

Short Term Tender Notice

The National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society) Shimla Centre, Himachal Pradesh intends to hire one outsource vehicles (including driver) on monthly rental basis for office use for one year in the first instance.

Accordingly, sealed tenders are hereby invited for hiring of one outsources vehicles for office, use. The detailed tender document can be downloaded from <https://nielit.gov.in/shimla/tender> or can be collected from the office of the undersigned on any working day from 05.05.2025 to 23.05.2025 up to 05:00PM. The tender document can be submitted in the office of undersigned up to 5:00 PM on 23.05.2025. The tender will be opened on 02.06.2025 at 03:30 PM in the Chamber of Director at NIELIT Shimla, Cedarwood Building, Lower Jakhoo Shimla -171001. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

**Director
NIELIT, Shimla**

SHORT TERM TENDER FOR HIRING OF VEHICLE SERVICES (TAXI)

Schedule of Tender

Date of Publication of Tender	
Sale/ downloading of tender document form	05.05.2025 to 23.05.2025 up to 05:00PM
Last date for receipt of duty filled in tender	23.05.2025 up to 5:00 PM
Date &. Time for opening of Technical Bid & Financial Bid of tender	02.06.2025 at 03:30 PM

Cost of tender document: Rs, 500/- (Five Hundred Only) Earnest Money deposit: Rs. 15,000 (Fifteen Thousand Only)

The Director, NIELIT Shimla Centre invites tender for hiring of one vehicle (with driver) i.e. one hatchback for office use for a period of one year after award of contract.

The contract will be governed by the terms and conditions laid down in the tender document. The tender document can be download from the Department website or can be collected from the office of the undersigned on any working day and the cost of tender document and earnest money should be submitted in the shape of separate Demand Drafts in favor of Director, NIELIT Shimla payable at Shimla. Both the Draft should be put in the envelope containing technical Bid.

All the received sealed tenders shall be opened on the date and time mentioned in the tender document/ notice, if the date fixed for opening of the tender happens to be a holiday, the tender shall be opened on the next working day at the same time and venue as fixed for original date, for this purpose.

TERMS & CONDITIONS of the TENDER

PROCEDURE FOR SUBMISSION OF BIDS

1. There shall be a Two-envelope system followed in this Tender. The Bids shall be submitted in the following manner:

(A) Technical Bid in one envelope and should contain the followings:-

- (i) General information and checklist as per **PERFORMA-I**.
- (ii) Demand draft of Rs. 500/- (Non-refundable) towards the cost of tender document downloaded from the website.
- (iii) Demand draft of Rs. 15,000/- (Rs. Fifteen thousand) only towards Earnest Money.
- (iv) Undertaking as per **PERFORMA "II"**.
- (v) The bidder shall submit copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt. / State Govt. /Semi Govt. /Autonomous Bodies.
- (vi) The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit.
- (vii) The bidder shall submit copy of PAN.
- (viii) The bidder shall submit copy of (GST registration)

(B) Financial Bid in the second envelope and should contain **PERFORMA "III"**

2. The Technical Bid in the prescribed format (PERFORMA I) should be filled in original, and along with all attachments should be sealed in one envelope, super scribed as "Technical Bid". The Bidder should put his seal and sign on all pages (serially numbered) of the Prequalification cum Technical Bid.
3. The Financial Bid in the prescribe format (PERFORMA III) should be filled in original and sealed in another envelope, super scribed as "Financial Bid". The Bidder should put his seal and sign on all page(s) thus enclosed.
4. Both the Technical. & Financial Bid sealed envelopes should then be enclosed in a single envelope which should be the name of the Bidder and should be super scribed as Technical & Financial Bid for the Supply of Vehicles on hiring basis".
5. The main envelope thus prepared should also indicate clearly the name, address and telephone no. of the Bidder, in order for the Bid to be returned unopened to the Bidder, for any reason whatsoever.
6. Prequalification cum Technical Bids will be opened on the prescribed date and time and checked for submission of EMD and other documents, as specified.
7. Bids received after the due date and times are liable to be rejected straight away, and shall be returned unopened to the Bidder,

