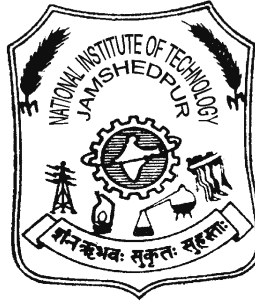


TENDER DOCUMENT

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
JAMSHEDPUR (JHARKHAND)- 831014**

(An Institution of National Importance under Ministry of HRD, Govt. of India)

OPEN TENDER NOTICE



Tender Notice No. : NITJSR/ES/01/VH /S&P/201 Dated: 19/02/2020

HIRING OF VEHICLES

LAST DATE OF SUBMISSION OF TENDER: 16/03/2020 UP-TO 17.30 P.M.

DATE OF OPENING OF TENDER: 17/03/2020 AT 11.00 A.M.

Address for submission of Tender:

STORES & PROCUREMENT SECTION

National Institute of Technology
Jamshedpur-831014

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

NIT Jamshedpur web site :www.nitjsr.ac.in

NIT Jamshedpur Help No.: (91)+0657-2373629, 2374080, 2374249



NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

P. O.: NIT, JAMSHEDPUR, (JHARKHAND) – 831014

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HIRING OF VEHICLES

National Institute of Technology Jamshedpur invites sealed tender offers under two bid systems (Technical and Financial) in prescribed documents from reputed and experienced Firm/Agency for providing Following Vehicles in excellent condition for (a) Monthly Contract and (b) local journeys/outstation journeys (as and when required) basis for a period of one year (to be renewed yearly basis, up to three years on satisfactory performance) from the date of contract as per terms & conditions specified in the tender document.

Sl.	Type of Vehicle	Mode of Hiring
1.	Indigo/Zest Car AC	1. Monthly 2. Daily rental Basis
2.	Swift Dzire/Vento/Etios/Xcent Car AC	1. Monthly 2. Daily rental Basis
3.	Innova/Marrazo MUV AC	1. Monthly 2. Daily rental Basis

Interested Agency having registered in Travels Business are requested to send their offer in Prescribed Form along with along with required documents under two bid systems (Technical and Financial) in sealed envelop .

The complete Tender document along with terms & condition is available on NIT Jamshedpur web-site <http://www.nitjsr.ac.in>.The tenderers can download the tender set from the institute web site <http://www.nitjsr.ac.in>

The sealed Tender duly super scribed " TENDER FOR HIRING OF VEHICLES" along with advertisement Notice No. in bold letters on the top of the envelop should reach office of the undersigned on or before 16/03/2020 up to 17.30 P.M. addressed to " Asstt. Registrar (S&P), Stores & Procurement Section, National Institute of Technology Jamshedpur 831014".

Tender will be opened on 17/03/2020 at **11:00 A.M.** in the presence of the tenderers or their representatives, if they so desire, at NIT Jamshedpur.

Asstt Registrar (S&P)
NIT Jamshedpur

INSTRUCTIONS TO THE BIDDERS

1. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
2. Firms/Agencies must quote their rate for all vehicles mentioned.

3. MODE OF PREPARATION & SUBMISSION OF BID:

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1 (**Technical Bid**) shall be superscribed as "Technical bid" duly indicating the Tender Reference No which should contain the following:
 - a. Application for pre qualification in **Annexure- " I "**
 - b. Declaration in prescribed form ANNEXURE- "II".
 - c. The agency should furnish Registration Certificates
 - d. Service Tax Registration Certificates
 - e. Income Tax /PAN Registration Certificates
 - f. Copy of work order completed during the last three years.
 - g. All requisite supporting documents in support of all claims made in tender document and Annexure-I.
- II. Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as "Price bid" duly indicating the Tender Reference No. as per "**Annexure III & IV**"
- III. The Bidders should offer their price as per "Annexure – III & IV" on printed letter head of the Bidder's firm indicating thereon Registration, FAX, Email, Telephone numbers, etc.)
- IV. Cover 1 and Cover 2 should be sealed individually and superscribed with the tender reference no. Both covers shall be placed in a third cover which shall also be sealed and superscribed "**TENDER FOR HIRING OF VEHICLES**" along with advertisement **Notice No.** in bold letters on the top of the envelop and same should be addressed to "Asstt. Registrar (S&P), Stores & Procurement Section, National Institute of Technology Jamshedpur 831014".
- V. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
- VI. The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared a holiday for NIT Jamshedpur, then

the bids will be received up to the given time on the next working day.

