

**National Institute of Electronics and Information Technology
(NIELIT), Kohima Centre
An Autonomous Scientific Body of Ministry of Electronics and IT, Govt. of
India,
New High Court Road, Meriema, Kohima Nagaland 797001**

SHORT-TERM TENDER NOTICE

Ref: NIELIT/KMA/01/07/04-ADMN

Dated, 1st Oct 2018

Sub:- Tender Notice for providing vehicle service to NIELIT Kohima

Sealed tender are invited from interested firm/individual to provide SUV vehicle (Duster/Terrano/Creta/ Innova to NIELIT kohima on contract basis. Following are the terms and conditions.

1. The rate quotation should be addressed to the Director, NIELIT, Kohima Centre.
2. The price quoted should be firm and F.O.R. NIELIT, Kohima Centre.
3. The envelope containing the bids should be in sealed cover and must be marked "Quotation for providing of vehicle service “.
4. Interested firm/individual must submit the details and quote the most competitive price in the Performa enclosed at Appendix-I
5. The Sealed Quotations must reach NIELIT office on or before 9th Oct 2018 before 12:00 Noon. And will open the same day at 1:00 pm.in the presence of any bidder if present
6. The successful bidder must provide the vehicle to NIELIT kohima within 10 days from the date of issue of the contract order
7. The tenderer will be required to furnish interest free earnest money worth Rs. 5000/- (Rupees- Five Thousand) in the form of crossed Demand Draft/Bankers Cheque in favour of 'Director NIELIT Kohima' payable at Kohima from any nationalized scheduled bank. EMD will be returned to successful bidder once vehicle is provided to NIELIT kohima. In case, bidder fails to provide the vehicle within stipulated time, EDM will be forfeited. EMD of Unsuccessful bidders will be returned immediately after contract order is issued to the successful bidder
8. Quotation without Earnest money will not be entertained
9. Successful bidder will have to arrange latest model [not older than year 2014] vehicle to ensure that the vehicle provided are in good condition.

10. The vehicle provided must have up-to-date tax payment and the vehicle must have comprehensive insurance coverage, the policy of which should be renewed at owners cost in due time.
11. The vehicle must be available to NIELIT Kohima 24x7, Driver will be provided by NIELIT Kohima
12. NIELIT Kohima will bear the fuel expenses. Minor maintenance (changing of minor parts, Servicing etc.) will be borne by NIELIT, Kohima. However, any major repair (engine breakdown etc.) will be borne by the bidder
13. The monthly rental will be directly deposited into the account of the bidder
14. The rates quoted by the successful bidder will remain valid for a period of one year from the date of award of contract and can be extended for further period on mutual consent.
15. The contract will be for one year. The contract can be terminated at any time without assigning any reason by giving a notice period of one month by either party.
16. NIELIT, Kohima Centre does not bind itself to accept the lowest or any such quotation and has the right to accept or reject the whole or any part of the tender without assigning any reasons. No correspondence in case of rejected tenders will be entertained. Incomplete quotations are liable to be rejected. Non-compliance of the above terms and conditions will render the tender liable for rejection.
17. All questions, disputes or differences arising under and out of or in connection with the contract that require conclusions shall be referred to the sole arbitrator appointed by the Director, NIELIT, Kohima Centre.
18. NIELIT, Kohima, reserves the right to accept or reject any bid without assigning any reason whatsoever.

Appendix-I

PERFORMA FOR FURNISHING DETAILS

Name:

Address:

Contact No:

Email:

SL No	Type of Vehicle	Model /year /Kms run	Monthly rental rate In Rs.

Declaration

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with each page signed, in token of acceptance of the Terms and Conditions, is enclosed.

Dated:

Name & Signature