

# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 77139

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

Tender No: 384/NITS/ADMIN/Vehicle Hiring/2017-18/

Date: 08/12/2017

<b>EXPRESSION OF INTEREST FOR EMPANELMENT OF GOODS CARRYING VEHICLE HIRING SERVICE AT NIT SIKKIM</b>	
<b>Closing Date &amp; Time for submission of bid</b>	20 /12/2017 ; 5 PM
<b>Opening Date &amp; Time (Technical bid)</b>	21/12/2017 ; 11 AM
<b>Bid to be submitted to &amp; for any clarification</b>	FIVTMA, National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139. E-mail: fivtma@nitsikkim.ac.in
<b>Place of opening of bid</b>	Meeting Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Tender fee</b>	₹500/- (non-refundable) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim

<b>Desired Vehicle</b>	
Wheel type	Four
Area of Goods Carrying carrier	Approximate (L×W) = 8ft × 5ft (open body)
Carrying capacity	Minimum 2000 litre water carrying capacity for Trip type 1
<b>Trip Type 1</b>	
Types of goods	Water supply within and outside campus
Working state	Sikkim
Distance covered in each trip	6-7 Km
Average number of trips per day	Between 2-4
Desired format of monthly rate	1. Basic rent/ Month and Mileage of vehicle (Fuel charge will be paid on basis of total Km run per month). 2. Rate per month with average 4 trip per day of Six (6) Km each
<b>Eligibility for participant vendors</b>	
Transporter, Travel agency, Vehicle owner	Business registration of goods carrying vehicle, heavy vehicle and having experience in such business, GST registration of the vendor
<b>Duration of monthly contract/ rate contract</b>	
04 months	

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## Background:

National Institute of Technology Sikkim is an autonomous body set up by Govt. of India, under the Ministry of Human Resource & Development; New Delhi. It is one of the new NIT 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 basis for use of academic support purpose. The preferable areas for such empanelment are Sikkim and Siliguri. In most of the cases, the institute preferred to hire vehicle on monthly basis as per the requirement of Institute. This empanelment is initially for the period of three months from the date of empanelment and may be extended as per requirement with mutual consent.

Details of the NIQ are given below

a. General Terms and Conditions	Annexure-I
b. Bidder Details	Annexure-II
c. Price bid format	Annexure-III

Interested Firms/Agency/Vehicle Provider/Individual owner may submit the signed bid as per the format given in the annexures accepting 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 on or before due date. It may please be noted that the Firms/Agency/Vehicle Provider/Individual owner who does not fulfil the tender 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/-  
FIVTMA  
National Institute of Technology Sikkim

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Annexure –I

## General Terms & conditions of empanelment for vehicle hiring

1. National Institute of Technology Sikkim intends to avail the services of hired vehicle including driver from interested Firms/Agency/Vehicle Provider/Individual Owner on monthly and per trip basis.
2. The interested bidder shall submit a set of copies of the all the relevant documents like Vehicle Registration/ Certificate for commercial use, Blue Book, Insurance Policy Document, Pollution Clearance Certificate, Identification Proof (Voter ID or certificate of residence or PAN etc.), Trade License / Firm Registration for transportation, GST Registration and Driving License.
3. Vehicles should be in good working condition and should not be more than 8 years old.
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 hiring shall be for all over Sikkim and West Bengal.
6. It shall be the responsibility of the Service Provider to pay all the 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.
7. The fuel charges of the vehicle should be quoted on the basis of **mileage (km per litre basis)** by the vendor.
8. It shall be the responsibility of the **Service Provider to undertake periodical services, minor and major repair works. Maximum 2 days** may be permitted per two months for maintenance/servicing and during this time, kilometre will also not be considered as a service for NIT Sikkim. **During the time of maintenance, the vendor shall arrange alternative vehicle.** The date and time for maintenance should be informed to FIVTMA at least 3 days before of the day of maintenance.
9. In case of any accident, the Service Provider shall be responsible to settle the case.
10. The log book shall be maintained for monthly hiring and will be get signed by the institute authority for each entry.
11. In case the service provider decides to withhold or is unable to provide services or want to de-empanel the vehicle for any reason, the service provider may do so with a written intimation of one week prior notice to the office of undersigned.
12. The successful bidder shall 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, decided by mutual understanding.
13. Successful bidder shall provide the vehicle within seven (07) days from the date of receipt of the order along with a signed copy of agreement.
14. The period of contract shall be initially for four (4) months. This duration may be extend on the basis of performance. In case of unsatisfactory services, the institute reserves the right to cancel the empanelment contract with short notice of one week without assigning any reason whatsoever.

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19. The bid shall be in a sealed envelope super scribing '**Empanelment for goods carrying 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 after the service and verifying the logbook. Advanced payment will not be entertained at any point.
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 driver/staff of the vendor. They shall not have any kind of claim for employment in the institute.
23. Winning bidder has to deposit of ₹ 10,000/- for non-interest bearing security deposit as DD in favour of The Director NIT Sikkim payable at Ravangla. The security deposit amount will be refunded within 60 days after the expiry of contract.
24. For any clarification please contact ARSPA (9903736740).

Sd/-  
FIVTMA  
National Institute of Technology Sikkim

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Annexure -II

## Bidder Details

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) GST registration No (submit the Xerox copies of related documents) :
- 6) PAN No (Copy of supporting Document) :
- 7) Vehicle Registration no (Copy of supporting Document) :
- 8) Bank A/c Number with Bank Name & IFS Code :
- 9) Validity of Vehicle Insurance (Copy of supporting Document) :
- 10) Copy of trade license for Tours & Travels / Transport Company:
- 11) Copy of PAN, Aaddhar, and Voter ID of Original owner of the vehicle:
- 12) Copy of Blue book 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)

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## 1. PRICE BID for Monthly Hiring

(ON THE LETTER HEAD OF THE BIDDER)				
Payable including driver salary & all taxes				
Sl. No	Types of Vehicle	Vehicle no & Year of Manufacturing	Monthly Hiring charges (Excluding fuel)	
			Basic rent/ Month and Mileage of vehicle (Fuel charge will be paid on basis of total Km run per month)	Rate per month with average 4 trip per day of Six (6) Km each
1	Goods carrying vehicle			

1. Basic rent/ Month and Mileage of vehicle (Fuel charge will be paid on basis of total Km run per month).
2. Rate per month with average 4 trip per day of Six (6) Km each

## 1. PRICE BID for Trip basis Hiring

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

The food and accommodation cost of driver during outstation drive may be payable at NIT Sikkim approved rate.

**Date:**

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Mobile No: \_\_\_\_\_