- VII. The offer may be sent by registered post/speed post/courier service/by hand so as to reach before/on the last date & time of receipt.
- VIII. Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
- IX. For any clarification in this matter, Bidder may contact to Associate P/I Vehicle during office hours.

4. **OPENING OF BIDS:**

- I. **Envelop** (Cover) 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in the NIT'S administrative building in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.
- II. **Envelop** (Cover) 2 i.e. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry OR a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be posted on our web site. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.

5. **FUNDAMENTAL METHOD OF CALCULATION:**

A.FOR DAILY RENTAL

Daily Fixed Rental charge + Running Km/Per Itr. + Over time per hour + night halt charges.

Calculation for lowest bidder will be only done in total summation of columns as per **ANNEXURE-III** for daily rental basis.

B.FOR MONTHLY RENTAL

Monthly Rental Charge of 30 day+ Running Km/Per Itr. + over time per hour + night halt charges.

Calculation for lowest bidder will be only done in total summation of columns as per **ANNEXURE-IV** for monthly rental basis.

Selection of the lowest bidder will be done separately for DAILY RENTAL & MONTHLY RENTAL basis.

For preparation of Comparative statement for evaluation of financial bid cost of Diesel for 80 km will be recorded.

- 6. **PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the

same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

7. **AMENDMENT OF TENDER DOCUMENTS:** at any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced.
8. **EXTENSION OF LAST DATE:** The Director, NIT Jamshedpur, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.
9. **QUANTITY:** The actual requirement of Vehicle may vary at time of placement of the work order.
10. **CLARIFICATION OF TENDER DOCUMENT:** A prospective bidder requiring any clarification of the Tender document may communicate to the Registrar NIT Jamshedpur during office hours.
11. **EXCUTION OF ORDER:** Selected Firm has to provide the vehicles within 15 days after issue of work order.
12. **DISCRETION:** The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Director NIT Jamshedpur OR Person authorized by him is final in all matters of tender and purchase.

ELIGIBILITY CRITERIA

All the Bidders / Agencies must fulfill the following eligibility criteria and submit the documents and the declarations accordingly.

1. All the vehicles as required in tender document to be quoted must be registered in / after 2018 with specific make and model.
2. The Agency/Firm must have registered as travel agency or operation of transport business with Govt. of Jharkhand.
3. The Agency must have Service Tax Registration Number and submit a self-attested copy of certificate of Registration.
4. Agency must have Permanent Account Number & submit a self-attested copy of PAN Card.
5. Agency must have overall experience of 01 years in supplying vehicles to IITs / NITs / Educational Institution(s) / Govt. organization / PSUs/Reputed Organization etc.
6. All vehicles must be at least **BS-IV compliance or latest** model/registration with specific make and model.
7. Bidders must submit an undertaking for providing Monthly Wages/Salary to be paid to the drivers (not less than the minimum wages) including provision of mobile phones, white uniform (two pairs), Black Shoes (2 Pairs) & washing allowance for the drivers.
8. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/ debarred from any organization/institute and no case is pending with the police or in court of law against their name, duly notarized.
9. The desirous Firm/Agency must submit the required EMD for bid security with technical bid and agree to submit the Performance Bank Guarantee (PBG) as specified above on the event of award of contract.
10. Copy of entire tender document must be numbered page-wise, duly signed and stamped on each page as a token of acceptance of our terms & conditions.

