



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

Under Ministry of Education, Govt. of India



Tender Enquiry No: NITRR/S&P/RC-VEHICLE/2025/1244

Date: 21/11/2025

TENDER FOR HIRING OF VEHICLE FOR NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR (NITRR) ON RATE CONTRACT BASIS

1. Last date of Submission of Bid : 16/12/2025 Time 03:00 PM
2. Date of Opening of Technical Bid : 18/12/2025 Time 03:00 PM

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR invites tender from competent & reputed agency for hiring of Vehicles as and when required through offline mode. The Technical & Financial bids are required to be submitted offline through by post or by hand on or before **16/12/25 at 3:00 PM** with proper seal and signature of the bidder. The rates must not be quoted by the agency in the Technical Bid and if quoted, their bid shall be rejected summarily. All the information sought under the head Conditions and other information to be supplied is to be given in Technical Bid while prices quoted for the same will have to be mentioned only in the Bill of Quantity (BOQ) Price Bid. The Price Bids of only those firms shall be opened whose Technical Bids are found to be eligible while the disqualified bidder's Price Bid shall be remained unopened. Technical Bid will be opened on 18/12/25 at **3:00 PM**. The evaluation of the bids shall be made item-wise and the bidders agreed for supply of the vehicles at the item-wise L1 price can only be considered to empanel them in the Rate Contract for one year. The contract may be renewed beyond one year, contingent upon satisfactory performance and continued service requirements, under the same terms and conditions, for up to two additional periods of one year each. Tenderers should read the tender document carefully as enclosed and comply strictly with the terms and conditions before submitting their bids. Following are the scope of the work:

1. The vehicles i.e. A.C. vehicles will be required to be used on day-to-day basis as per requirements.
2. The bidder has to deposit non-refundable Tender cost of Rs.1000/- (Rupees One Thousand Only) and refundable Earnest Money Deposit (EMD)/ Bid Security of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft /Banker's Cheque separately drawn in favour of **"The Director, NIT Raipur"** payable at Raipur from any scheduled commercial bank except Co-operative and Gramin Bank. The DD for the EMD/Bid Security should remain valid for a period of 45 days beyond the bid validity period from the date of opening of bids. EMD/Bid Security of bidders will be returned to them at the earliest on or before 30 days after the completion of tendering process. EMD and Tender Cost should enclosed with Technical bid through Speed Post/Registered Post/Courier or By Hand in a closed envelope superscripting **Tender Reference No., Tender ID & Bidder's Name on or before opening date and time of the Technical Bid at the following Address.**

DEPUTY REGISTRAR
STORE & PURCHASE SECTION
NATIONAL INSTITUTE OF TECHNOLOGY,
G.E. ROAD, RAIPUR – 492010
CHHATTISGARH

Eligibility criteria for agencies

1. The bidders should have an office at Raipur (C.G.).
2. The bidders must have the experience of at least three years in the field of providing hiring services of light/heavy vehicles i.e. Taxi services in a reputed organization.
3. The bidders must have valid Permanent Account Number (PAN) and GST number.
4. The vehicles supplied by the Agency must comply with all RTO, Central, and State regulations regarding permits and other applicable norms.
5. The agency must own at least 5 (five) vehicles with carrying capacity of 03 persons other than driver and not older than 04 years.

