



National Institute of Electronics & Information Technology (NIELIT), Gangtok
**An Autonomous Scientific Society under Ministry of Electronics & Information Technology, MeitY,
(Govt. of India)**
Indira Bye Pass Road, Near KBT Fuels, Sichey, Gangtok-737101
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Ref: NIELIT/Gtk/2018-19/01

Date-10/01/2019

TENDER FOR HIRING OF VEHICLE FOR NIELIT, GANGTOK

Last Date of receiving of Tender Document (by Hand/ Post): 04th February 2019 (upto 3.00 PM)

National Institute of Electronics & Information Technology (NIELIT) is the education and training arm of Ministry of Electronics & Information Technology (MeitY), Government of India. An autonomous scientific society under the administrative control of MeitY, NIELIT is mandated to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). The office of NIELIT Gangtok is at present situated at **Indira Bypass road, Sichey, Gangtok**. Also, the permanent campus of NIELIT Gangtok is coming up on 8.54 acres of land made available by Govt. of Sikkim at Bengthang, Pacheykhani Block in Pakyong.

NIELIT has a presence in more than 40 locations all over the country through its own Centres/Extension Centres/Branch offices/Regional offices etc., while its Headquarters is presently located in NIELIT Bhawan, Plot No 3, PSP Pocket, Sector-8, Dwarka, New Delhi - 110077. For the operations in the state of Sikkim, NIELIT Gangtok is going to hire vehicles from the Registered Travel Agencies/ Organisations /Taxi service provider. NIELIT Gangtok has accordingly floated this Tender Enquiry to invite quotations.

Sealed Tenders are invited from Registered Travel Agencies/ Organizations to provide **01 no** Car Wagon- R OR/AND/ Tata Indica OR/AND Swift Dezire on monthly rental basis for the period of 6 months initially and may be extended purely on the basis of performance up to the maximum of 03 years as per details given in the Tender Document. Tenders duly filled and sealed along with signed terms & conditions shall be submitted by hand/post at the below mentioned office address:

The Director in Charge, NIELIT Gangtok,
Indira By pass Road, Near K.B.T Fuels, Sichey, Gangtok-737101

- **Documents to be submitted:**
 - (i) **Duly signed & Sealed Terms & Condition**
 - (ii) **Technical Bid-Annexure I**
 - (iii) **Financial Bid-Annexure II**
 - (iv) **EMD Rs15,000/- (Rupees Fifteen Thousand) only**

Terms & Conditions for providing private taxi services for NIELIT Gangtok

1. The bids should be submitted in the proforma provided for technical & Financial bids packed in separate & sealed covers duly superscribed with “Technical Bid” and “ Financial Bid” respectively. Both the covers should be sealed in a single envelope superscribed with “**Quotation for Hiring of Vehicle**”
2. The bids will be accepted till **04th February 2019 (upto 3.00 PM)** through post/by hand. No other correspondence will be entertained.
3. The sealed envelope containing the bid should be addressed to the **Director in Charge, NIELIT Gangtok, Indira Bypass Road, Near KBT Fuels, Sichey, Gangtok-737101** & should reach this office on or before the due date & time.
4. A sum of Rs 15,000/- (Rupees Fifteen Thousand only) in form of Demand Draft drawn in favor of **NIELIT Gangtok** payable at Gangtok should be submitted along with the quotation as Earnest Money Deposit(EMD) and placed in the Technical Envelope.
5. Incomplete bids are liable to be rejected.
6. The EMD of successful bidder shall be retained & converted towards the Security Deposit and that of unsuccessful bidders shall be returned within 15 days after finalization of work order. No interest will be paid to the bidders on EMD. In case successful bidder fails to provide satisfactory service, Security deposit is liable to be forfeited. However, the Security Deposit of the successful bidders will be returned after the expiry of the contract period without any interest, subject to necessary deductions if any.
7. Technical details should be furnished as per **Annexure-I** while the rates must be quoted as per **Annexure-II**. In case the bids are not submitted as per format the same will be liable for rejection.
8. The bidder has to ensure that the vehicle deployed is comprehensively insured & claim, if any, shall be directly entertained by the bidder from the insurance company. NIELIT Gangtok shall bear no liability for any damage claim.
9. The rates quoted by the successful bidder will remain valid for a period of One year from the date of award of contract & can be extended for further period on mutual consent.
10. NILEIT Gangtok reserves the right to accept or reject any bid without assigning any reason whatsoever.
11. The Vehicle offered on hire basis should be registered in the State of Sikkim.
12. The Vehicle that is proposed to be provided on monthly hire basis must not be older than Two (02) years as on December 2018
13. The bidder should submit valid and up to date Trade License or RTO clearance.
14. The hired vehicle shall be used in any location within Sikkim as well as in neighboring states as and when required. The service provider shall pay the toll tax or parking fees during duty use and the same will be reimbursed upon submission of claim along with valid proof of payment.
15. Payment will be made on monthly basis after 7 days of submission of bills.
16. The contract can be terminated at any time without assigning any reason by giving a notice of one months by either party
17. The driver has to be well educated, well mannered, experienced & well acquainted with all districts of Sikkim and also should have clean track record.. Police verification of the driver deployed with the vehicle on quarterly basis has to be ensured by successful bidders.
18. The firm should be registered for tours & travels business. The vehicles are to be used by senior officials & for the purpose of the institute, the firm should ensure that all necessary documents (Registration certificate, Insurance papers, etc) are in the personal custody of the licensed driver & the driver of vehicle must have at least three years driving experience holding commercial

