

# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

## NOTICE INVITING TENDER FOR HIRING OF VEHICLES

Sealed Tenders are invited from the **Registered Travel Agencies/Organisaiton** to provide 1. XYLO/SCORPIO/Innova , 2. Car Wagan-R /Tata Indica or equivalent , 3. Eeco ( 7 seater) or equivalent 4. Bus (32 Seater) etc. on rental basis for the period of 01 year initially and may be extended purely on the basis of performance up to the maximum of 03 years to the NIT Sikkim as per details given in the tender document.

Tenderer is required to submit an **EMD** (refundable) and **Tender Cost** (non refundable) as given in the Tender Document in the form of DD/Banker's cheque of Nationalised Bank in favour of Director NIT Sikkim, payable at Sikkim along with the bid. In the absence of EMD Tender is liable to be rejected. The last date of receipt of the Tenders is **(03.09.2014)** which will be opened on the same day in the presence of the bidders or their authorised representative at **4.30 P.M.** The intending bidders are requested to visit our website for details of terms & conditions or collect the same from the office of the OSD, **NIT, Sikkim between 3.00 P.M. to 5 P.M.** on any working day. The institute reserves the right to cancel /reject any or all bids without assigning any reason thereof.

NO. NIT/Admn/Hiring of vehicles/2014-15

Dated- 09.08.2014 at Sikkim

  
OSD

NIT Sikkim

**Officer on Special Duty**  
**National Institute of Technology Sikkim**



# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

RAVANGLA CAMPUS SIKKIM, BURFUNG BLOCK SOUTH SIKKIM

## TENDER FOR HIRING OF VEHICLE

Enquiry No. NIT/Admn/Hiring of vehicles/2014-15

National Institute of Technology, Sikkim intends to hire the following make Vehicles on monthly rental basis as per details given below:

### On Monthly basis

1. TYPE OF VEHICLE: 1. XYLO/ SCORPIO/ Innova 2. Car Wagan-R/Tata Indica or equivalent 3. Eeco ( 7 Seater) or equivalent 4. BUS (32 Seater)

Interested Agencies may send their sealed quotations in the prescribed format as given in annexure-I on or before 03.09.2014 by 1.30 P.M along with E.M.D mentioned in the shape of demand draft drawn in favour of "Director , NIT Sikkim", payable at any Nationalized bank at Sikkim. The tender fee (non-refundable) as mentioned in the table in the form of DD should also be enclosed along with quotations for respective types of vehicles(as per Sl No). There should be two types of bid kept and superscribed separately in envelopes as a)"Technical Bid for Sl. No..... Particular of Vehicle....." which should contain Service Tax Regn certificate, Regn of Vehicles, Name of Owner Insurance papers and EMD, Cost of Tender etc. b) "Financial bid for Sl. No..... Particular of Vehicle....." which should contain Price/Charges for the vehicles as in Annex -I. The E.M.D will be refunded to unsuccessful bidders within a month of finalization of tender. The quotations received without requisite EMD and tender fee will summarily be rejected. The quotations will be opened on the same date at 4.30 P.M. The quotation should be sent in sealed covers super scribed as QUOTATION FOR HIRING OF VEHICLES and should reach the Office of the OSD NIT Sikkim Ravangla campus.

Sl. No.	Particular	EMD Amount	Cost of Tender Document	DD drawn In favour of
1	XYLO/ SCORPIO/ Innova	10000/-	400/-	Director, NIT Sikkim
2	Car Wagan-R/Tata Indica or equivalent	5000/-	400/-	
3	Eeco ( 7 Seater) or equivalent	5000/-	400/-	
4	BUS (32 Seater)	12000/-	400/-	

Note : The vendors/Agencies bidding for all category of vehicles will have to deposit respective EMDs also i.e. Rs 32000/- and Tender document charges Rs 2000/- . Some vendors may quote for one or two types of vehicles and they should deposit respective EMDs for one or two of



types of vehicles they quote i.e for sl no 1 and 2 the EMDs should be 15000 and Cost of Tender should be 800/- like wise. The following are the terms and conditions of the Tender :-