Terms and conditions for hiring

- 1) The vehicles to be provided should be manufactured in the year 2022 or any subsequent years and should be in perfect running condition full filling the latest emission norms of Chhattisgarh.
- 2) The vehicles should be commercially registered with the Transport Authority along with all valid documents such as valid insurance, road tax payment, R.C. etc.
- 3) The agency shall ensure that the drivers must have valid commercial driving license issued by appropriate authority and police verification has been done. Further the driver should wear approved uniform.
- 4) The responsibilities of the agency regarding vehicle management and driver oversight typically include, but are not limited to, maintaining valid driving licenses for drivers, ensuring compliance with RTO permits and regulations, managing insurance coverage for vehicles and drivers, overseeing wage payments and statutory wages, and monitoring driver conduct. NIT Raipur will not have any liabilities in this regards.
- 5) The payment for Fastag usage, parking fees, or any other similar charges incurred during the trip between the source and destination will be reimbursed based on the actual expenses. Such charges should be part of the Bill/ Invoice and mentioned under sperate heads.
- 6) The agency has to ensure for proper insurance for the Driver, Passenger and Vehicle before it is senton hire to NITRR.
- 7) The firm shall ensure proper conduct of Drivers while on duty and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/gutkha/smoking/listening to music while driving.
- 8) NITRR will not be responsible for any damage to the vehicle in case of any accident or otherwise, theft of vehicle/parts and accessories therein (financial and legal). Similarly, NITRR will not be responsible for any third-party claims (financial and legal).
- 9) NITRR will not be responsible for any penalty imposed due to violation of Traffic Rules- caused by the driver.
- 10) The price quoted should be inclusive of all charges except GST. GST if applicable shall be paid extra.
- 11) The calculation of mileage/distance will be from the reporting/starting point of the user (NITRR) and closing at the point where the user completes his / her journey and will not be calculated on garage-to-garage basis.
- 12) Counting of time will start from the starting point of the user and closing at the point where the user officer completes his/her journey. No mileage/distance will be allowed to drivers for lunch/breakfast or for drawl of CNG etc.
- 13) The agency shall ensure that the odometer of car is properly sealed and that no tempering is done with a view to inflate distance travelled.
- 14) The authorized officer of the Institute may conduct surprise check of odometer of the car from any workshop and the cost checked will be borne by the agency and in case the odometer is found to be defective/fast then a penalty of Rs.1000/- will be imposed.
- 15) In case of any break down/non attending duty by the driver within the proper time, the agency shall make alternative arrangement for providing other vehicles well before the reporting time. In such a case, mileage from garage to the point of break down would not be paid.
- 16) The driver should be well conversant with all traffic signals, roads and routes of Raipur, Chhattisgarh.
- 17) The Driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer.

- 18) The vehicles model number should be the same as mentioned in tender and vehicles will use permitted fuel only and not any other kind of fuel.
- 19) The agency/firm should have adequate no. of telephones for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall be neatly dressed and must carry mobile phone in working condition for which no separate payment shall be made by NITRR.
- 20) Once a particular driver has been attached with a particular vehicle normally service provider should not change the driver in a casual manner unless and until directed to do so by the official of NITRR.
- 21) The vehicles and drivers provided by the tenderer shall work under the overall supervision of the office of the NITRR.
- 22) Services for hiring of vehicles shall be based on as and when required.
- 23) **The successful bidder has to deposit Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft in favor of “The Director, NIT Raipur” towards Performance Guarantee within fifteen days after award of the Contract.**
- 24) If the vehicle is out of order or condition of vehicle is found to be unsatisfactory, the contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time or does not report at all, NITRR shall have a right to hire a vehicle from the market and additional cost incurred will be borne by the contractor.
- 25) In case of quality of service by the contracted agency found unsatisfactory, NITRR may terminate the contract agreement without giving any reason thereof.
- 26) The agency should keep necessary tool kits always with the vehicle along with spare wheel (s) and updated “pollution under control certificate” with the vehicles.
- 27) Bids for vehicles other than specified models shall be treated as non-responsive and rejected.
- 28) The Service Provider should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/ Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/ Acts/ Rules in force from time to time at their own cost.
- 29) The contract may be renewed beyond one year, contingent upon satisfactory performance and continued service requirements, under the same terms and conditions, for up to two additional periods of one year each.

30) PENALTY CLAUSE:

- a. For non-providing of vehicle in time fine of Rs. 2,000/- will be imposed per default.
- b. For misbehavior of the driver Rs. 2,000/- will be imposed per default.
- c. For not providing substitute vehicles fine of Rs. 2,000/- will be imposed per default.
- d. For causing damage to the public property: Three times the market value of the damaged property or Rs. 2,000/- whichever is higher per default.
- e. In case the odometer is found to be defective/fast penalty of Rs. 5,000/-will be imposed per default.
- f. In case fails to paid the EMI of vehicle on time Rs. 5,000/- will be imposed.

31) PAYMENT TERMS:

- a. The payment shall be made on submission of bills (in triplicate) and copy of log book, duty slip duly verified by the officer using the vehicle, after the satisfactory completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made. The bidder while raising the bill should clearly mention full vehicle number.
- b. TDS under Section 194-C of Income Tax Act shall be deducted as per Income-Tax Act 1961.

32) EVALUATION OF QUOTATIONS:

Quotation will be evaluated item-wise basis i.e. fixed rate/L1 rate. The purchase committee will evaluate & compare the quotation determined to be substantially responsive i.e.

- a. Are properly signed
- b. Conform to the terms & conditions and specifications
- c. Price offered are competitive.

TECHNICAL BID

Documents to be part of Technical Bids:

1. Copy of DD towards Tender Cost & Earnest Money Deposit (EMD)/Bid Security.
2. Self-attested copy of PAN issued by Income Tax Department.
3. Self-attested copy of the GST Number.
4. Self-attested copy of Registration Certificates of vehicle(s)
5. Duly filled Annexure-I.

