

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,
GUWAHATI CENTRE**

Tender No. 01/39/2018/GHY/P&A/3996

September 25, 2018

TENDER DOCUMENT

**Tender for Empanelment of Firms for Hiring of Vehicles for National Institute of Electronics &
Information Technology, NIELIT
Guwahati Centre**

ISSUED BY

**National Institute of Electronics & Information Technology (NIELIT)
Guwahati Centre**

(Vittiya Bhavan, Assam Financial Corporation Building, 1st & 2nd Floor, Md. Shah
Road, Paltan Bazar, Guwahati - 781008)

*(An Autonomous Scientific Society under Ministry of Electronics & Information Technology, MoE&IT,
Government of India)*

(Visit us at: www.nielit.gov.in/guwahati/tenders)

**Not Transferable
Price of the bid document – NIL**

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SECTION-I

(Tender No. 01/39/2018/GHY/P&A/3996)

**Tender for Empanelment of Firms for Hiring of Vehicles for National Institute of
Electronics & Information Technology, NIELIT
Guwahati Centre**

NOTICE INVITING TENDER

Office of Issue : NIELIT Guwahati Centre
Vittiya Bhavan, Assam Financial Corporation Building, 1st & 2nd
Floor, Md. Shah Road, Paltan Bazar, Guwahati - 781008

Tender No. : Tender No. 01/39/2018/GHY/P&A/
Date of issue of bid document: 25th September, 2018
Tender Forms Available From: The tender document can be downloaded from the website
www.nielit.gov.in or www.nielit.gov.in/guwahati/

Last date of Receipt of Tender Documents : 15th October, 2018 upto 12:00 Noon
Date of opening of Technical bid : 15th October, 2018 at 02:00 PM.

[If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on
next working day at 02:00 P.M.]

Date of Opening of Financial bid : To be notified later
Earnest Money : Rs. 10,000/-

Sealed tenders under two bid system i.e. “Technical Bid” & “Financial Bid” are invited from reputed firms for empanelment of firms for hiring of vehicle for use of its office of NIELIT Guwahati Centre including its Extension Centres located Tezpur, Dibrugarh, Kokrajhar, Silchar, Jorhat on need basis, for a period of one year. The details of the type of vehicles required are available in “**Types of vehicles**” in Section – III.

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscribed “**Technical Bid – Empanelment of Firms for Hiring of Vehicles**” and “**Financial Bid – Empanelment of Firms for Hiring of Vehicles**” respectively and both these sealed covers are to be put in a bigger envelop which should also be sealed and duly superscribed “**Tender for Empanelment of Firms for Hiring of Vehicles**”.

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

Bidders shall have to deposit bid security of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/online payment (proof of online payment to be submitted) drawn on any schedule bank in favor of “NIELIT Guwahati Centre” payable at Guwahati along with the bid.

Account Holder Name: NIELIT GUWAHATI
Bank Name: State Bank of India
Saving Bank A/C No: 30011246687
Branch Name: IIBM, Khanapara, Guwahati, Dist- Kamrup, 781006
IFS Code: SBIN0010669
MICR Code: 781002037

**Sd/-
Director**

SECTION - II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

National Institute of Electronics & Information Technology (NIELIT), an autonomous scientific society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India, intends to engage a reputed firm for a period of one year for hiring of vehicles for use of its Office on need basis (number of vehicles may vary as per the requirement) at Vittiya Bhavan, Assam Financial Corporation Building, 1st & 2nd Floor, Md. Shah Road, Paltan Bazar, Guwahati - 781008. The terms and conditions are described in “**Terms & Conditions Governing the Contract**” in Section–III. The details of the type of vehicles required are also available in “**Types of vehicles**” in Section – III.

2. BONAFIDE OFFERS

The Tenderer should be bonafide, which shall mean an entity:

- (a) Having Permanent Account Number.
- (b) Having GST.
- (c) Having required previous experience in providing taxi service for a minimum period of 02 (two) years in any Central/State Govt./ Public Sector Undertaking within the preceding five years;
- (d) Having a fleet of a minimum 04 (four) own taxis registered in the name of firm or agency or proprietor (in case of proprietary firm).
- (e) Meeting all other requisites laid down in this Section elsewhere.

