



**National Institute of Electronics and Information
Technology
(NIELIT), Agartala Centre**
Department of Electronics and Information Technology,
MOCIT, Govt. of India,
Directorate of Information Technology Campus, ITI Road,
Indranagar, Agartala-799006, West Tripura. Tel-0381-
2350010

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Tender Ref. No.: NIELIT/AGT/Adm-21/Hiring Vehicle/2010

Dated 16/12/2015

NAME OF THE WORK

Hiring of Bus for NIELIT
Agartala Centre.

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**National Institute of Electronics and Information
Technology (NIELIT), Agartala Centre**

Brief Information about the Tender

Tender Ref. No.: NIELIT/AGT/Adm-21/Hiring Vehicle/2010 **Dated** 16/12/2015

NAME OF THE WORK Hiring of Bus for NIELIT
Agartala Centre.

PLACE OF THE WORK **NIELIT Agartala Centre,**
Opposite NEEPCO
R.K.Nagar, Khayerpur
Agartala-799008, Tripura
West.

TIME OF COMMENCEMENT OF SERVICE **Within 7 days from the
date of issue of work order**

DATE OF ISSUE OF TENDER PAPERS **(11 AM) 16th Dec. 2015**

TENDERS TO BE SUBMITTED AT **NIELIT Agartala Centre,**
Directorate of Information
Technology (DIT) Campus,
ITI Road, Indranagar,
Agartala-799006, Tripura
West.

**LAST DATE OF
SUBMISSION OF TENDER DOCUMENT** **(1 PM) 31st Dec, 2015**

DATE & TIME OF OPENNING TENDER **(5 PM) 31st Dec, 2015**

EARNEST MONEY DEPOSIT **Rs. 10,000/- (Rupees Ten
Thousand only)**

COST OF TENDER DOCUMENTS **Rs. 1,000/- (Rupees One
Thousand only) in favour
of 'NIELIT Agartala
Centre' payable at
Agartala.**

**Director In-charge
NIELIT Agartala Centre**



**National Institute of Electronics and Information
Technology (NIELIT), Agartala Centre**

In Firms Letter Head

Letter of Acceptance to be submitted in the Technical Bid

To

The Director-in-Charge,
NIELIT Agartala Centre,
Directorate of IT Campus, ITI Road,
Indranagar, Agartala – 799006, Tripura West

Sub: **Acceptance of Terms & Conditions of Tender.**

Ref: **Tender Ref. No.:** NIELIT/AGT/Adm-21/Hiring Vehicle/2010 **Dated** 16/12/2015

Sir,

Having Examined in details of the tender documents relating to the work and having acquired all the requisite information affecting the tender invited by you, I/We here by agree to all terms and conditions of the contract [as laid down in tender document(s)]. I/We also agree that the period term(s) and condition(s), if any, at back of our quotation form and / or any other paper enclosed are not applicable.

I/We undertake to complete the whole work(s) within the period specified in the tender. In this connection I/ we are providing herewith the following information.

1. Proof of Address of the firm and its service station.
2. Annual Turnover of the last financial year :
(Copies of Balance Sheet & Income Tax Clearance & return enclosed)
3. In case Bidder is an Authorised Service Provider,
 - a. Authorization Certificate from parent company authorising participation in the tender.
 - b. Letter of Confirmation from parent company for providing direct service.
4. List of clients at different states of N/E regions for the last 3 (three) years along with copies of relevant Work Order.
5. Details of EMD paid Amount Rs..... (Rupees..... only) DD/BC
No, dated..... Bank & Branch
.....
6. Details of tender fee paid Amount Rs. 1000/- (Rupees one thousand only) DD/BC/Receipt
No, dated BankBranch
7. VAT Registration No..... Service Tax Regd. No. PAN (Copies
Enclosed)
8. Affidavit/Power of Attorney stating the capacity & Authority of the person signing on behalf of the firm.
9. Declaration that the firm has not been banned or de-listed by any Govt or Quasi Govt. Agency or Public Sector Undertaking.
10. Technical Bid format as per **Annexure-II**
11. Commercial Bid format as per **Annexure-III**
12. Any other relevant Documents (please specify).

**Signature with Seal
(Name & Designation in Block Letters)**



**National Institute of Electronics and Information
Technology (NIELIT), Agartala Centre**

INSTRUCTION REGARDING TENDER

Note: Bidders are requested to note that noncompliance of the following instructions are liable to render their tender being rejected.