GENERAL TERMS & CONDITIONS

1. The Vehicle must be in excellent condition. Charges must be quoted as per the models specified in the financial bid form.
2. The **color** of vehicle shall be **white or light color preferable for Car & MUV**.
3. The hiring period will be for one year (to be renewed yearly basis, up to three years on satisfactory performance). The period of contract may be curtailed or extended depending upon the performance of the agency and requirement of the Institute.
4. The Vehicle should run with **Diesel** only.
5. The normal working hours will be in between **07 A.M. to 07 P.M.** The drivers deployed beyond normal duty hours will be compensated.
6. The car and driver shall be at the disposal of the Institute Authority officials during the period of engagement.
7. In case of the absence of Driver, agency has to provide the substitute. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 4 times per day on the hiring cost of the vehicle shall be imposed.
8. Normally, summer vacation is for two months and winter vacation is for one month for which notice will be issued to the agency by the Institute and no payment for this period will be made in case of monthly rental basis if hired for services.

9. RENT(CHARGES) CALCULATION:

For Car/MUV DAILY FIXED

- I. Daily Fixed Rental charge + Running Km/Per Itr. will be payable.
- II. In case of over time, per hour charge will be paid.
- III. In case of Night Halt, per night charge will be paid.

For Car/MUV MONTHLY FIXED

- I. Monthly Fixed Rental charge + Running Km/Per Itr. will be payable.
- II. In case of over time, per hour charge will be paid.
- III. In case of Night Halt, per night charge will be paid.

Note: RATE OF DIESEL WILL BE PAID AS PER THE GOVT. RATE

10. The agency will take care of Insurance of the vehicles as well as of the Drivers.
11. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities of Government of Jharkhand. 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. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
12. 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.
13. Driver selected by the agency will be assessed by the Institute before his engagement is finalized.
14. The agency shall be responsible for any thefts/burglary/damage caused to the students/employee/Guest of the Institute travelling in the Vehicles. The compensation arising out of such activities shall be borne by the agency.
15. All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained.
16. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
17. Total breakdown period excluding routine maintenance in a year should not exceed 12 days.
18. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
19. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
20. The vehicles provided to the Institute must have valid permits.

21. All the drivers provided for the vehicles must have a valid driving license from the RTO.
22. The Institute reserves the right to relax any of the eligibility criteria given in the tender document for award contract in the best interest of the Institute.
23. The Institute is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.
24. In case of default or abrogation of the condition stipulated, the EMD shall stand forfeited.
25. The vehicle is to be delivered within 15 days from the date of issue of the work order.
26. The Agency should submit their bids(s) in the format attached.
27. The Agency shall abide by all statutory laws, rules and regulation of the state Govt. / Central Govt. as per jurisdiction.
28. All the certificates, testimonials desired in tender as per the eligibility criteria will be verified with the original documents at any stage.
29. It is the responsibility of the agency to pay the wages to the Drivers as per the Minimum Wages Act as notified by the Ministry of Labor from time to time. The drivers must be paid not less than the minimum wage. The contract may be cancelled if any complaints received from the drivers in this issue. The agency has shall provide all the facilities to the driver engaged under this contract during the lease period. The Institute shall not have any liability towards payment of salary, perks or other benefits to the Driver employed by the agency.
30. 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.
31. 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.
32. 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 Jamshedpur is the sole arbitrator to decide the same or his decision is final and binding on both the parties.

33. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Seraikela-Kharsawan only.
34. The vehicle can be de-hired giving prior notice of one month considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services the work order of the Agency may be terminated giving one weeks' notice.
35. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.
36. The need of vehicle may increase /decrease in future.
37. The contract cannot be outsourced to third party.
38. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

39. **DOCUMENTATION OF BILL :**

Selected Firm/Agency has to submit the bill monthly along with signed logbook.

Logbook will be provided by the Institute Authority and will be carried in all Vehicles by the Driver.

Log book has to be signed by the Authorized Person of the Institute daily.

