan, loss,

damage and accident to the vehicle or any other vehicle or injury to anybody.

6. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays.

7. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, National Institute of Technology Silchar would have a right to hire a vehicle from the market and the additional cost incurred by National Institute of Technology Silchar on hiring such vehicle will be borne by the contractor.

8. The A/C vehicles should have functional A/C and in case the same is not found in working condition, the rates shall be reduced by 20% on actual bill.

9. Contractor shall comply all statutory Acts, Labour laws/regulations/motor vehicle Act etc.

10. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor National Institute of Technology Silchar will not own any responsibility in this regard.

11. The billing will be done on monthly basis, Bill should be neatly typed and submitted in TRIPLICATE, in connection with the service to National Institute of Technology Silchar in the 15<sup>th</sup> week of the following month. Payment will be made within 20 days from the receipt of bill, clear in all respect through ECS or PFMS only. TDS shall be deducted as per govt. order/statutory requirement.

12. The driver should not be normally changed unless requested by the using officer or due to weekly rest to the driver. However, in case of a written request to change a driver, the contractor would replace the driver within 48 hours.

13. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and NO claim whatsoever shall be borne by National Institute of Technology Silchar.

14. In case of any dispute of any kind and in any respect whatsoever, the Decision of Director/ Registrar, National Institute of Technology Silchar or the any officer authorised by the Director/ Registrar, National Institute of Technology Silchar shall be final and binding.

15. The contractor shall not engage any sub-contractor or transfer the contract to any other person.



16. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 250 kms per day. Time consumed/mileage required for intermediate refilling shall not be taken into account.

17. The contractor shall provide a log book in which contractor's driver shall ensure that travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, the kms covered for the journey, etc. are entered correctly and signed by the officer travelling in the vehicle. The log book with the entries duly completed should be submitted to the officer-in-charge along with the bill at the end of every month. In case, the signatures mentioned above are not obtained, such journey will not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the passenger, penalty clauses will be invoked.

19. Penalties-

S1.No	Causes of Penalties	Amount (Rs)
1.	Late reporting	Rs. 100/- per hour
2.	Non reporting	Rs. 1000/- per day
3.	Older model (other than prescribed model)	20% reduction in quoted rate for each day of default.
4.	Refusal of duties	50% of proportionate Contract charge per day
5.	Stoppage of vehicle due to insufficiency of fuel	Rs.200/- per instance fuel
6.	For not providing mobile phone to driver	Rs 50/- per day

**The decision of National Institute of Technology Silchar on all types of penalties, shall be final and binding on the renderer/Agency/firm.**

20. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.

21. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the Govt. from time to time.

22. If any of the terms and conditions (1) to (21) above is not found fulfilled during the currency of contract, National Institute of Technology Silchar reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.

**Annexure- III**

**PRICE BID FORMAT FOR NEED BASED VEHICLE**

Details of rate quoted for requirement of vehicle on need basis for 100 kms and 10 hrs. The 100 kms and period of 10 hrs shall be calculated from office to office basis.

Sl No.	Particulars	Name of vehicle type (A/C)	Name of vehicle type (A/C)
		Rate per vehicle hr basis	Rate per vehicle Km basis
1.	Rate of 10 hrs / 100 Kms		
2.	Extra charge per hour for the detention beyond 10 hrs		NA
3.	Extra charges per kms for journeys beyond 100 kms	NA	
4.	Taxes		
5.	Total cost		

[Signature of tenderer]

Note:-

1. The parking charges / toll tax and state tax, wherever applicable shall be paid at actual on submission of receipts.
2. Vehicle tax, road tax etc shall be paid by the successful bidder.
3. In case of increase/decrease in fuel prices no change in the quoted prices will be made during the contract period.
4. For 5 hours and 50 kms requirement the payment shall be made at the rate of 50% of charges quoted at Sl.No.1 above of schedule III.

Signature of the tenderer

Place: -----

Date: -----

List of information/documents to be submitted

- a. Service tax registration No. and the Authority with whom Registered.
- b. Permanent Account Number.
- c. Registered Office (Address) and parking place/ garage within 15 kms only (both side) from the National Institute of Technology Silchar, Silchar, Assam with Telephone No. /Fax No./ Mobile No.
- d. Must have travel and transport as its nature of business.
- e. Tenderer must provide address for communication along with Phone No./Fax No.
- f. Copy of partnership deed.
- g. Copy of certificate of incorporation and memorandum of association.
- h. EMD of Rs.
- i. Certificate to the effect that the tenderer would absolve National Institute of Technology Silchar, Silchar, Assam of any liability which accrues during the contract period.
- j. All papers of tender document signed by the firm.

CHECK LIST FOR THE TENDERER

1. Have you read the tender document in full and understand?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures and words in pen?
4. Whether the original full tender document is being submitted as offer?
5. Whether the EMD is enclosed as per the requirement?

(Signature of the tenderer with seal)

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

1. Due earnest money deposited:      Yes /      No
- 2 (i) there are no changes, corrections, additions and overwriting etc. in the general terms and conditions put to tender: Yes /      No
- (ii) There are \_\_\_\_\_ Corrections and overwriting in the rates which have been quoted in figure/words numbered from \_\_\_\_\_ to \_\_\_\_\_ figure/words.
3. The tender is conditional/unconditional. Please refer covering letter/notes on page \_\_\_\_\_ there are \_\_\_\_\_ conditions.

(Tender Opening Committee)