Note: The agency or its representative shall show the original certificates at the time of opening of Technical Bid.

Registrar
National Institute of Technology
Raipur C.G.

ANNEXURE – I

(ON LETTER HEAD OF THE FIRM)
Tender for Hiring of Vehicle for National Institute of Technology Raipur (NITRR) on Rate Contract Basis

Sl. No	Particulars	
1.	Name of Agency/ Firm/Proprietor	
2.	Full Postal Address	
3.	Email ID	
4.	Mobile No.	
5.	Office/Residence Ph.no	
6.	Office/Work Email ID	
7.	Name(s) of Proprietor / Partner / Director	
8.	PAN No.	
9.	GST Registration No.	
10.	Volume of business in the Financial years	2022-2023:
		2023-2024:
		2024-2025:
11.	Past experience in similar business, if any (enclose relevant documents/order copies of other organizations)	

This is to certify that I/We have carefully read the contents of the tender documents and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:

Date:

Name and Signature of Authorized
Person with office Seal

ITEM WISE BOQ

Tender Inviting Authority: Registrar National Institute of Technology Raipur- 492010

Name of work: Tender for Hiring of Vehicle for NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR (NITRR) on rate contract basis

Tender notice no: _____ dated- _____

**Name of the bidder/
bidding firm / company :**

Price Schedule

(This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidder is allowed to enter the bidder name and values only)

Notes: -

- The contract will be awarded to the agencies on the basis of lowest rate quoted and agreed by other agencies.
- During the period of contract, the rates will not be revised with the change in fuel rates or any taxes by the Govt. of Chhattisgarh or the Govt. of India. The prospective bidder may quote the rates accordingly taking into consideration of these aspects.
- Column No. 4 should not be left blank.
- **Quoted price should only be uploaded in Price Bid cover. Not to be enclosed in technical bid.**

Sl.no.	Item description	Quoted currency in INR currency	Basic rate in figures to be entered by the bidder (in Rs.)	% of GST applicable (in Rs.)	Total amount
1	2	3	4	5	6
1	AIR CONDITIONED (AC) VEHICLE				
1.01	SUV PREMIUM (INNOVA CRYSTA (AC) OR SIMILAR)				
1.02	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a SUV Premium category vehicle with driver on 4 hours and 40 km use per day basis on all days including fuel charges.	INR			
1.03	Rate per km in case of extra km after 40 km.	INR			
1.04	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
1.05	Rate per day for 8 hours engagement including operation and maintenance of vehicle for providing a SUV Premium category vehicle with driver on 8 hours and 80 kms use per day basis on all days including fuel charges	INR			
1.06	Rate per km in case of extra km after 80 km.	INR			
1.07	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
1.08	Rate per km in case out station use of vehicle	INR			
1.09	Outstation driver's allowance per day (in case of out station duty)	INR			

1.10	Rate for pick up from and drop at Raipur Airport	INR			
1.11	Rate for pick up from and drop at Raipur railway station	INR			
1.12	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			
2	SUV (SCORPIO (AC) OR SIMILAR)				
2.01	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a SUV category vehicle with driver on 4 hours and 40 km use per day basis on all days including fuel charges	INR			
2.02	Rate per km in case of extra km after 40 km	INR			
2.03	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
2.04	Rate per day for 8 hour engagement including operation and maintenance of vehicle for providing a SUV category vehicle with driver on 8 hours and 80 km use per day basis on all days including fuel charges	INR			
2.05	Rate per km in case of extra km after 80 km	INR			
2.06	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
2.07	Rate per km in case out station use of vehicle	INR			
2.08	Outstation driver's allowance per day (in case of out station duty)	INR			
2.09	Rate for pick up from and drop at Raipur Airport	INR			
2.10	Rate for pick up from and drop at Raipur railway station	INR			
2.11	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			
3	SEDAN PREMIUM (CIAZ/ HONDA CITY (AC) OR SIMILAR)				
3.01	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a Sedan Premium vehicle with driver on 4 hours and 40 km use per day basis on all days including fuel charges	INR			
3.02	Rate per km in case of extra km after 40 km	INR			
3.03	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
3.04	Rate per day for 8 hour engagement including operation and maintenance of vehicle for providing a Sedan Premium vehicle with driver on 8 hours and 80 km use per day basis on all days including fuel charges	INR			
3.05	Rate per km in case of extra km after 80 km	INR			
3.06	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
3.07	Rate per km in case out station use of vehicle	INR			
3.08	Outstation driver's allowance per day (in case of out station duty)	INR			

