

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUZ MARG, SECTOR-3, DWARKA,
NEW DELHI-110078.

NOTICE INVITING LIMITED TENDER

For Hiring of Vehicles

Sealed limited tenders in two bid form (Technical Bid and Financial Bid) are invited on behalf of Board of Governors, NSIT from reputed experienced agencies for Hiring of AC and Non AC light vehicles/Cars (Swift Dzire/Swift, Indigo, Etios etc. or equivalent vehicles) capable to carry at least three persons excluding driver.

Important Dates related to this Limited Tender enquiry are as under:

Start date of downloading of the tender form from NSIT website (www.nsit.ac.in):	05.11.2015
Last date and time for submission of bids	26.11.2015 at 3.00 P.M. Room No.007, Admn. Block, NSIT
Time and Date for opening of Technical Bid	26.11.2015 at 3.30 P.M. Room No.007, Admn. Block, NSIT
Time and Date for opening of Financial Bid for bidders, who qualify in Technical Bids	26.11.2015 after evaluation of Technical Bids Room No.007, Admn. Block, NSIT
Period	12 Months

The bid should be submitted in two bid system i.e. Technical Bid and Financial Bid in separate sealed covers/envelopes. EMD should be submitted along with the Technical Bid.

1. The vehicles i.e. A.C. and Non A.C. vehicles will be required to be used on day to day basis as per requirements.
2. The tender must be accompanied by an Earnest Money Deposit (EMD)/ Bid Security of Rs.5,000/- in the form of Demand Draft in favour of the Director, NSIT.

Eligibility criteria for agencies

1. The bidder must have the experience of at least one year in the field of hiring of light vehicles i.e. Taxi services in an organization of repute.
2. The bidder must have valid Permanent Account Number (PAN) issued by Income Tax Department.
3. The agency must own atleast one None A.C. vehicle and three AC vehicles with carrying capacity of 03 persons other than driver and not older than 05 years.

Terms and conditions for hiring of Bus

- 1) The vehicles to be provided should be manufactured in the year 2011 or any subsequent years and should be in perfect running condition full-filling the latest emission norms of Delhi.
- 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 drivers should possess valid commercial driving license issued by appropriate authority and should be well mannered/disciplined and adequately educated.
- 4) NSIT shall not be responsible for any damage to the vehicle in case of any accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, NSIT shall not be responsible for any third party claims.
- 5) NSIT is not responsible for any challan due to violation of Traffic Rules-caused by the driver.
- 6) The price quoted should be inclusive of all charges except Service Tax. Service Tax if applicable shall be paid extra on production of documentary evidence of remittance of the same by the service provider.
- 7) The calculation of mileage shall be from the reporting point (NSIT) to the relieving point (NSIT) and will not be calculated on garage to garage basis. The agency shall ensure that the odometer of car is properly sealed and that no tempering is done with a view to inflate distance traveled.
- 8) The authorized officer of this office may conduct surprise check of odometer of the car from any workshop and cost thereof will be borne by the agency in case the odometer is found to be defective/fast then a penalty of Rs.5000/- will be imposed.
- 9) 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.
- 10) The driver should be well conversant with all traffic signals, roads and routes of Delhi and NCR.
- 11) 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.
- 12) The agency shall provide the names and address of the drivers along with copy of their commercial driving license & police verification while submitting acceptance of offer.
- 13) 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 this office.
- 14) 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 this office.

- 15) The vehicles and drivers provided by the tenderer shall work under the overall supervision of the office of the NSIT..
- 16) Services for hiring of vehicles shall be based on as and when requirement.
- 17) The successful bidder has to deposit Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of the Director, NSIT towards Performance Guarantee within fifteen days after award of work.
- 18) If the vehicle is out of order and if 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, NSIT shall have a right to hire a vehicle from the market and additional cost increased by the office of the NSIT will be borne by the contractor.
- 19) In case of quality of service by the contracted agency found unsatisfactory, the Director, NSIT may terminate the contract agreement without giving any notice.
- 20) 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.
- 21) The contract may be extended for another six months/one year on mutual understanding in writing between NSIT and Contractor on the same terms & conditions.
- 22) PENALTY CLAUSE:
 - i) For non-providing of vehicle in time Rs.1000/- will be imposed per default.
 - ii) For misbehavior of the driver Rs.1000/- will be imposed per default.
 - iii) For not providing substitute vehicles Rs.1000/- will be imposed per default.
 - iv) For causing damage to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher per default.
 - v) In case the odometer is found to be defective/fast penalty of Rs.5000/- will be imposed per default.

PAYMENT TERMS:

1. The payment shall be made on submission of the bills (In triplicate) and copy of log book, duty slip duly verified by the officer using the vehicle, after the satisfactorily 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.
2. TDS under Section 194-C of Income Tax Act shall be deducted accordingly.

TECHNICAL BID
(Sealed Cover-I)

Documents to be part of Technical Bids:

1. Earnest Money Deposit (EMD)/Bid Security of Rs.5,000/- (Rupees Five Thousand only) in the form of Bank Draft in favour of the Director, NSIT.
2. Self attested copy of PAN issued by Income Tax Department.
3. Copy of Income Tax Returns for the last three years viz 2012-13, 2013-14 and 2014-15.
4. Self attested copy of Registration Certificates of vehicle(s) (not more than 5 years old as on 30.11.2015).
5. Declaration by the agency regarding acceptance of Terms & Conditions on stamp paper of Rs.10/- only.
6. Duly filled Annexure-I.

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

ANNEXURE-I

APPLICATION FORMAT

(Duly filled and signed format to be submitted with the technical bid)

1	Name of Bidder	
2.	Copy of PAN of Bidder	
3	Name of the Proprietor/Partner/Director/Authorized Person of the bidding agency.	
4	Address of Proprietor/Partner/Director/Authorized Person of the bidding agency.	
5	Telephone No.	
6	Mobile No.	

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

Signature of the Bidder _____

Name of the Signatory _____

Place:

Name of the Firm/Agency _____

Date:

Seal of the Firm/Agency _____

ANNEXURE-II

FINANCIAL BID

(To be submitted in separate sealed envelope-II)

Tender inviting authority: Board of Governors, NSIT

Name of work: Hiring of vehicle on Day to Day basis.

Schedule of Work:

S.No	Description	Qty.	Unit	Rate		Amount	
				A.C.	Non-A.C	A.C.	Non -A.C
01	Full day charges for 08 hours/80 Km	1	Nos.				
02	Half day charges for 04 hours/ 40 Km.	1	Nos.				
03	Charges of extra per kilometer beyond 40 Km./ 80 Km.	1	Nos.				
04	Charges of extra per hours beyond 04 Hrs./ 08 Hrs.	1	Nos.				

Note:-

- 1). In case same lowest rate is quoted by two or more agencies:-
 - a) the contract shall be awarded to the bidder owing comparatively new vehicles.
 - b) also on the basis of their ITRs for the last three years.
- 2). During the period of contract the rates will not be revised with the revision in fuel rates or any taxes by the Govt. of NCT of Delhi or the Govt. of India. The prospective bidder may quote the rates accordingly taking in to consideration of these aspects. No column should be left blank.
- 3). Rates quoted at S.No.01 will be considered for selection of L-1 criteria.

Date:
Place:

Name and signature of Authorized Person
with office seal