

jk"Vh; iklkfxdh lLFkku jk; ij
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (C.G.)

Phone: (0771) 4270619
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

OPEN E-TENDER NOTICE

Tender No: NITRR/Vehicle Hiring/OT/2020/417

Dated 19/08/2020

HIRING OF VEHICLES

National Institute of Technology Raipur invites e-tender offers through e-tendering portal i.e. www.tenderwizard.com/NITR and experienced Firm/Agency for providing Following Vehicles in excellent condition for local journeys/outstation journeys (as and when required) on rental basis around Raipur & Chhattisgarh, for a period of one year (to be extended by another year on satisfactory performance) from the date of contract as per terms & conditions specified in the tender document.

S. No.	Type of Vehicle	Model
1.	Swift/Tiago or equivalent AC	BS-IV/BS-VI
2.	Tigor/Dzire/Amaze/Aspire or equivalent AC	BS-IV/BS-VI
3.	Hyundai Verna / Honda City/Duster/Scorpio or equivalent AC	BS-IV/BS-VI

At starting, one number of vehicle will be hired under category of vehicle in S.No.2. Further number of vehicles may be increased as per the requirement.

Interested Firm/Agency having registered in Travels Businesses are requested to submit their bid only through online mode in the website i.e. www.tenderwizard.com/NITR.

The complete Tender document along with terms & condition is available on NIT Raipur web-site <http://www.nitrr.ac.in> & www.tenderwizard.com. The bidders can download the tender set from the institute web site & e-tender portal (under link of "Tender Free View").

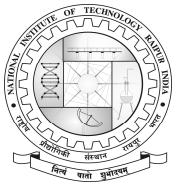
Last date of submission of bids: 09/09/2020 upto 18:00 Hrs.

Date of Opening of bids : 11/09/2020 at 16:00 Hrs.

Tender must need to be submitted only through online mode from the website i.e. www.tenderwizard.com/NITR and no other mode be accepted.

National Institute of Technology Raipur reserves the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

Registrar
NIT Raipur



jk"Vh; ik|kfxdh lLFkku jk;ij
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG)

Phone: (0771) 4270619
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

TENDER DOCUMENT

National Institute of Technology, Raipur inviting e-tender from Service provider(s), who are willing to provide Vehicle rental services(Following details should be filled & uploaded in e-tendering portal i.e. www.tenderwizard.com/NITR .

1. Name of Service Provider :
(Bidding Firm/ Agency)
2. Full Office Address :
3. E-mail :
4. Telephone No.(For 24X7) :
5. Mobile No. :
6. Type of Establishment : Proprietorship / Partnership / Pvt.Ltd / Public Ltd.
7. Date of Establishment :
8. Income Tax Registration No.:
Or PAN No.
(Please attach copy)
9. G.S.T. Registration No.:
(Please attach copy)
10. Major Clients:

Name of Client	From	To	Business Volume (Rs.)

11. Have you ever worked for Govt. Organization, if yes please give Details:

Name of Client	From	To	Business Volume (Rs.)

- 12. Total Turn Over (Yearly) :
- 13. No. of Employee (s) :
- 14. No. of Offices / Branches :
and their locations
- 15. Details of EMD submitted :

Name of the authorised signatory*

Signature of the authorized signatory

Seal

*Letter of authorization, in original, by competent authority of the bidder, in respect of authorized signatory must be enclosed, failing which with bid shall not be entertained.

TERMS & CONDITIONS:

1. **EMD:** The bidder has to furnish EMD of amount ` 20000/- (**Rupees Twenty Thousand Only**) only through payment gateway provided in e-tendering portal i.e. www.tenderwizard.com/NITR . EMD submitted in other modes will not be accepted. NIT Raipur shall not be liable to pay and refund any interest earned, if any, on the earnest money.
2. **Tender Fee:** The bidder has to submit tender fee of amount ` 1180/- (**One Thousand One Hundred Eighty Only**) which is to be paid only through online payment gateway provided in the e-tendering portal.
3. **To participate in the E-tender, it is mandatory for the bidders to have user ID & password, which has to be obtained by submitting an annual registration charges of Rs. 2000/- +GST @ 18% to ITI, through e-payment. Also it is mandatory for all bidders to have class 3 digital signature certificates from any of the CCA (Controller of Certifying Authority, India) or if any support required on DSC, Please contact back to us. (Helpdesk No. 011-49424365)**
4. Applications received after the stipulated date and time shall not be accepted.
5. The duration of the agreement shall be for a period of one year, extendable by another two years at the discretion of NIT, RAIPUR, depending upon the quality of service provided, from the date of issue of the letter of contract.
6. The NIT, RAIPUR reserves the right to terminate the contract of the Service Provider at any time before the expiry of the contract period without assigning any reason by giving one month prior notice.
7. A consistent history (in last five years) of litigation or arbitration awards against the applicant is not acceptable. Undertaking regarding the same in letter head must be uploaded.
8. Incomplete and conditional application shall be summarily rejected.
9. All the copies of documents enclosed must be attested by Authorized Signatory under the Company Seal.
10. NIT, RAIPUR reserves the right not to assign reasons for declining to consider any particular application or applications. NIT, RAIPUR also reserves the right to accept or reject any application or all applications.
11. Copies of PAN and Income Tax Returns filed for the last 3 years i.e. 2017-18, 2018-19 & 2019-20 and GST Registration Certificate along with GST Registration Number will have to be uploaded in e-tendering portal. If any vendor isn't registered under GST then he have to submit notarized affidavit on non-judicial stamp of Rs.10/-.
12. Copy of the Memorandum of Articles of Association/Partnership Deed/Proprietorship Deed/Certificate of Incorporation (In case of company) etc. attested by Chartered Accountant should be attached with the application.
13. The successful service provider will have to execute an agreement on non-judicial stamp paper worth Rs.100/- and attested by a Notary Public/Oath Commissioner/First Class Magistrate. The cost of the stamp duties for the execution of the agreement shall be borne by the Service Provider.
14. The successful bidder is required to submit a Performance Bank Guarantee of amount ` 30000/- (**Rupees Thirty Thousand Only**) with validity of 1 Year from the date of acceptance of award of contract. This can be in form of Demand Draft /FDR/ Bank Guarantee etc.
15. At starting of the contract, Contractor needs to provide one no. of vehicle in Tigor /Dzire/ Amaze/ Aspire or equivalent AC (**AC, BS-IV/BS-VI**) as quoted in Annexure-II.
16. The Firm must have local office in Raipur. Also representative must be available on 24x7 basis for arrangement of vehicle whenever required. Firm also need to submit details of Drivers after being

awarded.

17. The NIT, RAIPUR, may or may not order for services to the service providers during the period of contract.
18. All disputes related to contract or operation of the panel shall be subjected to the jurisdiction of courts at Raipur only.
19. Arbitration clause: In the event of any dispute or difference arising out of agreement (for which provision does not exist in this agreement) shall be referred to sole arbitration of Director, National Institute of Technology, Raipur or his nominee, to act on his behalf and the decision of Director, National Institute of Technology, Raipur, or the person so authorized, shall subject to the provisions of the Indian Arbitration and Conciliation Act 1996 and amendments made therein, be final, conclusive and binding upon the parties to this agreement.
20. The Vehicles should be in very good as well as perfect working condition. All the charges towards servicing/repair, salary of the Driver, petrol/Diesel, any other incidental expenses on operations & maintenance of the hired vehicle would be borne by the firm.
21. The normal working hours will be **24 hours**. Contractor need to allocate vehicle with driver accordingly.
22. The Total Breakdown period excluding routine maintenance in a year should not exceed 12 days.
23. In case of Daily / Hourly hiring basis, the Service Provider should have 24X7 support of Booking / cancellation / rescheduling etc. as the case may be.
24. In case of any accident of the hired vehicle or such other disputes, responsibility of releasing vehicle from Police / Court and related liabilities would be of Firm / Service Provider.
25. Services only in A/C vehicles shall be provided and all vehicles must be BS-IV/BS-VI Compliance. The Model of the Hired Vehicle should not be before 2018.
26. Vehicles provided should be commercially registered with the concerned authorities and should be covered under valid insurance cover. Commercial Registration Certificate is to be submitted
27. Drivers should carry valid driving licenses and be of sound health, good character and antecedents. Driver should be well mannered with good behaviour. Driver should carry mobile phone. The Drivers should not collect any payment from the guests.
28. The vehicles and the Drivers should go prepared for the said duty along with the necessary fuel, and payments for parking & Toll tickets etc. and should not collect any payment from the guests.
29. In case of monthly basis hired vehicle, the vehicle will be required for use of any time round the clock and shall be parked in the NIT premises / Officer's Residence.
30. Rates should be quoted as per the format enclosed.
31. The arrangement about car booking, such as Driver name, Vehicles Number and reporting time should be informed telephonically or by SMS to the guests.
32. The services provider needs to meet/maintain time efficiency.
33. No change in the running rate per km. for Monthly / Daily / Hourly package will be allow till the variation in the price of Petrol / Diesel, is within the 10% of the cost of Petrol / Diesel at the time of opening of the bid.
34. The increased / decreased in the running rate per km. for Monthly / Daily / Hourly package will be allow in the same percentage of the hike of the cost of Petrol / Diesel beyond 10%.
35. The successful bidder shall be selected on the basis of Lowest Overall Quotes of Annexure II.

