



## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

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Tender No: 142/NITS/Admn/Vehicle Hiring/15-16/31

Date: 18.12.2015

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

<b>Closing Data &amp; Time for submission</b>	08.01.2016 (4pm)
<b>Opening Date &amp; Time</b>	11.01.2016 (11 am)
<b>Bid to be submitted to</b>	Assistant Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Place of opening of bid journal</b>	Meeting Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Tender Fee</b>	₹ 300 (non refundable) in form of a Demand Draft drawn in favor of DIRECTOR, NIT Sikkim
<b>Earnest Money Deposit</b>	<b>NOT REQUIRED</b>

**Notice inviting for Empanelment from interested firm/agency/owner for providing vehicle service including driver on monthly/daily basis on government approved rates for official purpose at NIT Sikkim.**

#### **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. In most of the cases, the institute preferred to hire on daily basis as per the requirement of vehicle. 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:

- General Terms and Conditions Annexure-I
- Pre-qualification requirements for empanelment Annexure-II
- 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 the office of Assistant Registrar, National Institute of Technology Sikkim, Ravangla Campus, South Sikkim 737139 so as to reach on or before 08.01.2016 at 16:00 hours. It may please be noted that Firms/Agency/Vehicle Provider/Individual Owner who do not fulfill 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/-

Assistant Registrar  
National Institute of Technology Sikkim

**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. Vehicles should be in good condition.
3. The vehicle should have valid commercial/private registration with up to date insurance, fitness, permit as the case may be.
4. The empanelment for daily hiring shall be preferred at these location **Gangtok, Singtam, Siliguri and Ravangla.**
5. 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.
6. The fuel charges of the vehicle should be quoted on the basis of mileage (km per litre basis) by the vendor, however, the institute follow standard norms as fixed by the government.
7. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works.
8. In case of any accident, Service Provider shall be responsible to settle the case.
9. The vehicle shall be parked in the premises of the campus in case of monthly hiring
10. The vehicle on daily hiring basis shall be informed on prior one day period and should be available at campus or desired location.
11. The log book shall be maintained for monthly hiring and log sheet maintained in case of daily hiring.
12. 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.
13. 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.
14. 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 1 months prior to the office of undersigned.
15. The successful bidder shall 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.
16. An amount of Rs. 300/- (non-refundable) as the cost of downloaded EOI form should be remitted in the form of Demand Draft of any Scheduled /Nationalised Bank favouring 'Director NIT Sikkim', payable at Ravangla only.
17. 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.
18. The period of contract shall be of 01 (One) years duration from the date of signing of the agreement. This duration can be extend 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. The request for empanelment along with all the required documents should reach this office on or before 08.1.2016 at 16:00 hours.

Sd/-  
Assistant Registrar  
National Institute of Technology Sikkim

**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 Service tax registered (firm/agency only) :  
If yes, submit the Xerox copies of related documents.
  
- 6) PAN No :
  
- 7) Vehicle Registration no :
  
- 8: Bank A/c Number with Bank Name & IFS Code :

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**

Slno	Types of Vehicle*	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) Gangtok, Ravangla or Singtam or Siliguri
1	Cars (Santro, Ecco, Wagon R)					
2	Bolero					
3	Xylo/Scorpio/Innova/Tata Safari					

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

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: 08.1.2016)**