TENDER EVALUATION

- I. The Pre-qualification cum Technical Bid will be opened and evaluated on 02.06.2025 at 03:30 PM in the Chamber of Director at NIELIT Shimla, Cedarwood Building, Lower Jakhoo Shimla -1, in the presence of the Bidders or their Authorized Representatives (one from each party), whosoever would like to be present.
2. Following scrutiny, Financial Bids of technically qualified Bidders will be opened in the chamber of the Director at NIELIT Shimla, Cedarwood Building, Lower Jakhoo Shimla, in the presence of the Bidders or their Authorized Representatives (only one allowed), whosoever would like to be present, either on the same day or at a date & time to be intimated later on.
3. The L1 bidder shall be decided on the basis of minimum basic rates quoted for hiring the vehicles for 1500 Kms if the base rates of two lowest bidders for 1500 are same, then the LI will be decided on the lower rates quoted for extra kilometers. Further, if such vendors have same rates for extra kms also, the LI will be decided on lower rates for extra hours and night halt charges.
4. The rates quoted for different vehicles by the L1 bidder, if exceeds the rates notified by Sub Division Officer (Civil) Shimla (Urban) for the current year, the rates so notified shall be adopted as L1, Further negotiations are also applicable on these notified rates,
5. In case the LI does not agree to adopt the lesser rates notified by SDM office Shimla (Urban), the Department will provide the opportunity to tenderers in ascending order to adopt the such quoted rates to finalize the L1. NIELIT, Shimla reserves the rights to reject the rates of, the bidders and the whole tender itself, the final rates are not acceptable to NIELIT Shimla.
6. The successful Bidder i.e. Supplier shall be then issued the award letter,
7. Bidders are expected to carefully examine all instructions. PERFORMAs, terms & conditions and specifications in the tender Document. Failure to furnish all information required in the Tender Document, or submission of a Bid not substantially responsive to the Tender Document in every respect, will be at the Bidder's own risk and may result in the rejection of the bid.

BIDDERS QUALIFICATION

(Certificates to be submitted along with Technical Bid)

1. Checklist for Pre- Qualification cum Technical Bid as per PERFORMA: "I" Dully in along with all the documents as mentioned in is "procedure of submission of bid" duly stamped and signed by the authorized signatory must be attached.
2. Incomplete and conditional Tenders will not be accepted.
3. Subletting the assigned work is strictly prohibited.
4. All the pages of the Tender submitted must he serially numbered stamped and signed by the authorized signatory.
5. Consequent of acceptance of the Bid, the Technical document will be deemed to be converted into Contract Agreement.

Main terms & conditions for the bidders participating in the tender

- I. The bidder should quote monthly rates inclusive of all charges i.e. fuel, repair, driver charges etc. The bidder shall quote separately in respect of each mileage rates per km above 1500Kms and night halt etc. as per Financial bid Performa.
2. The vehicle will he required from 9:00 AM to 6.00 PM on all working days and even in the late hours or as per requirement on tours (whole Himachal/ Chandigarh/Delhi). The vehicle should be fitted with basic accessories (including heater and A\C).
3. All type of repair shall be carried out by the Contractor at his own cost.
4. The contractor shall keep and maintain a log book with the vehicle, which should be complete every day. The Department staff will verify the journey in the log book,
5. The vehicle shall be treated as an official vehicle of NIELIT Shimla. No private journey/use as taxi will be allowed during the contract period.
6. In case of any breakdown, the contractor will provide substitute vehicle immediately, otherwise a penalty of Rs. 800/- per day will he imposed and the recovery of the same will he made from the monthly running bill of the vehicle.
7. Department will not pay for lubricants/ coolants/grease/TOLL/tax / barriers toll etc.
8. All the Journey performed, covered, on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not he paid by Department.
9. Department shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time,
10. The contractor of the vehicles shall be responsible for Compensation payable arising out of accident payment to third party, if warranted. No compensation in case of accident/ damage to vehicle or for death/ injury to the driver will be made by Department.
11. In case of loss of property of Department is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the contractor.
12. Beside normal working hours on all working day, the vehicle should be made available on all the remaining hours of the day within half an hour of call. Besides this, on nonworking days too, the vehicle shall be made available within half hour