Bidder is required to provide details in Annexure II, III & IV along with all necessary documents. Price quoted in Annexure III & IV are optional and services for the same basis will be called on requirement basis.

36. Payment: Service providers shall submit the bill in format acceptable to NIT, RAIPUR. The duty slips (duly signed by the user) and original Parking/Toll in original would be addressed to Director NIT RAIPUR. Payment would be made within 60 days after receipt of the Bills. In the absence of supporting vouchers/slips/tickets/receipts, the Service Provider shall lose the right of the claim of such amount, and no supplementary bills for such claims would be accepted.
37. The firms should have at least 3 years of experience in the tour & travel business providing services in a reputed Government organization & experience certificate should be uploaded in e-tendering portal.
38. The Service Provider shall be wholly responsible for timely payment of all taxes/Government dues as per law and would be liable for any damages direct or indirect to any person/property for any or all vehicles to third parties arising due to accidents or any other occurrence, strikes, rioting, civil commotion, arson, calamities etc.
39. In case vehicle is requisitioned and the same does not reach at the appointed time & juncture, the institute will be free to call another vehicle from the open market and the expenses on this account will be deducted from pending bills/security etc., Besides, a penalty of Rs. 500/- would be imposed for every such lapse.
40. The person authorized on behalf of applicant, Service Provider must affix seal and sign each and every page of the application, terms and conditions, and all documents submitted (in addition to verification/attestation, if required). An authorization letter from the competent authority (as provided in MoA & Rules of Article of Association etc. of the company, partnership/deed of the firm) should be enclosed.

I/We accept all the above stated terms and conditions.

Signature of Authorised Signatory / Bidder

(Seal of Bidder)

DOCUMENTS TO BE SUBMITTED:

1. Application Form
2. Copy of PAN.
3. Copy of Income Tax Returns filed for the last 3 years i.e. 2017-18, 2018-19 & 2019-20.
4. Copy of Service Tax / GST Returns filed for the last 3 years i.e. 2017-18, 2018-19 & 2019-20.
5. GST Registration Certificate.
6. Balance-sheet for last three years i.e. 2017-18, 2018-19 & 2019-20 (If any).
7. Copy of the Memorandum of Articles of Association / Partnership Deed / Proprietorship Deed / Certificate of Incorporation (In case of company) etc.
8. All the documents as attached with application must be signed, along with seal by the Owner or the Authorized signatory of the agency or also attested by Chartered Accountant.
9. Annexure-I(Acceptance of Terms & Conditions).
10. Authorization Letter in favour of authorized signatory.

ANNEXURE – I

Acceptance of terms & conditions of tender(Must be on Letter Head)

Date:

To,

The Registrar,

National Institute of Technology,

Raipur-492010(Chhattisgarh)

Subject: Acceptance of Terms & conditions of Tender.

Tender ref. No.: NITRR/S&P/Vehicle Hiring/OT/2020/ Dated

Dear Sir,

1. I /We have downloaded /obtained the tender document(s) for the above mentioned Tender enquiry no. from the website www.tenderwizard.com/NITR or www.nitr.ac.in .

2. I /We hereby certify that I /we have read entire terms & conditions of the tender documents from Page 01 to 11 (including all documents like annexure, schedules etc.) which form part of the tender document and I /we shall be abide by the terms & conditions /clauses contained therein.