1. Bidders should put their endorsement (signature & seal) on each page of the tender documents as token of acceptance.
2. Bidders should provide documentary evidence of their experience in similar work and value in India preferably in the state of Tripura for the last 3 (three) years.
3. The bidder should make no alterations and/ or addition to the tender papers. Only typed quotation will be accepted.
4. Bidders should not sublet/delegate the whole or part of the work. Non-refundable Tender Fee of **Rs. 1,000/- (Rupees One thousand only)** should be placed in the technical bid envelope in the form of DD/BC drawn in any nationalized bank in favour of **NIELIT Agartala Centre**, payable at **Agartala**.
5. The bidders will be required to furnish the interest free earnest money worth **Rs. 10,000/- (Rupees Ten Thousand only)** to be placed in the technical bid envelope in the form of FDR/DD/BC drawn in any nationalized bank in favour of **NIELIT Agartala Centre**, payable at **Agartala**. Without the Earnest Money the tender will be summarily rejected. The EMD of successful bidder will be kept as Security Deposit till total service is executed. EMD of the unsuccessful bidders will be returned on request after finalisation of the tender and acceptance of work order by the successful bidder.
6. The reference no. and date of this tender notice & EMD details should be superscribed on the sealed tender envelope. Technical & Commercial bid duly signed by the authorised signatory should be submitted in **separate sealed envelope** & both should be placed in one sealed envelope. EMD should be placed in the technical bid envelope, failing which the same will be summarily rejected. Commercial bids of only those vendors shall be opened which are found to be technically acceptable.
7. Items are to be quoted in Indian Rupees only.
8. No. Quotation will be accepted by fax, email, telax, or any other such means.
9. Acceptance should be as per enclosed format without any alterations.
10. All rates quoted will be considered to be inclusive of all taxes and freights and installation charges- **F.O.R. NIELIT Agartala Centre** site Directorate of Information Technology Campus, ITI Road, Indranagar, Agartala-799006, Tripura West even if stated otherwise. Details of the Taxes as applicable should be mentioned in the quotation clearly. In case of any ambiguity the same will be considered inclusive all.
11. The quoted rates shall have to be valid for a period of minimum 6 (six) months from the date of opening of the tender.
12. Bidders should submit all supporting documents in favour of information submitted in the tender. Further copy of all statutory licences and documents like PAN, VAT, Service Tax (if ST is charged), etc should be enclosed. All documents submitted should be serially numbered.
13. NIELIT Agartala Centre shall be under no obligation to accept the lowest quotation. Further the Director-in-Charge of NIELIT Agartala Centre reserves the right to reject all or any of the tenders without assigning any reasons, if any discrepancy is found in the bids.
14. The Specification of bus route are placed at **Annexure-I**.

**Director In-charge
NIELIT Agartala Centre**



**National Institute of Electronics and Information
Technology (NIELIT), Agartala Centre**

GENERAL TERMS AND CONDITIONS OF CONTRACT

Sealed tenders/quotations are invited from individuals or transporters for hiring of bus for an initial period of **One year** which may be extended for another one year on the same rates/mutually agreed, terms and conditions. The detailed terms & conditions for hiring of vehicles are as under:-

1. Scope of work:

The permanent campus of NIELIT Agartala Centre is located at R.K.Nagar, Khayerpur, opposite to NEEPCO. In order to meet out its requirements of transportation for student and staff one bus is required for the following routes:-

1. To & fro journey starting from GB Bazar to NIELIT Agartala Centre via tentative route as defined in annexure-I for staff & students

2. Frequent journey to & fro from NIELIT Agartala Centre to Khayerpur via Banikya Chowmuhani during office hours. Frequency of such journey be decided later on.

- a) The interested parties/bidders who are having vehicle of 2013 models or after may submit their bids.
- b) **The tender form can be downloaded from the website www.agartala.nielit.gov.in and tender cost should be submitted by D.D. with earnest money along with tender documents duly signed in original for necessary acceptance on each and every page.**

2. The quoted rate shall be inclusive of fuel charges, service tax, passenger tax, excise tax as per institute code, comprehensive insurance Coverage, driver salary, road tax, registration charges, charges towards road permit, passenger tax of Tripura State & all other taxes imposed by Governments from time to time and operation & maintenance charges of vehicle.

3. Vehicle must be registered as per institute code with Transport Authority, if required. Expenditure towards registration of vehicle and passenger/goods tax with State Government Transport Authority shall be borne/ settled by the owner of the vehicle. Vehicle owner will deposit all type of taxes related with permit etc. However, passenger tax as per the passenger act, Goods Tax Act outside the state of Tripura will be reimbursed to the vehicle owner as per actual on production of documentary evidence duly verified by the institute authority if and when the vehicle is utilized for.

