



OPEN TENDER NOTICE

Tender Notice No. : NITRR/2017/TS/1631

Dated: 04/10/2017

HIRING OF VEHICLES

National Institute of Technology Raipur invites sealed tender offers in prescribed documents from reputed 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	Mode of Hiring
1.	Indica or equivalent AC	BS-IV	1. Monthly Rental Basis 2. Daily Rental basis 3. Hourly Rental Basis
2.	Indigo/Dzire or equivalent AC	BS-IV	1. Monthly Rental Basis 2. Daily Rental basis 3. Hourly Rental Basis
3.	Innova / Scorpio or equivalent AC	BS-IV	1. Monthly Rental Basis 2. Daily Rental basis 3. Hourly Rental Basis
4.	Hyundai Verna / Honda City or equivalent AC	BS-IV	1. Monthly Rental Basis 2. Daily Rental basis 3. Hourly Rental Basis

Interested Firm/Agency having registered in Travels Business are requested to send their offer in Prescribed Form along with required documents in sealed envelope.

The complete Tender document along with terms & condition is available on NIT Raipur web-site <http://www.nitrr.ac.in> The tenderers can download the tender set from the institute web site.

Last date of submission of bids: 20/11/2017 upto 03.00 PM

Date of Opening of bids: 20/11/2017 at 03.30 PM

The sealed Tender duly super scribed “**TENDER FOR HIRING OF VEHICLES**” along with advertisement Notice No. in bold letters on the top of the envelope and should be addressed to Registrar National Institute of Technology Raipur, G. E. Road, Raipur (Chhattisgarh) 492010.

Application in the enclosed format should be dropped in the tender box (kept in Central Store) **latest by 03:00 PM on 20/11/2017**

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



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
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 sealed tender from Service provider(s), who are willing to provide Vehicle rental services:

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

Name of Client	From	To	Business Volume (Rs.)

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

Name of Client	From	To	Business Volume (Rs.)

14. Total Turn Over (Yearly) :

15. No. of Employee (s) :

16. No. of Offices/Branches :

and their locations

17. Details of EMD Attached :

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 tender should be accompanied by a Fixed Deposit/Demand Draft/Bank Guarantee of **Rs. 40000/- (Rupees Forty Thousand Only)** issued by a Nationalized Bank as EMD, in favour of "Director, National Institute of Technology, Raipur". Tenders not accompanied by EMD shall be summarily rejected. NIT Raipur shall not be liable to pay and refund any interest earned, if any, on the earnest money.
2. **At presently 02 Nos. of Vehicles (Indigo/Dzire or equivalent AC Car) will be hired on Monthly Basis and other vehicles may vary as per the requirement of the Institute.**
3. Applications received after the stipulated date and time shall not be accepted. NIT, RAIPUR shall not be responsible for any Postal delay.
4. Incomplete and conditional application shall be summarily rejected.
5. All the copies of documents enclosed must be attested by Authorized Signatory under the Company Seal.
6. 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.
7. Copies of PAN and Income Tax Returns filed for the last 3 years i.e. 2014-15, 2015-16 & 2016-17 and GST Registration Certificate along with GST Registration Number will have to be attached with the application. If any vendor isn't registered under service tax then he have to submit notarized affidavit on non-judicial stamp of 10/-.
8. 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.
9. 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.
10. The duration of the agreement shall be for a period of one year, extendable by another year at the discretion of NIT, RAIPUR, depending upon the quality of service provided, from the date of issue of the letter of contract.
11. 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.
12. The NIT, RAIPUR, may or may not order for services to the service providers during the period of contract.
13. All disputes related to contract or operation of the panel shall be subjected to the jurisdiction of courts at Raipur only.

14. 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.
15. 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/CNG expenses, any other incidental expenses on operations & maintenance of the hired vehicle would be borne by the firm.
16. The normal working hours will be **07 A.M. to 07 P.M.** The drivers deployed beyond normal duty hours should be compensated.
17. The Total Breakdown period excluding routine maintenance in a year should not exceed 12 days.
18. In case of Daily / Hourly hiring basis, the Service Provider should have 24X7 support of Booking / cancellation / rescheduling etc. as the case may be.
19. 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.
20. Services only in A/C vehicles shall be provided and all vehicles must be BS-IV Compliance. The Model of the Hired Vehicle should not be before 2015.
21. Vehicles provided should be commercially registered with the concerned authorities and should be covered under valid insurance cover.
22. 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.
23. 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.
24. 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.
25. Rates should be quoted as per the format enclosed.
26. The arrangement about car booking, such as Driver name, Vehicles Number and reporting time should be sent by SMS to the guests.
27. The services provider needs to meet/maintain time efficiency.
28. No change in the running rate per km. for Monthly / Daily / Hourly package will be allowed 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.

29. 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%.
30. 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 submitted to 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.
31. The firms should have at least 3 years of experience in the tour & travel business providing services in a reputed organization & experience certificate should be submitted.
32. 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.
33. 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 ` 500/- would be imposed for every such lapse.
34. NIT, RAIPUR may further negotiate the terms and conditions as well as the terms and conditions of the agreement to be signed with successful bidder(s). Acceptance of Financial Bids would be subject to outcome of commercial negotiation between the bidder and NIT, RAIPUR.
35. 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. 2014-15, 2015-16 & 2016-17.
4. Copy of Service Tax Returns filed for the last 3 years i.e. 2014-15, 2015-16 & 2016-17.
5. GST Registration Certificate.
6. Balance-sheet for last three years i.e. 2014-15, 2015-16 & 2016-17 (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. Authorization Letter in favor of authorized signatory.

Price for Hiring Vehicles on Monthly Rental Basis

S. No.	Type of Vehicle	Monthly Fixed Rent	Running Rate Per Km.
1.	Indica or equivalent (AC, BS-IV)		
2.	Indigo/Dezire or equivalent (AC, BS-IV)		
3.	Innova / Scorpio or equivalent (AC, BS-IV)		
4.	Hyundai Verna / Honda City or equivalent (AC, BS-IV)		

- 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)

(Signature of authorized person)

Full Name of Signatory:_____

Designation of Signatory:_____

Seal of the Agency/Firm

Place:_____

Date_____

ANNEXURE – II

Price for Hiring Vehicles on Daily Rental Basis

S. No.	Type of Vehicle	Daily Fixed Rent	Running Rate Per Km.	Over Time Per Hour	Night Hault Charges
1.	Indica or equivalent (AC, BS-IV)				
2.	Indigo / Dezire or equivalent (AC, BS-IV)				
3.	Innova / Scorpio or equivalent (AC, BS-IV)				
4.	Hyundai Verna / Honda City or equivalent (AC, BS-IV)				

- Rate should be quoted with Driver.
- Please certify that the above rates are exclusive of
 - e. Toll Tax
 - f. Parking Charges
 - g. Any Other Charges
 - h. 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 – III

Price for Hiring Vehicles on Hourly Rental Basis

S. No.	Type of Vehicle	Fixed Rent for 04 Working Hours Per Day	Running Rates Per Km.	Over Time Per Hour
1.	Indica or equivalent (AC, BS-IV)			
2.	Indigo/Dezire or equivalent (AC, BS-IV)			
3.	Innova / Scorpio or equivalent (AC, BS-IV)			
4.	Hyundai Verna / Honda City or equivalent (AC, BS-IV)			

- Rate should be quoted with Driver.
- Please certify that the above rates are exclusive of
 - i. Toll Tax
 - j. Parking Charges
 - k. Any Other Charges
 - l. 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_____