40. **PAYMENT:**

- I. Payment will be made by monthly only after receipt of the relevant Bill along with other documents.
- II. No part payment/advance payment shall be made. Payment shall be made by on-line through **NEFT/RTGS**.

TECHNICAL BID: (ANNEXURE- I)

**TECHNICAL BID - HIRING OF VEHICLES
(PRE-QUALIFYING REQUIREMENT)**

Sl. No.	Required Information	Details to be filled up by the Bidders Firm/Agency
1.	Name of Bidding Firm/ Agency (Attach certificates of registration)	
2.	Full Address of Registered Office with Telephone No. , FAX No., & Mobile No. (Please Attach copy)	
3.	E-Mail ID:	
4.	Type of Firm: Private / Partnership /Cooperative /NGO. (Please enclose copy of Memorandum/Articles of Association / Certificate of Incorporation	
5.	Income Tax Registration No /PAN No. (Please Attach copy)	
6.	GST Registration Number (Please Attach copy)	
7.	Name of proprietor / Director of Firm/Agency & address:	
8.	The bidder should have at least one (1) year experience in work supply of Vehicle on hiring basis with Govt. offices / IITs / NITs/ PSU's and must have executed the similar contract as	
9.	Details of Bank (Please Attach copy)	Name of Bank: _____ Account No. : _____ IFSC Code : _____ MICR Code : _____
10.	Work order Copies having executed similar type of services (Please Attach copy)	
11.	Is organization blacklisted by any organizations?	

12.	Name, address, designation, phone, cell number and E Mail address of the Contract Person : (Please Attach copy)	
13.	Whether Firm agrees to abide by the terms and conditions of the tender document? In the event of award of the contract?	
14.	Agreed to provide the Vehicles as specified in tender (Diesel version)	
15.	Payment Terms agreed as Specified.	

Agencies / Bidders not submitting full information / documents at the first instance shall be rejected.

(Signature of Authorized person)

Full Name: _____

Place: _____

Seal of the Agency/Firm

Date _____

DECLARATION :(ANNEXURE-II)

DECLARATION FORM

(Declaration should provide on printed letter head of the Bidder's Firm/Agency)

DECLARATION

To,

Registrar
National Institute of Technology
Jamshedpur - 831014

Sir,

Sub: Submission of Bid for **HIRING OF VEHICLES**

Having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.

We, the undersigned, are submitting our Bid for providing vehicles on rental basis with reference to the above mentioned tender notice.

I hereby certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.

I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

I certify that my firm is not **blacklisted / banned** from business by any organization.

I hereby accept the rules and procedures of the Institute for pre-qualification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with National Institute of Technology, Jamshedpur and /or prosecuted.

(Signature of authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

Place: _____

Seal of the Agency/Firm

Date _____

FINANCIAL BID FOR CAR/MUV (ANNEXURE-III)
PRICE FOR HIRING OF CAR/MUV (DAILY RENTAL BASIS)

Sl. No.	Type of Vehicle	Model/ Make	Daily Fixed Rent	Running Km/Per Itr.	Over time Per Hour	Night Hault Charges
1.	Car	Indigo/Zest Car AC				
2.	Car	Swift Dzire/Vento/Etios/Xcent Car AC				
3.	MUV	Innova/Marrazo MUV AC				

Rate should be quoted with Driver & including all Taxes.

(Signature of authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

Place: _____

Seal of the Agency/Firm

Date _____

**FINANCIAL BID FOR CAR/MUV (ANNEXURE-IV
PRICE FOR HIRING OF CAR/MUV (MONTHLY RENTAL BASIS))**

Sl. No.	Type of Vehicle	Model/ Make	Daily Fixed Rent	Running Km/Per Itr.	Over time Per Hour	Night Hault Charges
1.	Car	Indigo/Zest Car AC				
2.	Car	Swift Dzire/Vento/Etios/Xcent Car AC				
3.	MUV	Innova/Marrazo MUV AC				

Rate should be quoted with Driver & including all Taxes.

(Signature of authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

Place: _____

Seal of the Agency/Firm

Date _____