

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Barfung Block, Ravangla Sub Division, South Sikkim-737139

Tender No: 457/NITS/Admin/ Vehicle Hiring Tender/2017-18/18

Date: 06.08.2019

NOTICE INVITING TENDER FOR VEHICLE HIRING SERVICE

Sealed tenders are invited from VehicleService Provider Firm/Agency/Owner capable of providing required Vehicles for NIT Sikkim. Tender document can be downloaded from the Institute website www.nitsikkim.ac.in. Sealed Tender must reach the office on or before the closing date and time of submission. The tender shall be published on Institute website and Government e-procurement site:

Schedule of Requirement

SI No	Type of Vehicle Required	Period
1	Bolero/Scorpio/Equivalent SUV	12 Months or as per requirement

Closing Date & Time for submission of bid	27 th August 2019 12:00 PM
Opening Date & Time (Technical Bid)	27 th August 2019 2:00 PM
Opening Date & Time (Financial Bid)	To be informed through Institute website and by e-mail to technically qualified bidders.
Earnest Money Deposit (EMD)*	Rs 8,000/-in the form of a Demand Draft drawn in favour of "DIRECTOR, NIT Sikkim" payable at Ravangla, South Sikkim, and valid for a period of minimum 60 days from the date of opening bid. <i>*If EMD exemption is claimed, submit proper valid document in Technical bid.</i>
Bid to be submitted to	Registrar National Institute of Technology Sikkim Ravangla Campus, South Sikkim 737139.
Place of pre-bid and opening of bid	Registrar's Office National Institute of Technology Sikkim Ravangla Campus, South Sikkim, 737139
For any clarification	registrar@nitsikkim.ac.in

*NOTE: Service Provider means Service Provider/Supplier/Agency/Firms/Company.

Registrar

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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 hire vehicle service on monthly/daily basis and empanel vehicle service providers for use of official purpose at Ravangla Sikkim. This hiring is for period of 12 months or as per requirement of the institute from time to time through the empanelled service providers.

General Terms & Conditions.

1. The SUV vehicle shall be used for official purposes. However the Institute may ask the vehicle to be used for any other purpose deemed fit by the Institute.
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 exterior.
4. The owner should quote different rates for hiring of vehicle with and without driver as per the format of the financial bid. In case the Institute chooses to avail the vehicle service without driver, the driver shall be provided by NIT Sikkim and the monthly salary of the driver shall be borne by NIT Sikkim. The rates should be quoted considering the same.
5. The vehicle should have valid commercial/private registration with up to date insurance, fitness, permit as the case may be.
6. The use of the vehicle may be in Sikkim, Darjeeling and Jalpaiguri districts of West Bengal. If needed vehicle may be sent to other parts of India. In general, vehicle shall be stationed at NIT Sikkim Ravangla campus.
7. The institute may engage vehicle on monthly basis or empanel the service providers for hiring of vehicle when needed or a combination of both.
8. The Institute reserves the right to ask for vehicle services on 24x7 basis during the contract period.
9. 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.
10. 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.

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11. The bidders must submit the technical and financial bids in separate envelopes and super-scribe accordingly. Both these two envelope to be submitted in single bigger envelope. The bid shall be in a sealed envelope super scribing 'Empanelment for vehicle hiring service'.
12. The technical bid must possess the EMD in form of Demand draft.
13. 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.
14. 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 months for maintenance/servicing and during this time kilometre will also not be considered as a service for NIT Sikkim.
15. 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.
16. The vehicle shall be parked in the premises of the NIT Sikkim Ravangla campus.
17. The log book shall be maintained in proper way for monthly hiring.
18. 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. The documents must be enclosed with the technical bid.
 - (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.) of the owner of the vehicle,
 - (h) Trade License (must be in travel trade) if applicable.
 - (i) Firm Registration (must be in travel trade) if applicable.
 - (j) A copy of the tender documents duly stamped and signed.
19. The vender should read carefully before submitting the final bids, the rates for hiring shall remain unchanged for the contract period.

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20. In case, the service provider is violates any of the clauses mentioned in the work order, the Institute has right to cancel the contract and the EMD will be forfeited.
21. In case the service provider decides to withhold or is unable to provide services for any reason they may do so with a written intimation of one (01) month prior to the office of undersigned. The competent authority shall decide the course of action in such cases which shall be final.
22. 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.
23. 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.
24. The period of contract for hiring/empanelment shall be of 12months duration from the date of signing of the agreement. This duration can be extended on the basis of performance. In case of unsatisfactory services, the Institute reserves the right to cancel the service contract with short notice without assigning any reason whatsoever. The empanelled vendor shall have no right to claim compulsory hiring as the panel is only for hiring of vehicle as per the requirement of the Institute.
25. 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.
26. Payment shall be made on monthly basis within 15 working days after the receipt of valid bills, copy of duly maintained logbook.
27. Outstation charges for driver will be paid as per Institute rules and regulation during the contract period.

Sd/-
Registrar
National Institute of Technology
Sikkim

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Annexure -I

Pre-qualification requirements

Information required to be furnished by owners /Firm

- 1) Name of the firm/Agency/Provider :
- 2) Name of Owner of the vehicle :
- 3) Office Address/Mobile No. and email :
- 4) Firm Registration No. (Registration copy enclosed) in case of firm/agency :
- 5) GST no and submit the Xerox copies of related documents. With registration type
- 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 if available :
- 11) Copy of PAN, Aadhar, Voter ID of Original owner of the 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)

UNDERTAKING

(ON THE LETTER HEAD OF THE BIDDER)

To

Registrar

National Institute of Technology Sikkim

Ravangla Campus, South Sikkim 737139.

Subject: "Tender for Providing Vehicle Service" at NIT Sikkim, Ravangla Campus, Sikkim.

Tender No:

Dear Sir,

We, the undersigned service providing Agency having read and examined in detail the terms and condition as specified in this tender document in respect of providing vehicle service at NIT Sikkim, Ravangla Campus Sikkim do hereby agree to supply the service as per the terms & conditions mentioned in this tender document.

1. We undertake that we shall strictly abide by the terms & conditions mentioned herein in letter and in spirit.
2. Bid pricing: We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document.
 - (i) Neither I/We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
 - (ii) I/We, further certify that I/We, possess all the statutory/non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
 - (iii) I/We certify that the submitted quotation is duly paginated and contains from page no. 1 to

Date:

Signature and Seal of the Bidder

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ANNEXURE-III

PRICE BID FOR VEHICLE HIRING

(ON THE LETTER HEAD OF THE BIDDER)

Sl no	Types of Vehicle*	Monthly Hiring charges (Excluding fuel)	Mileage (Km per litre)	Daily Hiring Charges including Fuel and all other charges.	GST @ if applicable
1	Bolero/Scorpio/SUV equivalent with driver				
2	Bolero/Scorpio/SUV equivalent without driver				

The quoted rates should include all charges. Nothing extra shall be paid on any account.

Date:.....

Signature _____

Name : _____

Mobile No : _____