3. TENDER DOCUMENT

The tender document consists of all documents listed at the page No. – 4 & 5 of this document. These must be submitted together in the manner indicated below (Section-III), failing which the tender is liable to be rejected. **Incomplete or conditional tender is also liable to be rejected.**

4. SUBMISSION OF TENDERS – TIME LIMIT/MODE

The tender documents duly completed should be submitted in **two separate parts**. The first part should be sealed in a separate envelope and superscripted as “Technical Bid - Empanelment of Firms for Hiring of Vehicles”. This should contain all the information which would enable NIELIT Guwahati Centre to decide on credentials of the tenderers for performing/doing the job besides EMD (para 7 of Section-III) and other documents listed below in para 4.1.1 and elsewhere in the Section. The second part will consist of the “Financial Bid - Empanelment of Firms for Hiring of Vehicles” and should be superscripted on the second envelope as such. Both the envelopes should be sealed in one envelope and duly superscripted as “Tender - Empanelment of Firms for Hiring of Vehicles” and addressed to the Director, NIELIT Guwahati Centre.

4.1.1 The following documents must be submitted in the Technical Bid:-Letter of Submission of tender.

- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft/online payment (proof to be enclosed in case of online payment) of Rs.10,000/- towards Earnest Money Deposit.
- Proof of registration of GST.

- Copy of PAN Card.
 - Documents indicating experience in providing taxi service for a minimum period of 02 (two) years in any Central/State Govt./ Public Sector Undertaking within the preceding five years.
 - Photocopy of registration certificate of Taxi permit as per Govt. Rules.
 - Copy of Registration certificates of minimum 04 (four) vehicles owned by the firm.
 - An affidavit to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
- 4.1.2 The schedule of rates given at Annexure-II, duly filled in and signed by the tenderer shall be submitted in the Financial Bid.
- 4.2 The tender document duly completed as described in para above must reach the designated address upto 12:00 Noon of 15th October, 2018 positively. Tenders received after the scheduled time and date i.e. 12:00 Noon of 15th October, 2018 will not be considered under any circumstances.
- 4.3 Sealed tenders shall be submitted either by post/with acknowledgement due or in person. Tenders by Telegram/Fax will not be considered.
- 4.4 All rates shall be quoted only on the proper form (Annexure-II) of the Schedule of Rates and each page of this schedule shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.
- 4.5 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-III “Terms & Conditions Governing the Contract”. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.
- 4.6 The tenderer will have to submit an analysis of rates if called upon to do so by NIELIT Guwahati Centre.
- 4.7 **NIELIT Guwahati Centre** reserves the right to:-
- Accept or reject any or all the Technical Bids without assigning any reasons.
 - Accept or reject any or all the Financial Bids irrespective of their being the lowest without assigning any reasons.
 - Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of NIELIT Guwahati Centre.
 - Disqualify the tenderers blacklisted by Central/State Govts/Public Sector Units or whose contracts have been terminated on account of poor performance.
 - NIELIT Guwahati Centre reserves the right to re-tender or modify the Terms & Conditions of the tender.
 - It also reserves the right to negotiate the rates with the lowest tenderer. i.e. L-I.
- 4.8 Tenderer shall not increase his/their quoted rates in case NIELIT Guwahati Centre negotiates for reduction of rates, such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates quoted will be binding on the tenderer.

- 4.9 Any variation, addition and/or omissions in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of work.
- 4.10 If more than one or improper rate is tendered, the tender is liable to be rejected summarily and will not be considered.
- 4.12 Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- 4.13 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer.

5. OPENING OF BIDS:

- 5.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend at 02:00 P.M. on due date. The bidder's representatives present at the time of opening of bid shall sign in an attendance register.
- 5.2 Only one representative of the respective bidder shall be authorized and permitted to attend the bid opening.
- 5.3 The Bidder's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.
- 5.4 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

6. STUDY OF LOCAL CONDITIONS

The tenderer is advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc.

7. VALIDITY OF OFFER

The tenderer will be required to keep the offer open for a period of 120 (One hundred twenty) days from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to NIELIT Guwahati Centre.

8. ACCEPTANCE OF TENDER

- 8.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of NIELIT Guwahati Centre, who does not bind himself to accept the lowest or any other tender, nor does he undertake to assign reasons for his decision in this matter.
- 8.2 All the tender documents submitted by a tenderer shall become the property of NIELIT Guwahati Centre and shall have no obligation to return the same to the tenderers.

- 8.3 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
- 8.4 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favorable for acceptance of his tender fraudulently, then NIELIT Guwahati Centre reserves the right to reject such tender at any stage of execution without any financial liability.

9. EXECUTION OF AGREEMENT

- 9.1 The tenderer whose tender is accepted shall be required to appear at the office of NIELIT Guwahati Centre in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and execute the Agreement within fifteen (15) days of the date of issue of communication from NIELIT Guwahati Centre and start the work from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.
- 9.2 The tenderer shall treat the contents of the tender documents as private and confidential.

