

NATIONAL INSTITUTE OF TECHNOLOGY
AGARTALA – 799 046, TRIPURA**Limited Tender Enquiry**

Department: - CCD

Enquiry No. F. NITA.72/(58-CCD)/CCD/TRANSPORT/2019-20 1560

Date: 30/05/2022

Important Dates

Event	Date	Time
Last Date of submission of quotation	30/06/2022	4.00 P.M.
Quotation Opening date	01/07/2022 (if possible)	12.30 P.M.

Dear Sir,

NIT Agartala intends to empanel some Vehicle/Transport Agencies for hiring of vehicle(s) as per scope of transport services provided in Annexure A and invites quotation in accordance with the terms and conditions detailed in the bid document. Interested registered Transporters may take part in the said tendering process and accordingly may quote prices against the transport services provide in Annexure A within the time mentioned above after fulfilling all the terms and conditions marked in the bid documents.

The Registrar,
NATIONAL INSTITUTE OF TECHNOLOGY
AGARTALA – 799 046, TRIPURA

Yours sincerely,

Debi Prasad
Registrar 27-05-22

NATIONAL INSTITUTE OF TECHNOLOGY

Encl :

- (1) Specifications of Insurance coverage, number of students and discipline etc.
- (2) Bid document containing detail terms and conditions.

1. Schedule of requirements

Sl. No.	Description	Duration
1	Empanelment of Transport Agencies for hiring of vehicles for NITA for occasionally on call basis / irregular basis for a period of one year	One (01) year

2. Approximate annual financial involvement for hiring of vehicles annually - Rs. 2.25 lakhs.

4. The bid envelope should be super-scribed with

Bid for Hiring of vehicles for NITA for occasionally on call basis / irregular basis for a period of one year vide Enquiry No. F. NITA-.72/(51-CCD)/CCD Transport/2019-20

5. Quotations should be valid for a period of **90 days** from the opening date of the bid.

6. Some important dates:

i. **Last date for receipt of quotation:**

Date: 30/06/2022 Time: 4.00 P.M

ii. **Opening of bid**

Date: 01/07/2022 Time: 12.30 P.M.
(if possible)

7. Please go through the enclosed "bid document" carefully for other bidding instructions.

8 (a) Please send your sealed quotations by Registered/Speed Post or Courier (*) Service to:

The Registrar
National Institute of Technology, Agartala
Agartala, Jirania - 799 046

OR

(b) Drop the sealed quotation in the Tender Box kept in the office of the Purchase Section during the normal working hours (9.00 A.M. to 5.00 P.M.) of the Institute. Please do not hand over the quotation to any person by hand.

(*) Tenders /Quotations received after the date & time stipulated in the notice are liable for rejection.

9 . For any query, you may contact

**Mr. Himangshu Paul,
Section Officer (Purchase),
National Institute of Technology Agartala
Mob. No. 9436453020**

Yours sincerely,

JBhalke

Registrar

27-05-22.

NATIONAL INSTITUTE OF TECHNOLOGY
AGARTALA – 799 046, TRIPURA

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AGARTALA – 799 046, TRIPURA

BID DOCUMENT

1. Instructions to the bidders

- 1.1 Sealed bids are invited on behalf of National Institute of Technology (NIT), Agartala – 799 046, Tripura from the intending Vehicle / Transport Agencies registered under Government of Tripura for empanelment for hiring of vehicles for use of NITA.
- 1.2 NITA will hire vehicle(s) occasionally as and when required on call basis / irregular basis from the empanelled Vehicle / Transport Agencies.
- 1.3 Vehicle / Transport Agencies may be empanelled initially for 1(one) year which may be extended yearly basis for next consecutive two years subject to requirement and performance of the Agencies.
- 1.4 Hiring charges of the vehicle(s) to be engaged shall be as per rate prescribed by Government of Tripura from time to time.
- 1.5 The interested Vehicle / Transport Agencies registered under Government of Tripura are requested to submit their quotation with the documents and terms & conditions mentioned below
- 1.6 The bidder should have registered office in Agartala having all the facilities required for running an office such as Land line/ Telephone Number/ Fax/ Mobile and valid e-mail Id.
- 1.7 Bidder should have valid Registration/License for travel agency under Government of Tripura.
- 1.8 Bidder should have valid Permanent Account Number (PAN) under Income Tax Department.
- 1.9 Bidder should have valid GST registration.
- 1.10 Hiring Car/vehicles should not be more than 03 (three) years old from its manufacturing.
- 1.11 The vehicle Registration Book, Insurance Copy, Emission Certificate, Road Tax payment certificate, Commercial Vehicle permit and Driver license should be available with the vehicle at all times.

