

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 77139

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

Tender No: 248/ NITS /Admin/Vehicle Hiring/2016-17

Date: 16.07.16

HIRING OF VEHICLE- BUS (32 seater)

Closing Date & Time for submission of bid	30.07.2016 ; 5 PM
Opening Date & Time (Technical bid)	05.08.2016 ; 9 AM
Bid to be submitted to	FIVTMA, National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139.
Place of opening of bid	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
Tender fee	400 (non refundable) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim
Earnest Money Deposit (EMD)	Bus (32 Seater): Rs. 12000 /- (Twelve Thousand only) 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 45 days beyond the final bid validity period

To,

Sub: **Invitation for sealed quotation for hiring of vehicle (Bus) in NIT Sikkim.**

National Institute of Technology (NIT) Sikkim, Ravangla, South Sikkim invites most competitive sealed quotation for providing hiring of Vehicle as under:

Brief Description, Specifications, eligibility & Conditions:

1. NIT Sikkim desires to avail services of a reputed and experienced firms/ travel agency/organisation to hire One Bus (32 seater) on monthly basis for official use.
2. The Firms/travel agency/organisation should be registered with at least 3 years of experience in providing similar services to reputed organizations/ institutions. The Firm/Agency will have to provide vehicle with driver having valid driving license and insurance. The Firm/Agency should have at least two vehicles in good condition (not more than 2 years older).
3. The Firm/Agency shall be responsible for paying all expenses related to repair, maintenance, fees, taxes raised by local authorities. However the toll tax if any shall be reimbursed on production of receipt. Agency should maintain a regular log book for the vehicles given on monthly basis.
4. The rental period is ordinarily for one year, 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.

5. The Agency will take care of Insurance of the vehicle as well as of the driver.
6. Availability of the vehicle as well as the driver shall be round the clock for seven days a week. However working hours will be limited.
7. 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 Silliguri, Jorethang, Namchi visits and other states. He should be courteous and ready to serve the traveller/Institute carrying goods etc.
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 weekends only. The Agency has to inform 7 days before performing maintenance work.
12. If the Vehicle is hypothecated to a bank or any financial institute, the Agency has to produce concurrence of the Institute/Bank.
13. Payment of monthly rental shall be effected through the bank account of the agency after effecting admissible TDS.
14. If the breakdown is more than 24 hours, the agency/individual shall provide alternative vehicle or penalty shall be charges on the party.
15. In case of frequent violation of the terms and conditions, the contract may be cancelled and EMD shall be forfeited.
16. The vehicle is to be delivered within 1 week from the date of issue of the offer.
17. The Agency should submit their quotation in the format attached as per Annexure-I.
18. The Agency shall be abided by all statutory laws, rules and regulation of the state Govt. /Central Govt. as per jurisdiction.
19. 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.

20. 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.

21. 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.

22. 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 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.

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

24. The quotation will remain valid for 120 days after opening the tender.

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

26. The EMD will refund to non responsive and non biddable firms/agency within 30 days from the date of tender opening.

26. The complete tender document with prescribe tender Fee, EMD must reach to undersigned before 5 pm of 30.06.2016.

Faculty In charge of Vehicle and Transport Management Activities
National Institute of Technology Sikkim
Ravangla Campus, Barfung Block,
South Sikkim 737139.

TENDER FOR HIRING OF VEHICLE IN NIT Sikkim

(on the letter head of Agency/Firms)

Annexure –I

1. Name of the Agency with Address:
(Attach copy of Firm registration)

2. Name of the Proprietor of the Agency:
(ID proof of Proprietor)

3. Telephone/Mobile Number
(Including Alternate number) :

4. Name & Tel. No. of the Person to whom Contact for vehicle should be made in emergency:

5. IT Return for Last 3 Years. :
(Attach copy)

6. Service Tax Number if applicable
(Attach copy)

Seal & Sign of Authorised person

7. Rates of the Vehicle:

Sl.	Name of	Make &	Vehicle	Rent on	Other Charges	All applicable
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No	the Vehicle	Year of the Purchase of the Vehicle	Registration No.:	monthly basis (inclusive of drivers salary)	Night stay Charge /night (Food charge if outstation only)	Fuel charges/ KM	taxes (to be mentioned separately) Service Tax Registration Certificate should be enclosed with Technical bid.

Note : Food charge allowed only beyond 8 hours. Out station stay/night charge will be paid in case of night halt but not allowed if accommodation provided by/through Institute.

Please indicate clearly all taxes chargeable (VAT, Service Tax) for the services.

We agree to provide hiring of the vehicles in accordance with the description/ specifications for a total contract price schedule given in Quotation above.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in fraudulent or corrupt practices.

Signature

(.....)

Signature of Authorized Person
Seal of the Agency/Organisation