

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

NOTICE INVITING LIMITED TENDER

For Hiring of Vehicle (Bus)

Sealed limited tender 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 35 seater, non - A.C. bus.

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):	21.08.2015
Last date for submission of bids	27.08.2015 at 3.00 PM Room No.007, Admn. Block, NSIT
Time and Date for opening of Technical Bid	27.08.2015 at 3.30 PM Room No.007, Admn. Block, NSIT
Time and Date for opening of Financial Bid for bidders, who qualify in Technical Bids	27.08.2015 at 4.30 PM Room No.007, Admn. Block, NSIT
Period	6 Months

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

1. The vehicle i.e. Non A.C. Bus (35 seater) will be required to be used on day to day basis. The bus will not be older than 5 years.
2. The tender must be accompanied by an Earnest Money Deposit (EMD)/ Bid Security of Rs.30,000/- in the form of Bank Draft in favour of the Director, NSIT.

Eligibility criteria for agencies

1. The bidder should have the experience of at least three years in the field of transport services in school/colleges.
2. The bidder Firms/agency/company should have valid registration such as Permanent Account Number (PAN) of IT Department etc.
3. The agency should own atleast three Non A.C. buses of minimum 35 seats capacity not older than 5 years.

4. The bidder should submit a declaration with the Technical Bid to the effect that terms and conditions of the tender are duly accepted/signed with the stamp of the prospective bidder.
5. The agency or its representative should show the original certificates at the time of opening of Technical Bid.

Terms and conditions for hiring of Bus

Hiring of bus services for transportation of students/TRF's of B.E/M.Tech from Hostel accommodation (GH-4 & BH-5), Sector-09, Dwarka, New Delhi to NSIT campus Sector -3, Dwarka, New Delhi - 110078 and back on the following terms and conditions.

- 1) Normally the bus has to report at 7.00 A.M. at Hostel accommodation, Sector-9, Dwarka and shall be used till 7 P.M. in the evening, however on certain occasions there may be requirement of bus after 7 PM also, the bidder may quote his rate accordingly.
- 2) The bus may run upto 2500 km in a month approximately.
- 3) Normally the bus services are required 06 days a week, however on certain occasions there may be a requirement of bus for seventh day also, the bidder may quote his rate for such services required on off day.
- 4) The bus has to ply normally three trips in the morning and three trips in evening from Hostel to NSIT and back as per the directions of the Institute authorities.
- 5) The bus is Non A.C.
- 6) The maintenance and repair of the bus has to be born by the owner/contractor.
- 7) The payment shall be released in the IInd week of the next months on completion of monthly work and on verification of bills.
- 8) The vehicle and driver provided by the contractor shall work under the overall supervision of this Department. The driver and conductor shall be well disciplined and behaved with the students. As they are to carry female students also.
- 9) The driver and conductor should always be in a uniform during the duty time.
- 10) The contractor shall provide names, addresses of the drivers along with their driving licence number and copies within one week of the award of the work.
- 11) The contractor will have to provide the replacement of Drivers in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver who is not found competent or disciplined.
- 12) The contractor shall indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence by the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in providing the services or otherwise and against all claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
- 13) The vehicle provided by the contractor should bear commercial Registration Number and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial Heavy Motor Vehicle Driving Licence and Badge.
- 14) The contractor shall provide vehicles as per requirement of the Department.

- 15) The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission of the authority.
- 16) The vehicles provided by the contractor should be neat & clean and in good running conditions.
- 17) The seats of the bus should have the comfortable cushion and the glasses of the doors and windows should be intact.
- 18) In case of breakdown the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expenses of the contractor.
- 19) Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
- 20) Duties will be verified only for distance covered from IITD to NSIT campus & back or NSIT services only.
- 21) Duty Slips/Movement Slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.
- 22) The contractor will maintain separate log books for each vehicle which will also be verified/countersigned by the concerned officer.
- 23) Penalty clause:
 - i) For non-providing of vehicle in time Rs.200/- per hour a delay.
 - ii) For not providing substitute vehicles Rs.2000/- per default or actual hire charges from other sources, whichever is higher.
 - iii) On misbehavior by the staff (driver/conductor) Rs.500/- per default.
- 24) The contract may be extended for another six months on mutual understanding in writing between NSIT and Contractor on the same terms & conditions.

TECHNICAL BID
(Sealed Cover-I)

Documents to be part of Technical Bids:

1. Earnest Money Deposit (EMD)/Bid Security of Rs.30,000/- (Rupees Thirty Thousand only) in the form of Bank Draft in favour of the Director, NSIT.
2. The Registered Office of the Company/Firms/Agency should be located in Delhi (Attach Certificate).
3. Self attested copy of PAN card under Income Tax Act.
4. Performance Certificate from the school/college/educational Institution last served/serving.
5. Registration Certificate and fitness certificate of the buses in commercial capacity with transport authority Govt. of NCT of Delhi and should not be older than 5 (five) years.
6. Declaration by the agency regarding acceptance of Terms & Conditions on stamp paper of Rs.10/- only.
7. Duly filled Annexure-I.

ANNEXURE-I

APPLICATION FORMAT

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

1	Name of Firm/Company/Agency	
2.	Name of the Proprietor/Director of the Agency	
3	Address and identity proof of the proprietor, in the case of proprietorship Firm and incase of partnership firm copy of the partnership deed along with address and identity proof of partner.	
4	Name Designation Address Telephone No. of the authorized person to deal with	
5	Number of vehicles owned by the Bidder	
6	Number of years of experience (Not less than 3 years) in the school/college/educational Institution last served/serving.	
7	Name of the school/college/educational institution to whom similar services have been provided by the agency/firm during last three years. Please attach the job order/service certificate from Govt/Public School/College/Educational Institution.	
8	Permanent Account Number(PAN)	
9	Service Tax Registration 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 (35 seater bus) on Day to Day basis.

Schedule of Work:

S.No.	Description	Qty.	Unit	Rate	Amount
01	Hiring bus services for 6 days a week. Total mileage per month restricted to 2500 km. All complete as per terms & conditions attached and directions of Transport Officer, NSIT from time to time	6 Months	Each Month		
02	Extra for running the bus on 7 th day/off day/extra hours payment admissible only if overall mileage in a month exceeds the limit of 2500 km.				

Note:-

- 1). In case same lowest rate is quoted by two or more agencies, the contract shall be awarded to the bidder owing comparatively new buses.
- 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.

Date:
Place:

Name and signature of Authorized Person
with office seal