1. The Vehicle must not be more than 2/3 year old in the case of rental basis.
2. The colour of vehicle should be preferably white/as desired.
3. The rental period is ordinarily for one year (may be extended up to three years), however, the Institute reserves the right to revoke within one month prior notice the rental, if the agency/individual breaches any terms and conditions of the contract and service is not found satisfactory.
4. The Agency will take care of Insurance of the vehicle as well as of the driver.
5. Availability of the vehicle as well as the driver shall be 24 hours a day for seven days a week. However working hours will be limited.
6. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities of Government of Sikkim. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time and the Driver must be well conversant with Motor Vehicle Act, 1961. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
8. The drivers must observe all etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform to be decided by the institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute. All drivers should be provided with mobile phones by the Agency.
9. Driver selected by the agency will be assessed by the Institute before his engagement is finalized and should be ready to serve in distant tours like silligur, Jorethang, Namchi visits and other states. He should be courteous and ready to serve the traveller/Institute carrying goods etc. He may be called on emergent need basis.
10. Ordinarily the vehicle shall be driven by the driver engaged by the agency/individual. However any authorized person with a valid license may be permitted to drive the vehicle in the absence of the driver if the Institute approves.
11. All maintenance servicing of the vehicle should be done by the Agency at their own cost and preferably on weekdays only.

  
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12. In case of break down the Agency will be responsible for repair and maintenance of the vehicle or arranging alternate vehicle. Institute will not pay any type of compensation for maintenance of the vehicle.

13. Total breakdown period excluding routine maintenance in a year should not exceed 07 days.

14. If the Vehicle is hypothecated to a bank or any financial institute, the Agency has to produce concurrence of the Institute/Bank.

15. Payment of monthly rental shall be effected through the bank account of the agency after effecting admissible TDS.

16. If the breakdown is more than 24 hours, the agency/individual shall provide alternative vehicle or penalty shall be charges on the party at the rate of four times of the daily rate.

17. In case of frequent violation of the terms and conditions, the contract may be cancelled forthwith at the cost of the agency.

18. The vehicle is to be delivered within 1 week from the date of issue of the offer.

19. The Agency should submit their quotation in the format attached as per Annexure-I.

20. The Agency shall be abided by all statutory laws, rules and regulation of the state Govt. /Central Govt. as per jurisdiction.

21. It is the responsibility of the agency to provide all the facilities to the driver engaged under this contract during the rental period such as E.P.F., E.S.I and Insurance benefits. The Institute shall not have any liability towards payment of salary, perks or other benefits to the Driver employed by the agency.

22. No manpower should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the Institute, on grounds of "person displaced from job" the institute shall not entertain such claim.

23. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The institute shall in no way be liable for any such incident occurring during or in connection with this contract.

24. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT Sikkim is the sole arbitrator to decide the same and his decision is

  
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final and binding on both the parties. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of SIKKIM only.

25. The vehicle may run in Sikkim, West Bengal, Orissa, Bihar, and Assam stationed either at Ravangla or NHPC, Singtam as will be specified during awarding of contract.

26. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.

27. The need of the vehicle may increase /decrease in future.

OSD, NIT Sikkim.

  
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TENDER FOR HIRING OF VEHICLE OF NIT Sikkim

Annexure -I

1. Name of the Agency with Address:
2. Name of the Proprietor of the Agency:
3. Telephone Number

(Minimum 02 Nos. including 01 Landline no.):

4. Name & Tel. No. of the Person to whom Contact for vehicle should be made in emergency:
5. PAN of the Agency/Proprietor( Sikkim Subject Should Provide Certificate from IT Deptt.)

(Copy Attached)

6. IT Return for Last 3 Years. :
7. Service Tax Number if applicable

(Copy Attached):

  
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8. Rates of the Vehicle:

(With Full Name & seal)


Sl. No	Name of the Vehicle	Make & Year of the Purchase of the Vehicle	Rate on monthly basis (inclusive of drivers salary)	Other Charges	All applicable taxes (to be mentioned separately) Service Tax Registration Certificate should be enclosed with Technical bid.
				Night stay Charge (includes food Exp)	

Note : No food charges shall be paid extra.

(.....)

Signature of Authorized Person

Seal of the Agency/Organisation

  
12/8/14

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