

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 737139

www.nitsikkim.ac.in/ (Ph): 03595-260042)

Tender No: 457/NITS/Admn/Vehicle Hiring Tender/2017-18/926

Date: 29.01.2018

EXPRESSION OF INTREST FOR EMPANELMENT FOR VEHICLE HIRING SERVICE AT NIT SIKKIM

Closing Date & Time for submission of bid	23.02.2018; 5 PM
Opening Date & Time (Technical bid)	26.02. 2018; 11 AM
Bid to be submitted to& for any clarification	FIVTMA, National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139. E-mail: fivtma@nitsikkim.ac.in Mobile-
Place of opening of bid	Meeting Hall, National Institute of Technology Sikkim,Ravangla Campus, Barfung, South Sikkim, 737139
Tender fee	₹500/- (non-refundable) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim
Earnest Money Deposit (EMD) Refundable but Non-interest bearing	Rs.10,000/- (Rupees Ten thousand only)

Background:

National Institute of Technology Sikkim is an autonomous body set up by Govt. of India, under Ministry of Human Resource& Development; New Delhi. It is one of the newly setup NIT's and is an institute of National Importance.

NIT Sikkim intends to empanel the firms/Agency/vehicle Provider/Individual owner for providing the vehicle service including driver on monthly/daily basis for use of official purpose. The firms/agency/vehicle provider/individual owner has to provide the vehicle of Taxi/Private numbers in the rate approved by the government of Sikkim vide its latest notification as the case may be. The preferable areas for such empanelment are Ravangla, Singtam and Siliguri. This empanelment is for period of one year from the date of empanelment and rate is approved.

The following documents having full details are enclosed:

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|---|--------------|
| a. General Terms and Conditions | Annexure-I |
| b. Pre-qualification requirements for empanelment | Annexure-II |
| c. Price bid | Annexure-III |

Interested Firms/Agency/Vehicle Provider/Individual Owner may submit their offer as per the Annexure duly filled in and signed for having accepted the general terms and conditions. The sealed envelope may be placed super scribing 'Empanelment for providing the vehicle on hiring basis' and the same may be sent to above address before due date. It may please be noted that Firms/Agency/Vehicle Provider/Individual Owner who do not fulfil the Pre-qualification requirement will not be considered. NIT Sikkim reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.Sd-/-

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General Terms & conditions of empanelment for vehicle hiring

1. National Institute of Technology Sikkim intends to avail the services of vehicle hiring including driver from interested Firms/Agency/Vehicle Provider/Individual Owner on monthly/daily basis.
2. All the documents / experience certificates must be in the name of the bidding firm / owner. Any document from any other sister concern / subsidiary will not be considered.
3. Vehicles should be in good working condition with proper colour and **not more than five (05) years old** registration number.
4. The vehicle should have valid commercial/private registration with up to date insurance, fitness, permit as the case may be.
5. The empanelment for monthly/daily hiring shall be for all over Sikkim, Darjeeling and Jalpaiguri districts of West Bengal. If needed vehicle may be sent to other parts of West Bengal, Bihar and Assam. In general, vehicle shall be stationed at NIT Sikkim Ravangla campus.
6. The Institute reserves the right to ask for vehicle services on 24x7 basis 365 days a year.
7. It shall be the responsibility of the Service Provider to pay all taxes and levies to the government from time to time and ensure to keep all documents like Road Permit, Insurance, and Pollution Certificate etc. up-to-date.
8. The fuel charges of the vehicle should be quoted on the basis of **mileage (km per litre basis)** by the vendor, however, the institute may also follow standard norms as fixed by the government.
9. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works. Maximum 2 day may be permitted per two month for maintenance/servicing and during this time kilometre will also not be considered as a service for NIT Sikkim.
10. In case of any accident, Service Provider shall be responsible to settle the case, repair of the vehicle.
11. The vehicle shall be parked in the premises of the NIT Sikkim Ravangla campus in case of monthly hiring.
12. The vehicle on daily hiring basis shall be informed on prior one day period and should be available at campus or desired location.
13. The log book shall be maintained for monthly hiring and log sheet maintained in case of daily hiring.
14. The interested bidder shall submit a set of copies of the all the relevant documents as asked below. All these documents must be valid and up to date.
 - (a) Vehicle Registration/ Certificate for commercial use,
 - (b) GST Registration Certificate of the firm (must be in travel trade)
 - (c) PAN of the firm / proprietor in case of single ownership firms.
 - (d) Blue Book of the vehicle(s)
 - (e) Insurance Policy Document of the vehicle(s)
 - (f) Pollution Clearance Certificate of the vehicle(s)
 - (g) Identification Proof (Voter ID or certificate of residence or PAN etc.),
 - (h) Trade License (must be in travel trade)
 - (i) Firm Registration (must be in travel trade)
 - (j) Sikkim Nationalised Transport (SNT) undertaking registration for Bus. In case, the bus is not already registered, the winning bidder must furnish an undertaking to register the bus with SNT within one month of entering into contract with NIT Sikkim. Any related cost involved shall be

borne by the bidder and the NIT Sikkim will not pay anything separately.