- 1.12 Fitness certificate, in respect of the hired car/vehicles, issued, within three months, by the Agency authorized by government.
- 1.13 Insurance coverage for all parties including third party against the hired car/vehicles.
- 1.14 The hired car/vehicle should be looking smart and shiny.
- 1.15 Police verification certificate as to whether the vehicle is not involved in any criminal offence.
- 1.16 Valid driving license of the Driver of the car/vehicle provided by the agency at the time of service.
- 1.17 Qualification of the driver of the vehicle should be minimum 10(ten) class pass.
- 1.18 Bidder should submit character certificate of the driver issued by Government Agency.
- 1.19 The driver of the vehicle under contract/requisition must share his live location with the CCD while plying the vehicles under this contract or tender.

JBhatia
Registrar 27-05-22

NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA
AGARTALA – 799 046, TRIPURA

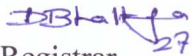
2. Conditions of the bid

- 2.1 The bid should remain valid for a period of **90 days** from the date of opening of bid.
- 2.2 The bidder has to furnish up to date GST and Income Tax return of last financial year along with valid trade license along with the bid.
- 2.3 **The bidders should quote their rates in clear terms without ambiguity. The quotation should be only in Indian Rupees.**
- 2.4 If any bidder is willing to quote rate for hiring of vehicle(s) less than the prescribed rate of Government of Tripura, in that case the bidder(s) should quote their rates in clear terms without ambiguity.
- 2.5 **The price quoted by the bidder should be INCLUSIVE of all taxes including GST and all other statutory obligations including any fee to be paid to the Civic Authorities. Breakup of basic rate, statutory taxes & duties etc. shall be mentioned while submitting of bid.**
- 2.6 The rates should be quoted both in figures and words and legibly written without any over-writings against the appropriate column mentioned in **Annexure – A** meant for Hiring of vehicles. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible.
- 2.7 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 2.8 **Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.**
- 2.9 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT, Agartala, and the bids will be received up to the appointed time on the next working day.
- 2.10 The bid may be sent by registered or speed post or by courier service, so as to reach the Purchase Section before the last date of receipt, or alternatively, be dropped in the tender box kept in the office of the Purchase Section of NITA during the normal working hours (10:00 A.M. to 4.00 P.M.) of the Institute. NIT Agartala will not be responsible any Postal or Courier delay.
- 2.11 Bids received after the deadline of receipt indicated in the **“Top of the Tender Document”**, shall not be taken into consideration.
- 2.12 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.