10. POSTAL ADDRESS FOR COMMUNICATION

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.

**Sd/-
Director
NIELIT Guwahati Centre**

SECTION - III

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. PREAMBLE

The National Institute of Electronics and Information Technology (NIELIT), an autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology (MoE&IT), Govt. of India is mandated with carrying out HR development and related activities in the areas of Information, Electronics and Communications Technologies.

2. TERMS AND CONDITIONS

- 2.1 The vehicle provided should not be more than 02 (two) years old.
- 2.2 The vehicles provided should have latest safety features such as ABS, EBD and Air Bags, etc.
- 2.3 The vehicle should be kept neat and clean and in perfect running condition and should be provided with neat & clean seat covers/towels. NIELIT Guwahati Centre's decision about the condition of the vehicle will be final.
- 2.4 All the vehicles should have a valid permit and it should be registered in Taxi permit as per Govt. Rules.
- 2.5 **The driver and the vehicle should not be changed without prior permission of NIELIT Guwahati Centre.** If either the vehicle or the driver is not found to be suitable, then they shall be changed immediately on receiving a request from NIELIT Guwahati Centre to that effect. If three written complaints are received against the driver or vehicle from any officer/staff, then NIELIT Guwahati Centre would have a right to hire a vehicle from the market for that officer and the additional cost incurred by NIELIT Guwahati Centre will be borne by the Contractor.
- 2.6 The drivers deployed should hold a valid driving license in appropriate category according to vehicle hired (minimum MMV), should be well behaved, reasonably educated, conversant with traffic rules/regulations, mechanicals of vehicles and should have good knowledge of the Guwahati city roads/routes in particular and Assam & NE Region in general. They should also be conversant with security instructions.
- 2.7 The driver should have atleast 02 (two) years of immediate experience in driving of vehicles of SUV (Bolero, Scorpio, Innova, etc.) and must have served with Senior Officers of Govt./reputed Private organizations/personalities. The Police Verification of the driver should have been done by the Agency.
- 2.8 The drivers must observe all the etiquette and protocol while performing the duty. The drivers must be neatly dressed, should wear proper clothing/ uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by NIELIT Guwahati Centre. The driver, while keeping & maintaining the car neat and clean everyday by proper washing etc., must also perform duties of loading and unloading of bags/package/luggage that are required to accompany the officials/travelers travelling in the vehicle.

- 2.9 Under no case, drivers are allowed to take on any passengers other than the Officers/officials of NIELIT Guwahati Centre during the hours of duty.
- 2.10 The transport operator and driver shall be bound to carry out the instructions of the NIELIT Guwahati Centre as well as of the officers assigned to the vehicle.
- 2.11 In case of any accident, all the claims arising out of it shall be met by the Contractor.
- 2.12 A record indicating time and mileage for each vehicle shall be maintained for vehicles hired.
- 2.13 Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances.
- 2.14 The time and distance in respect of vehicles hired will commence and terminate from the time & place of reporting to the time & place of release.** For this purpose, the kilometer reading as well as the time will be recorded by the officer in the duty slip at the time of reporting and releasing the vehicle. The distance covered in each way from garage to place of reporting will be allowed on actual basis or 5 KMs whichever is less.
- 2.15 The KMs not used shall be carried over to the subsequent hirings and extra KMs if any travelled during these hirings will be adjusted against these unused KMs from the monthly bills raised.

3. TYPES OF VEHICLE

- 3.1 Under normal circumstances, the following type of vehicle will be hired
 - i. Sub-4 metre Sedan like DZire, Xcent, Amaze, Tigor, etc.
 - ii. SUV's like Scorpio, Innova, Tata Safari, etc.
 - iii. MUV's like Tata Sumo, Bolero, etc.
 - iv. Mini Buses like
 - a. 16/18 seater A/C buses.
 - b. 32 seater A/C buses

However, on special circumstances, other types of vehicles will be hired. The bidders are, therefore, advised to quote for other vehicles also, if available.

4. ESCALATION/DE-ESCALATION CLAUSE

During the validity of the Contract, if there is any increase in the cost of spare parts, tyre, lubricant, etc., no increase in the rates will be demanded/ entertained. However, if there an increase/decrease in the price of Diesel/Petrol by Rs.2.00 per litre (one time/cumulative increase/decrease), the effective rate of escalation/de-escalation will be @ 1% from the ensuing month on the bill amount (as per the approved rates) for the contracted monthly km/hrs or actual km/hrs whichever is more.

5. DEFICIENCY CHARGES

- 5.1 In case of delay in reporting of vehicle at specified time and place by less than 30 minutes from the specified time, a penalty of Rs.100/- and for delay of more than 30 minutes, a penalty of Rs.300/- will be levied for each day.