4. The offer shall remain valid for 30 days after the date of opening of bid.

5. Quoted price for hiring of vehicle shall remain firm during the period of contract.

6. Submission of Bills: Bills in triplicate, together with photocopy of log book shall be submitted once in a month in the 1st week of succeeding calendar month to the authorized person of the institute for convenience of timely payment.

7. Owner at his own cost shall provide efficient driver for the vehicle and conductor for Buses with valid licenses & having own mobile phones. The credentials of the driver & conductor shall be verified by the contractor. The salary/ wages etc. of driver & conductor shall be paid by the owner of the vehicle. However, no extra amount for mobile phone shall be paid by the institute authority.

8. In case the services of hired driver & conductor is utilized by the owner of the vehicle then he/she shall ensure to the satisfaction of the institute authority that minimum wages as applicable to the driver

& conductor in the state of Tripura are paid by the owner of the vehicle and labour laws shall be followed

9. The driver & conductor employed should be dressed properly & free from infectious diseases.

10. If the driver's & conductor's behaviour is found to be objectionable, he/she should be replaced with a new staff within 24 hours, failing which penalty will be imposed.

11. The driver of the vehicle shall keep all the valid license, up to date tax payment certificates, receipt of pollution control certificate, Insurance & any other required documents up to date in his custody.

12. The bidder shall submit the photocopy of the following documents at the time of submitting tenders:

- a) Registration certificate of the vehicle along with road tax payment proof.
- b) Insurance covers Note (comprehensive policy)
- c) Valid permits along with paid passenger tax documents. However original documents shall be returned to the owner after verification.
- d) Valid driving license of the driver.

13. Contract Period: Initially the vehicle will be hired for a period of one year. It may be extended further for a period of one year on the same terms & conditions, subject to the requirement of the institute if performance of the vehicle is found satisfactory during first one year.

14. Termination of Contract: The institute authority reserves the right to terminate the contract at any time or at any stage during the period of contract by giving 30 days' notice. If vehicle owner is interested to withdraw his vehicle, owner shall have to inform this office at least 60 days in advance in writing, otherwise Security will be forfeited.

15. Insurance Coverage: Insurance policy as per statutory requirement shall be taken by the vehicle owner so as to cover all types of risk and also to cover driver, number of the passengers as per institute code. The owner shall also take other necessary insurance coverage as per the Motor Vehicle Act at his/her own cost.

16. Terms of payment: Payment shall be made within 15 (fifteen) days after submission of the bills along with log book duly completed in all respects. Income tax, and other taxes, as applicable shall be deducted at source from the monthly payment as per prevailing rates. However, necessary deduction certificate shall be issued at the end of each financial year/quarterly.

17. Expenses towards fuel charges, servicing charges, engine oil changing and other repairs and maintenance work, will have to be borne by the vehicle owner, and will ensure periodic maintenance as per maintenance manual. The owner shall keep the vehicle in perfect running condition. He/She shall carry the servicing and repairing immediately on intimation to the institute authority.

18. The vehicle shall be provided with Stepney, Tools, Spares, First Aid Boxes and Consumables in order to rectify minor repairs while traveling as per institute code.

19. The owner will be responsible for parking of the vehicle during night. The Institute have no objection if the vehicle(s) is(are) parked in the Institute premises at owner's risk.

20. The owner shall provide immediately with another suitable vehicle in running condition in case the regular vehicle deployed is under break down otherwise the double rate deduction shall be made towards the hiring charges paid by the institute on account of absence of the vehicle.

21. In the event of theft, loss or accident and any dispute, the institute authority will not be responsible and vehicle owner will settle the claims himself/herself with any authority.

22. Owner shall be responsible for obtaining clearance of state administration wherever necessary for placing the vehicle at the disposal of the institute for commercial use.