3.09	Rate for pick up from and drop at Raipur Airport	INR			
3.10	Rate for pick up from and drop at Raipur railway station	INR			
3.11	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			
4	SEDAN (SWIFT DZIRE/ TIGOR (AC) OR SIMILAR)				
4.01	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a Sedan vehicle with driver on 4 hours and 40 km use per day basis on all days including fuel charges	INR			
4.02	Rate per km in case of extra km after 40 km	INR			
4.03	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
4.04	Rate per day for 8 hour engagement including operation and maintenance of vehicle for providing a Sedan vehicle with driver on 8 hours and 80 km use per day basis on all days including fuel charges	INR			
4.05	Rate per km in case of extra km after 80 km	INR			
4.06	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
4.07	Rate per km in case out station use of vehicle	INR			
4.08	Outstation driver's allowance per day (in case of out station duty)	INR			
4.09	Rate for pick up from and drop at Raipur Airport	INR			
4.10	Rate for pick up from and drop at Raipur railway station	INR			
4.11	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			
5	HATCHBACK (WAGONR (AC) OR SIMILAR)				
5.01	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a Hatchback vehicle with driver on 4 hours and 40 km use per day basis on all days including fuel charges	INR			
5.02	Rate per km in case of extra km after 40 km	INR			
5.03	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
5.04	Rate per day for 8 hour engagement including operation and maintenance of vehicle for providing a Hatchback vehicle with driver on 8 hours and 80 km use per day basis on all days including fuel charges	INR			
5.05	Rate per km in case of extra km after 80 km	INR			
5.06	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
5.07	Rate per km in case out station use of vehicle	INR			
5.08	Outstation driver's allowance per day (in case of out station duty)	INR			
5.09	Rate for pick up from and drop at Raipur Airport	INR			
5.10	Rate for pick up from and drop at Raipur railway station	INR			
5.11	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			

6	BUS (LESS THAN 25 SEATER (AC))				
6.01	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a Bus (less than 25 seater) vehicle with driver on 4 hours and 40 km use per day basis on all days including fuel charges	INR			
6.02	Rate per km in case of extra km after 40 km	INR			
6.03	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
6.04	Rate per day for 8 hour engagement including operation and maintenance of vehicle for providing a Bus (less than 25 seater) with driver on 8 hours and 80 km use per day basis on all days including fuel charges	INR			
6.05	Rate per km in case of extra km after 80 km	INR			
6.06	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
6.07	Rate per km in case out station use of vehicle	INR			
6.08	Outstation driver's allowance per day (in case of out station duty)	INR			
6.09	Rate for pick up from and drop at Raipur Airport	INR			
6.10	Rate for pick up from and drop at Raipur railway station	INR			
6.11	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			
7	BUS (BETWEEN 25 SEATER TO 40 SEATER(AC))				
7.01	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a Bus (between 25 seater to 40 seater) with driver on 4 hours and 40 km use per day basis on all days including fuel charges	INR			
7.02	Rate per km in case of extra km after 40 km	INR			
7.03	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
7.04	Rate per day for 8 hour engagement including operation and maintenance of vehicle for providing a Bus (between 25 seater to 40 seater) with driver on 8 hours and 80 km use per day basis on all days including fuel charges	INR			
7.05	Rate per km in case of extra km after 80 km	INR			
7.06	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
7.07	Rate per km in case out station use of vehicle	INR			
7.08	Outstation driver's allowance per day (in case of out station duty)	INR			
7.09	Rate for pick up from and drop at Raipur Airport	INR			
7.10	Rate for pick up from and drop at Raipur railway station	INR			
7.11	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			

8	BUS (MORE THAN 40 SEATER(AC))				
8.01	Rate per day for 4 hour engagement including operation and maintenance of vehicle for providing a Bus (more than 40 seater) with driver on 4 hours and 40 km use per day basis on all days including fuel charges	INR			
8.02	Rate per km in case of extra km after 40 km	INR			
8.03	Rate for extra per hour in case more than 4 hours use of vehicle	INR			
8.04	Rate per day for 8 hour engagement including operation and maintenance of vehicle for providing a Bus (more than 40 seater) with driver on 8 hours and 80 km use per day basis on all days including fuel charges	INR			
8.05	Rate per km in case of extra km after 80 km	INR			
8.06	Rate for extra per hour in case more than 8 hours use of vehicle	INR			
8.07	Rate per km in case out station use of vehicle	INR			
8.08	Outstation driver's allowance per day (in case of out station duty)	INR			
8.09	Rate for pick up from and drop at Raipur Airport	INR			
8.10	Rate for pick up from and drop at Raipur railway station	INR			
8.11	Extra charge per hour if halted more than 1 hour at Raipur railway station/Airport	INR			