- 5.2 In case the Contractor is not able to provide vehicle at specified time and place **an amount equivalent to one days hiring charge will be deducted from the monthly bill for each day of non-reporting.** In addition, a penalty of Rs.500/- will be levied for each day of non-reporting.
- 5.3 In case of break down, if the Contractor is not able to arrange back up vehicle within 30 minutes of such breakdown a penalty of Rs.500/- will be levied in addition to non-payment for that duty.

6. PAYMENT CONDITIONS

- 6.1 The Contractor will produce monthly bills along with log sheet/duty slips in original for release of payment after verification.
- 6.2 TDS and all other taxes will be deducted as per applicable rules.

7. DURATION OF CONTRACT

- 7.1 *At the initial stage, the contract shall be awarded for a period for one year from the date of commencement of the Agreement. **NIELIT Guwahati Centre will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of NIELIT Guwahati Centre.***
- 7.2 However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

8. EARNEST MONEY

- 8.1 The tenderer will be required to deposit a sum of Rs.10,000/- (Rupees Ten Thousand only) as earnest money along with tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to NIELIT Guwahati Centre. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by NIELIT Guwahati Centre.
- 8.2 The deposit as referred to under para 8.1 above shall be made by Pay Order or Demand Draft or online payment (proof of online payment to be submitted) made in favour of "NIELIT Guwahati Centre" payable at Guwahati and valid for a minimum period of three months after the date of issue.

9. PERFORMANCE SECURITY

- 9.1 The successful tenderer whose rates are finally accepted shall furnish performance security of an amount of Rs.20,000/- (Rupees Twenty Thousand only) within 7 days from the date of the communication of award of contract by way of Account Payee Demand Draft or Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank made in favour of "NIELIT Guwahati Centre". No interest will be paid on the performance security.
- 9.2 In case the successful tenderer declines or fails to furnish the performance security, the entire amount of Rs.10,000/- of EMD will be forfeited.

10. NIELIT Guwahati Centre reserves the right to terminate the Agreement at any time without assigning any reason/notice.

11. CRITERIA FOR EVALUATION OF BIDS:

11.1 Technical Bid:- The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria :-

- Letter of Submission of tender;
- The tender document with all pages duly signed with official seal.
- Copy of Income tax PAN Card.
- Copy of registration of GST.
- Experience certificate for 02 (two) years with copies of documents indicating the previous/ongoing contracts during the last 05 (five) years.
- Earnest Money Deposit of Rs.10,000/- in form of bank draft/online deposit/ pay order.
- Photocopies of the Registration Certificates of at least 04 (four) vehicles owned by the firm.
- An affidavit to the effect that the tenderer has not been blacklisted by Central / State Govt./ Public Sector Units or its contracts have not been terminated on account of poor performance.

11.2. Financial Bid:-

The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. **The financial bids will be evaluated for the each vehicles type as under:-**

- i) Monthly Rate (2000 Km/250 Hrs) : Rs. _____.
- ii) Per day basis Rate (80 Km/10 Hrs) :
 - a) Within City : Rs. _____.
 - b) Outstation : Rs. _____.
- iii) Charges for Extra per km :
 - a) Within City : Rs. _____.
 - b) Outstation : Rs. _____.
- iv) Charges for Extra Hr.: Rs. _____.
 - a) Within City : Rs. _____.
 - b) Outstation : Rs. _____.
- v) Half day basis Rate (40 Km/5 Hrs) : Rs. _____.
- vi) Pick up and drop from Airport to anyplace and vice versa:
 - a) Per Km : Rs. _____.
 - b) Per Hr : Rs. _____.
- vii) Driver/other charges in case of outstation: Rs. _____.

12. Force Majeure

12.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of happenings of any such event is given by the firm to NIELIT Guwahati Centre within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations

under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of NIELIT Guwahati Centre as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

12.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Agreement.

13. Laws governing Agreement

The Agreement entered into between NIELIT Guwahati Centre and the firm shall be governed by the laws of India for the time being in force.

14. Jurisdiction of courts

The court of the place where the Agreement is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement.

15. Arbitration

In the event of any dispute arising between NIELIT Guwahati Centre and the firm in any matter covered under this Agreement or arising directly or indirectly there from or connected or concerned with the said Agreement in any manner of its implementation of any terms and conditions of the said Agreement, the matter shall be referred to the Director, NIELIT Guwahati Centre who may himself act as sole arbitrator or may nominate an officer of NIELIT as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of NIELIT as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at Guwahati. The language of arbitration shall be in English only.