23. Other similar formalities that may be statutorily required in terms of Indian Motor vehicle Act, Institute code or any other relevant government provisions will also be the responsibility of the owner.
24. The Officer-in-charge for the vehicle shall be nominated by Director-in-Charge, NIELIT Agartala Centre.
25. Arbitration: For all differences and disputes relating to the specifications, instructions or the executive or failure to execute the same whether arising during the hiring period of vehicle or on completion, Director-in-Charge, NIELIT Agartala Centre shall act as sole arbitrator and proceeding shall be conducted in accordance with the provision of the Arbitration and conciliation Act 1996 or amendment thereof if any.
26. During the contract period if vehicle is seized/ detained impounded by police/ transport authority or any other authority for any reason, what so ever, it shall be the sole responsibility of the contractor. The contractor shall provide alternate vehicle immediately.
27. The contractor shall be an independent entity engaged to produce the required result and compliance with all law and regulations applicable in this behalf and also keep institute authority and its officers indemnified for any breach or default.
28. The contractor shall have to adhere to the rules and regulations enforced by the state of Tripura regarding running of institute buses such as qualification of drivers, conductors, colour code if necessary etc. and guide lines issued by the Hon'ble Supreme court of India , High Court of Tripura and Govt. of Tripura.
29. The buses will have to ply as per timing of the institutes. The officer in charge, NIELIT Agartala Centre will decided the route of the buses.
30. The contractor shall be required to execute contract agreement on the contract Performa of Rs. 15/- under stamp act within 15 days of receipt of letter of intent/ award of work. No payment shall be made without executing the contract agreement.
31. Payment will be made by the institute authority.
32. The Director-in-Charge, NIELIT Agartala Centre reserves the right to reject any or all the tenders so received without assigning any reason and can relax the terms and conditions after mutual understanding with the contractors, if and when the vehicles are not available within the mentioned terms and conditions.
33. The service tax/ charges/ Vat etc. if to be charged should be mentioned by the individual / transporter. If the same are not mentioned it will be the responsibility of the contractor as institute authorities will only pay the quoted charges.
34. All dispute lie within the jurisdiction of High Court of Tripura

Annexure-I

SPECIFICATION OF BUS ROUTE:

Sl. No.	Route Name	Route Details
1	A	GB Bazar, Radhanagar, North Gate, Colonel Chowmuhani, Sankar Chowmuhani, Ker Chowmuhani, Fire Brigade, Motor stand, Ashram Chowmuhani, Khayerpur, Banikya Chowmuhani, NIELIT Agartala Centre.
2	B	NIELIT Agartala Centre to Khayerpur
3	C	Any other route as and when decided by Competent Authority of NIELIT Agartala Centre

PRO FORMA FOR FURNISHING TECHNICAL BID

(Please go through the documents with terms and conditions before filling up this Pro forma)

1. Name, Address and Telephone Number of the Organization:

2. Date of commencement of Business

(Please furnish proof in support of your statement):

3. Status of the organization

(i.e. whether Proprietorship, Partnership, Private Limited/Public Limited Company, Registered under Societies Registration Act, etc.):

4. Registration Number of the Organization.

(Please attach Certificate of Registration/Incorporation):

5. Name of the C.E.O. / Proprietor:

6. Name, designation and address, including phone / mobile number of the Contact Person.:

7. Annual Turnover

(Attach Photostat copies of Balance Sheet/I.T. Returns/C.A.'s Certificate).:

2012-13 Rs.

2013-14 Rs.

2014-15 Rs.

8. Sales Tax/VAT No., if any

(Must, if ST/VAT is charged.):

9. Service Tax, if any

(Must, if ST is charged) :

10. P.A.N. Number of the Organization / Owner

(in case of proprietorship organization where no P.A.N. has been issued in the name of the Organization).:

11. Details of three prominent organizations served/being served with similar services *(attach a comprehensive list)*

Name & Address

Name & Phone No. of the contact person

Annual cost of contract

Since when the services are being provided

12. Details of E.M.D. (enclose D.D.) : D.D. No. _____ dated _____ for Rs. _____ Drawn on _____ bank in favour of NIELIT Agartala Centre, payable at Agartala.

13. Number of employees on the rolls of the vendor. :

Managerial:

Engineers:

Supervisory:

Other (please specify):

14. Number of clients being served in and around

Tripura on the date of submission of bid

(please enclose a comprehensive list with address and telephone numbers).:

15. Whether you have any point of disagreement

with the terms and conditions stipulated in the

Tender Document. If yes, please specify and also

indicate suggested solution *(if space is not sufficient,*

please attach separate sheet).:

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. Disagreements and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept/reject “the points of disagreements and proposed solution provided by us” would be final and binding.

Place

Date

Signature:.....

Name:.....

Designation:.....

Seal of the Company:.....

PRO FORMA FOR COMMERCIAL BID

Sr. No.	Description of Vehicle (Manufacturer Name, Model No., Year of purchase)	Type of vehicle (CNG/ Petrol/ Diesel)	Tentative Route*	Rates Including fuel charges and all other charges per Month		Rate of Service tax if any	Grand Total	
				Per day	Per Month		Per day	Per Month
1	2	3	4	5	6	7	8=5+7	9=6+7
1	Bus 50 Seater, <Manufacturer> <Model> <year of purchase>		Route A					
2	Bus 50 Seater, <Manufacturer> <Model> <year of purchase>		Route B					
3	Bus 50 Seater, <Manufacturer> <Model> <year of purchase>		Route C					

* Please refer Annexure-I for details