

**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, 25th November 2022

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

A sealed tender is invited from interested firm/individuals to provide SUV vehicles (Bolero/ Scorpio/ Duster/ Terrano/ Innova/ or other similar vehicles) to NIELIT Kohima on a 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 a sealed cover and must be marked **"Quotation for providing vehicle service"**.
4. Interested firm/individuals must submit the details and quote the most competitive price in the performa enclosed at Appendix-I.
5. The Sealed Quotations must reach the NIELIT office on or before 1st December 2022 before 12:00 Noon. **The bid will be opened on the same day at 1:00 pm.**
6. The successful bidder must provide the vehicle to NIELIT Kohima within 5 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 only) through RTGS/ online payment/ 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. EMD Payment receipt must be submitted along with the Quotation without which tender will be rejected
9. The Vehicle offered should be registered in the State of Nagaland.
10. The Vehicle that is proposed to be provided must not have run more than 40000 KM.
11. After opening a tender and before issuing the work order, bidder L1 will be asked to bring it to NIELIT Kohima for inspection by the technical committee. If the vehicle is found unsatisfactory and not as per the specification submitted by the bidder in the tender document, the tender will be rejected. The next chance will be given to the L2 bidder at the same rate as quoted by the L1 bidder.
12. The vehicle will be accepted only on the condition that the odometer is sealed.
13. 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 the owner's cost in due time.
14. The vehicle must be available to NIELIT Kohima 24x7, Driver will be provided by NIELIT Kohima.
15. 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.
16. Payment will be made on monthly basis and will be directly deposited into the account of the bidder.
17. NIELIT, Kohima reserves the right to modify, postpone, disqualify the bidder or cancel the tender process at any time/stage without any notice and without assigning any reason thereof.
18. 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.
19. 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.
20. 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.

21. In case of any disputes or differences arising under and out of or in connection with the contract that requires conclusions, the decision of the Director, NIELIT, Kohima Centre shall be final and binding
22. NIELIT, Kohima, reserves the right to accept or reject any bid without assigning any reason whatsoever.

PERFORMA FOR FURNISHING DETAILS

Name:

Address:

Contact No:

Email:

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

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