16. GENERAL

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Director, NIELIT Guwahati Centre, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.

**Sd/-
Director
NIELIT Guwahati Centre**

The scope of work and all terms and conditions listed from para 1 to 16 along with their sub-para have been read carefully, understood and accepted.

**Signature with Stamp
of the tenderer**

LETTER OF SUBMISSION OF TENDER
(TO BE PRINTED ON THE COMPANY'S LETTER HAED)

ANNEXURE - I

To,

The Director
National Institute of Electronics and Information Technology
Vittiya Bhavan, Assam Financial Corporation Building,
1st & 2nd Floor, Md. Shah Road, Paltan Bazar, Guwahati – 781008

SUB: TENDER FOR EMPANELMENT OF FIRMS FOR HIRING OF VEHICLES.

Dear Sir,

Subject to the conditions given in the tender documents for the above-mentioned contract, I/We hereby tender for the contract for working as Contractor for NIELIT Guwahati Centre for its office at the rates specified in the SOR (Annexure – II) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

2. The following certificates/documents are enclosed herewith:-
 - 2.1 Experience certificate showing the experience in the work tendered for/trade for a minimum period of 02 (two) years in any Central/State Govt./ Public Sector Undertaking within the preceding 05 (five) years.
 - 2.2 Copy of Registration of GST.
 - 2.3 Copy of Income Tax PAN Card.
 - 2.4 Photocopy of the Registration Certificate of 04 (four) vehicles owned by the firm.
 - 2.5 A sum of Rs.10,000/- (Rupees Ten Thousand only) towards earnest money in the form of pay order/demand draft/online payment (proof to be enclosed) No. _____ dated _____ drawn on the bank/branch _____ in favour of "NIELIT Guwahati Centre", payable at Guwahati.
 - 2.6 An affidavit to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
 - 2.7 The SOR duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened subsequently only if my/our prequalified bid is accepted by NIELIT Guwahati Centre.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer/(s)

Name : _____

Mobile/Tel No. : _____

Designation : _____

Address : _____

(To be kept in a separate envelop)

ANNEXURE – II SCHEDULE OF RATES TO BE QUOTED FOR HIRING OF VEHICLES

- i) Type of Vehicle:
- a) Sub-4 metre Sedan like **DZire/ Xcent /Amaze/ Tigor, etc.**
 - b) SUV's like Scorpio, Innova, Tata Safari, etc.
 - c) MUV's like Tata Sumo, Bolero, etc.
 - d) Mini Buses like 16/18 seater A/C buses, 32 seater A/C buses

Sl. No.	Description	Amount (Rs.)				
		Sub-4 metre	SUV's	MUV's	Mini A/C Buses	
					16/18 Seater	32 Seater
1.	Monthly Rates (2000 Km/250 Hours)					
2.	Per Day Rate (80 Kms/10 Hours)					
	a) Within City					
	b) Outstation					
3.	Charges for Extra per Km					
	a) Within City					
	b) Outstation					
4.	Charges for Extra per Hr					
	a) Within City					
	b) Outstation					
5.	Half Day Rate (40 KM/5 Hours)					
6.	Pick up and drop from Airport to any place and vice versa.					
	a) Per Km					
	b) Per Hr					
7.	Driver/other charges in case of outstation					

*** Please enclose a separate sheet for rates quoted for other vehicles, if any.**

Taxes such as Service Tax, etc. which will be payable by NIELIT Guwahati Centre should be clearly spelt out by the Tenderers.

- i. _____
- ii. _____
- iii. _____

Signature with stamp of the Authorised signatory

Name : _____

Mobile/Tel No.: _____

Designation : _____

Address : _____

ANNEXURE - III

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender for hiring of vehicles. The documents are to be submitted in descending order.

Sl. No	Documents	Page No.
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft of Rs.10,000/- towards Earnest Money Deposit.	
4.	Proof of registration of GST.	
5.	Proof of PAN-Card	
6.	Experience certificate showing the experience in the work tendered for/trade for a minimum period of 02 (two) years in any Central/ State Govt. or Public Sector Undertaking within the preceding 05 (five) years.	
7.	An affidavit to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.	
8.	Photocopy of registration certificate of Taxi permit as per Govt. Rules.	
9.	Photocopy of registration certificate of 04 (four) vehicles owned by the firm or agency or proprietor (in case of proprietary firm)	
10.	Any other document (s) [Please specify]	
11.	Schedule of Rates (as per Annexure-II) in a separate sealed envelope)	

Bidders to ensure

- A. That all pages have been stamped and signed by the authorized person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).