(k) Driving License of the proposed driver(s)

(l) Identity proofs of proposed driver(s)

15. The vender should read carefully before submitting the final bids, the rates for daily hiring shall remain unchanged for one year period, however, the change shall be made, if the government revise the rates for such case may be and if claimed by the vendor.
16. First the technical bids will be opened and evaluated. Financial bids of only the technically qualified bidders shall be opened later. The NIT Sikkim reserves the right to negotiate rates with either the lowest bidder or ALL the technically qualified bidders, as may be decided by the competent authority of the NIT Sikkim.
17. In case the service provider decides to withhold or is unable to provide services or de-empanelment for any reason they may do so with a written intimation of one (01) month prior to the office of undersigned.
18. The successful bidder may have to enter into an agreement with the Institute embodying all the terms and conditions of the contract. The terms and conditions of the bid will form part of the agreement along with other clauses.
19. Successful bidder will have to provide vehicle within 07 days from the date of receipt of the order along with a signed copy of agreement.
20. The period of contract shall be of 01 (One) years duration from the date of signing of the agreement. This duration can be extended on the basis of performance or In case of unsatisfactory services, the institute reserves the right to cancel the empanelment contract with short notice without assigning any reason whatsoever.
19. The bid shall be in a sealed envelope super scribing 'Empanelment for vehicle hiring service'.
20. In case of any dispute, Director, NIT Sikkim shall decide the issue and his decision will be final and shall be binding on the parties.
21. Payment shall be made on monthly basis within 15 days after the receipt of bills, copy of logbook.
22. NIT Sikkim shall not have any financial or other liabilities in case of any accident or any damage to the vehicle due to any reason. NIT Sikkim shall not have any liability towards drivers/staff of the vendor. They shall not have any kind of claim for employment in the institute.
23. Winning bidder need to agree to deposit one month rent for non-interest bearing security deposit as DD in favour of The Director NIT Sikkim, validity upto 60 days after expiry of contract period. Winning bidder has to submit the aforesaid amount within 10 days.

Sd/-
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Pre-qualification requirements for empanelment
Information required to be furnished by owners of Firm/Press

1) Name of the firm/Agency/Provider :
2) Name of Owner :
3) Office Address/Mobile No. :
and email :

4) Firm Registration No. :
(Registration copy enclosed) in case of firm/agency

5) Whether the Firm is GST registered (firm/agency only) If yes, :
provide GST no and submit the Xerox copies of related
documents.

6) PAN No :

7) Vehicle Registration no :

8) Bank A/c Number with Bank Name & IFS Code :

9) Validity of Vehicle Insurance :

10) Copy of trade license for Tours & Travels :

11) Copy of PAN, Aadhar, Voter ID of Original owner of the vehicle:

12) Vehicle no(s) of the offered vehicle :

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Signature _____
Name _____
Firm's Name _____

(Stamp)

		PRICE BID	ANNEXURE-III			
(ON THE LETTER HEAD OF THE BIDDER)						
The financial bid should include HIRING CHARGES payable (monthly/Daily), FUEL charges						
Payable including driver salary & all taxes						
Sl no	Types of Vehicle*	Vehicle no &Year of Manufacturing	Monthly Hiring charges (Excluding fuel)	Daily Hiring Charges- 10 Hrs (Excluding Fuel)	Mileage (Km per litre)	Preferred location (only for daily Hiring) Anywhere in Sikkim and Siliguri
1	10 Seater Bolero Max with Roof Carrier					
2	Bolero					
3	Toyota Innova**					
4	Bus (32+1 seater)					

*The bidder may quote only for that vehicle which is available on their possession.

**If needed, the Institute may ask for roof carrier.

The overtime duty, food and accommodation cost of driver during outstation drive shall be decided through negotiation meeting with most responsive vendor only.

Date:.....

Signature _____

Name : _____

Mobile No : _____

(Last date of submission of quote: 23.02.2018)