(transport) driving license, for ensuring safe driving and assuming full responsibility for the safety of the officials/staff while on the vehicle.

19. The name & address of the driver who will attend the duty in a vehicle hired on monthly rental basis are to be furnished as soon as the contract is awarded. The owner of the firm should have direct telephone (office as well as residence) and should also be available on a mobile phone so as to ensure prompt attendance to call in case of emergency. The drivers of the vehicles must also be provided with mobile phones all the time.
20. Vehicles supplied by the firm will be regularly inspected by the representative of this Institute for good condition and in case non-compliance of any of conditions, a penalty of Rs 500/- per occasion shall be imposed on the defaulting firm.
21. The firm shall be responsible for providing the Vehicle at any time in short notice.
22. Rates should be quoted inclusive of all taxes in Indian Rupees
23. All taxes and duties pertaining to the vehicle including comprehensive insurance, road tax etc are to be borne by the bidder
24. The engagement and employment of drivers and payment of remuneration to them including daily allowances, if any, is the sole responsibility of the selected bidder
25. The Price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.
26. The safety and security of the vehicle is the sole responsibility of the bidder. NIELIT Gangtok shall not be responsible for any accident, theft, loss or damage etc to the vehicle or driver provided during the course of deployment of vehicles. In no circumstance the bidder may claim for compensation due to accident, theft, any untoward incident like riots etc. or any other eventuality. The vehicle must be covered by First Class comprehensive insurance.
27. The vehicles will have to be fitted /provided with the following additional accessories/utilities: Spare Tyre, Tool box & Stepney, First aid box, torch & Umbrella, Good and clean seat covers, floor mats, Good Quality music system with AM/FM radio, Tissue paper box, car perfume, Mobile Charging Point etc .
28. "Full Day" would imply a run of the vehicle for 8.30 hours (9.30am to 6 pm) duration
29. A vehicle will be allowed for booking only in condition when the odometer is sealed. If during the running of the vehicle it is found that the odometer is unsealed then forfeiture of hiring charges and a penalty as fixed by NIELIT Gangtok will be imposed
30. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to terminate the contract without assigning any reason thereof, and nothing will be payable by the Employer in that event, and the Security Deposit shall stand forfeited.
31. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately
32. The Tenderer shall within 05 days of issue of LOI, give his acceptance of the LOI
33. NIELIT Gangtok reserves the right to select the lowest bidder from the financial bid based on the calculation of fixed monthly charges (+) running cost per KM considering 1500 KM per month (+) Extra Charges per Hour after 6 PM considering 50 Hours per month (+) Night halt charges considering 3 night halt per month. However the running cost, extra charges & Night halt charges are indicative and may vary from month to month basis
34. The contract will be awarded to the bidder whose quotation has been determined to be substantially responsive & who has offered the lowest evaluated quoted price. Notwithstanding the above, NIELIT Gangtok reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract

35. In case the firm is registered under partnership, a copy of 'Partnership Deed' will have to be attached along with the tender document. In case of the firms registered under Registration of Societies Authorities or under Companies Act must attach a copy of the certificate of Incorporation.
36. The firm should be registered with GST if applicable and should submit a copy of Registration certificate
37. The firm should have a PAN number. In case of proprietorship firm, the PAN No. of the proprietor may be acceptable. A copy of the PAN card should be submitted with the technical bid.
38. Drivers have to maintain daily duty slips/ log book, duly signed /verified from the officers using the car. Such duty slips will be required to be submitted to the institute along with the bill.
39. Bidder has to ensure that refilling of fuel has to be managed from the nearby petrol pump and no additional mileage for this purpose shall be permissible. Taxes & Levies, if any shall be paid extra by the NIELIT Gangtok on actual basis & rates should be quoted accordingly.
40. The driver while on duty has to be in proper uniform.
41. A copy of the tender document with each page ,duly signed by authorized signatory in token of acceptance of terms & conditions should be submitted with the quotations in prescribed proforma.

Signature of Tenderer in token
Of acceptance of the above
Terms & conditions.

Authorized Signatory
NIELIT Gangtok

Official Seal of the Agency/ Contractor

Proforma for Furnishing Technical Bid

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 Organization {i.e. Whether partnership Proprietorship, Private Limited/Public limited, Registered under Societies Regn. Act etc} :

4. Registration Number of the Organization Please attach certificate of Registration / Incorporation/Partnership deed. :

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

6. Name, Designation and address including Valid Phone/Mobile number of the contact person. :

7. Date of commencement of Tour & Travel Business {Pls enclose proof} :

8. GST as applicable. {Enclose a copy of GSTIN} :

9. 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] {Peases enclose a copy} :

10. Details of work experience being served with similar service in last 01 years. Pls attach proof of that:

Sl No	Name & Address	Name & valid Phone No. of the contact person	Annual cost of Contract (in INR)	Since when the services are being provided

11. Number of vehicles owned by the organization [Please :
Enclose a list of vehicles clearly indicating Model, Name
And Make, Regn. No and year of Registration
Of each vehicle]

12. Details of E.M.D(Enclose D.D)

:D.D No..... dated.....

For Rs.15,000/- drawn on.....

.....Bank
**in favor of NIELIT Gangtok,
Payable at Gangtok.**

DECLARATION:-

- A- It is certified that the information furnished above is correct.
- B- We have gone through the terms & conditions stipulated in the tender document and confirm to abide the same. A copy of tender document with its each page signed in token of acceptance of the terms & conditions is enclosed.
- C- The signatory to this Bid is authorized to sign bids on behalf of the organization.

Signature:

Name:

Designation:

Date:.....

Seal of the company:

Financial Bid

Name & Address of the party:

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For Five seater light motor vehicle (LMV) with AC (Wagon-R / Tata Indica/Swift Dezire)

SI No	Vehicle Type/Brand /Model (A)	Fixed Monthly Charges (B)	Running cost(All inclusive Rs per K.M (C)	Extra charges per Hour after 6 PM (D)	Night Charges [after 10 pm] (E)
01					
02					
03					

Note:

- 1) Bidders may quote different rates for different types of vehicle
- 2) NIELIT Gangtok reserves the right to select the lowest bidder the financial bid based on the calculation of fixed monthly charges (+) running cost per KM considering 1500 KM per month (+) Extra Charges per Hour after 6 PM considering 50 Hours per month (+) Night halt charges considering 3 night halt per month. However the running cost, extra charges & Night halt charges are indicative and may vary from month to month basis

Declaration

- a) It is confirmed that we have read the terms and conditions stipulated in the Tender Document and we undertake to abide by these terms & conditions.
- b) A Copy of Tender Document with each page, duly signed, is enclosed herewith.

Signature:

Date:.....

Name:.....

Seal of the organization