3. The corrigendum(s) issued from time to time by NIT Raipur to have also been taken into consideration, while submitting this acceptance letter.

4. I /We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in totality /entirely.

5. In case any provisions of this tender are found violated, NIT Raipur shall be at liberty to reject this tender /bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim /right against NIT Raipur in satisfaction of this condition.

6. I /We confirm that we or our proprietor /Director /Partner have not been blacklisted or debarred or declared ineligible for corrupt /fraudulent practices either indefinitely or for a particular period of time by any Government or other agency. I /we further declare that no criminal case is registered on pending against the firm /company or its owner /partners /directors anywhere in India. Also there are no contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into tender process.

(Seal & Signature of the bidder)

Price for Hiring Vehicles on Monthly Rental Basis

S. No.	Type of Vehicle	Monthly Fixed Rent(With Driver & 1000 KM Package)	Running Rate Per Km. (After 1000 Km)
1.	Swift /Tiago or equivalent AC (AC, BS-IV/BS-VI)		
2.	Tigor/Dzire/ Amaze/ Aspire or equivalent AC (AC, BS-IV/BS-VI)*		
3.	Hyundai Verna / Honda City/Duster/ Scorpio or equivalent AC (AC, BS-IV/BS-VI)		

- Rate should be quoted with Driver.
- Please certify that the above rates are exclusive of
 - a. Toll Tax
 - b. Parking Charges
 - c. Any Other Charges
 - d. Government Taxes(as applicable from time to time)

(Please note that the charges for Toll Tax/Parking etc. will be reimbursed only on production of the original receipts issued by the competent authorities)

*** At the initial stage of contract, one number of vehicle under category in S.No. 2 (Tigor/Dzire/Amaze/Aspire or equivalent) will be hired by the institute.**

(Signature of authorized person)

Full Name of
Signatory:_____

Designation of
Signatory:_____

Seal of the Agency/Firm

Place:_____
Date_____

Price for Hiring Vehicles on Daily Rental Basis

S. No.	Type of Vehicle	Daily Fixed Rent (8 Hours & 80 Km Package)	Running Rate Per Km. (After 80 Km)	Over Time Per Hour (After 8 Hours)	Night Halt Charges
1.	Swift /Tiago or equivalent AC (AC, BS-IV/BS-VI)				
2.	Tigor /Dzire / Amaze / Aspire or equivalent AC (AC, BS-IV/BS-VI)				
3.	Hyundai Verna / Honda City /Duster /Scorpio or equivalent AC (AC, BS-IV/BS-VI)				

- Rate should be quoted with Driver.
- Above Hiring will be called only on requirement basis.
- Please certify that the above rates are exclusive of
 - a. Toll Tax
 - b. Parking Charges
 - c. Any Other Charges
 - d. Government Taxes(as applicable from time to time)

(Please note that the charges for Toll Tax/Parking etc. will be reimbursed only on production of the original receipts issued by the competent authorities)

(Signature of authorized person)

Full Name of
Signatory:_____

Designation of
Signatory:_____

Seal of the Agency/Firm

Place:_____

Date_____

ANNEXURE -IV**Price for Hiring Vehicles on Hourly Rental Basis**

S. No.	Type of Vehicle	Fixed Rent for 04 Hours & 40KM Package	Running Rates Per Km.(After 40 KM)	Over Time Per Hour (After 4 Hours)
1.	Swift /Tiago or equivalent AC (AC, BS-IV/BS-VI)			
2.	Tigor /Dzire / Amaze / Aspire or equivalent AC (AC, BS-IV/BS-VI)			
3.	Hyundai Verna / Honda City /Duster /Scorpio or equivalent AC (AC, BS-IV/BS-VI)			

- Rate should be quoted with Driver.
- Above Hiring will be called only on requirement basis.
- Please certify that the above rates are exclusive of
 - a. Toll Tax
 - b. Parking Charges
 - c. Any Other Charges
 - d. Government Taxes(as applicable from time to time)

(Please note that the charges for Toll Tax/Parking etc. will be reimbursed only on production of the original receipts issued by the competent authorities)

(Signature of authorized person)

Full Name of
Signatory:_____

Designation of
Signatory:_____

Seal of the Agency / Firm

Place:_____
Date_____