- 2.13 The bids will be opened in the **Purchase Section** of NITA at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT Agartala, the bids will be opened at the appointed time and place on the next working day.
- 2.14 The bidder has to sign in full at all pages of the bidding document.
- 2.15 The Vehicle/Transport Agency shall bear the cost of fuel, salaries of his driver, repair and maintenance, road tax insurance, commercial permit etc. of the vehicles provided and shall also maintain the vehicles in good working condition for 24x7x365 days.
- 2.16 The driver shall keep documents such as vehicle Registration Book, Pollution Check Certificate, etc. of the vehicle with him all the time. In case any penalty for any violation of rules / law, only the firm/diver shall be solely responsible for the same.
- 2.17 Log book shall be maintained and usages details therein shall be certified by an authorized officer/official on daily basis.
- 2.18 The start and end points of the journey as per the Institute requirement as instructed by the concerned official of the Institute from time to time. Accordingly the KM should be counted and log book should be maintained.
- 2.19 **The bidder should strictly comply the guidelines of Govt. of India and Govt. of Tripura issued from time to time in respect of covid-19 Pandemic.**
- 2.20 National Institute of Technology, Agartala is following and abide by the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given, if applicable, to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.
- 2.21 The successful bidder may be required to execute a contract, where applicable.
- 2.22 NIT Agartala will reject a proposal if it determines that the Vehicle/Transport Agencies recommended for empanelment has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- 2.23 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Agartala shall be final.
- 2.24 Payment: **100% will be made in INR (Indian National Rupees)** against the certification of user Department/End-user.

Note: All payments due under the contract shall be paid after deduction of statutory levies at source (like ESIC, IT (TDS), GST, LBT / Octroi etc.), wherever applicable.

- 2.25 All disputes/ Arbitration: All disputes should be attempted to resolve mutually between the NIT Agartala and the supplier through discussion and arbitration. The Arbitrator shall be appointed by the Director, NIT Agartala. Failing which, all disputes shall be under the jurisdiction of Courts at Agartala only.
- 2.26 **Competent Authority of National Institute of Technology, Agartala reserves the right to cancel the tendering process at any stage of the procurement process without mentioning any reason.**


Registrar 27-05-22

NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA
AGARTALA – 799 046, TRIPURA

3. Special Terms & Conditions:

- 3.1 Acceptance of bid strictly depends on NIT's requirements, scope of hiring of vehicles and also as per terms & conditions etc. of the tender document.
- 3.2 The Contractor shall provide a car (Air Conditioned) with commercial permit & with driver on call basis to this office. The vehicles provided should fulfill all the conditions for running in Tripura state. The contractor has to ensure that the staff deployed by them is well-dressed in neat uniform and is punctual in his work and has a mobile phone. The staff deputed for work should not have any kind of criminal or adverse record and they should be well-behaved. The Institute it's rights to monitor, make surprise checks & verification on all aspect of the work and the service provider shall co-operated with the officials so authorized by the Institute and furnish to them all records and materials for inspection without demur. The contractor should arrange for proper cleanliness and hygiene of the vehicle including inter alia the provisioning of car perfume, tissue paper, hand towels etc. in the vehicle. The model of the vehicles provided shall not be more than 3 (three) years old from its manufacturing
- 3.3 If Vehicle/Transport Agencies have their own scheme for hiring of vehicles, if any, may be mentioned while quoting the rates. Such scheme should be in consistent with the terms and conditions specified in the bid document.
- 3.4 The bid should be sealed by the bidder duly super-scribed on the envelope "**Bid for Hiring of vehicles for NITA vide Enquiry No. F. NITA-72/(51-CCD)/CCD Transport/2019-20**". The bids shall be opened and evaluated by the competent committee / authority for recommendation of awarding engagement.
- 3.5 Bidders are required to upload a declaration on letter head stating that the bidder has not been black-listed by any Ministry/Department/Organization.
- 3.6 Bidders are requested to provide valid e-mail ID and phone number for further communication.
- 3.7 Bank A/C in the Exact Name of Bidder/Firm/Supplier with Name, A/C No., IFSC code must be furnished with technical bid.

 27-05-22.

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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA – 799 046, TRIPURA

ESSENTIAL REQUIREMENT FOR HIRING OF VEHICLES

Sl. no	Type of vehicle	Brand of vehicle	Colour of Vehicle	Detention Charge (@ Day) Rs.	Hiring cost per KM rate (with GST) (Rs.)		
					Petrol	Diesel	CNG
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							


Registrar 27-05-22

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA – 799 046, TRIPUR

Bid Securing Declaration Form

Date:.....

Tender Ref. No:

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)