- of the call for all the 24 hours of the day.
- 13 Driver deployed on vehicle should have a mobile phone with a local number for better co-ordination and should wear the uniform. The cost/expenditure on this account should be borne by the contractor. Switching of mobile or non-response to phone call by the driver (either on Mobile or on local number) would be treated as non-availability of vehicle and penalty of Rs. 800/- per day would be imposed and recovery of the same will be made from monthly running bill.
 - 14 The engagement of driver to ply the outsourced vehicle shall be approved by a panel of three officers of the Department.
 - 15 The driver should have good health and shall observe all the protocols and etiquettes.
 - 16 The driver of the firm should possess sound health and be free from diseases especially contagious and frequently occurring diseases.
 - 17 All the drivers engaged by the service provider for carrying out task under this contract shall be deemed to be employees of the service provider, wages and allowances as the Minimum wages act of the State Government and all statutory dues to the persons shall be the obligation of the contractor. The agency/contractor shall be solely responsible for their wages, fringe benefits etc.
 - 18 The driver with a valid driving license, for commercial vehicle, shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/ borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the Department. As per office requirements the vehicle is required to ply within or outside the State (whole Himachal/ Chandigarh/Delhi). So all the paper formalities like tax deposit, insurance, pollution check, road permit, toll tax etc., should be cleared in all respects by the owner of the vehicle. The driver deployed should have appropriate character verification from the Police.
 - 19 All vehicles shall have two sets of loose white seat covers for alternative use and shall be changed weekly. Cost of cleaning of the same will be borne by the contractor.
 - 20 Photocopies of the documents i.e. Registration Certificate, valid insurance, tax clearance certificate and valid taxi number issued by the competent authority should be submitted along-with the Tenders and in case of award of contract the same may be got renewed from time to time.
 - 21 The contract shall remain valid for the period of 1 year from the date of its award/ signing of contract, and can be extended on year to year basis on the performance of the service provider and after mutual consent on the same terms and conditions. 'Lender inviting authority may terminate the contract in case the approved bidder commits breach of any terms and condition of the contract. However, service provider will be bound to provide services to at least for Further 3 (three) months on the same terms and conditions stipulated in the already signed agreement/ contract after issuing of the notice.
 - 22 The successful bidder shall be liable with regard to compliance of all the Laws and Regulation, rules and directions given by a statutory authority with regard to safety, Labour law or any other laws enforce in the State of H.P.
 - 23 The firm shall at all times identify and keep indemnified the owner and its officer, servant and agents for and against all third party claims whatsoever (including claim not limited to property loss and damage, personal accident, injury or death

of the property or person of any sub contract or its servant or agents of the firm (may sub firm) and or the owner and the firm shall at his own cost and initiative at all times, maintain all liabilities under Workman Compensation Act/Fatal Accident as personal injury, Personnel Insurance Act and or their Industrial Legislation from time to time in force

- 24 The meter reading at the start and close will be entered in the log book. Any cheating in both the reading will be treated as violation of agreement and will invite penalty @ Rs. 500 per case. Tender inviting Authority reserve the right to decide the violation and will not be challenged by the service provider. Copy of the log book should be submitted along with the bill.
- 25 Income tax (TDS) as applicable at prevailing rate will be deducted at source.
- 26 The lowest bidder/owner of "the vehicle will have to deposit a sum of Rs. 15000/- (Fifteen Thousand Only) as security in the shape of FDR duly pledged in the name of undersigned which shall be released after the expiry of contract period of the year or on the termination of agreement whichever is earlier.
- 27 In case of failure to perform the duty satisfactory the security deposit shall be forfeited and credited into Department accounts. Besides this the contract shall also be terminated straightway,
- 28 The agreement shall be valid for a period of one year from the date of signing of the agreement. However, the same may be terminated at any time as and when new vehicle is purchased by the department or if unsatisfactory services are provided as per sole Judgment of Department. The agreement can be further extended to one year on same terms and conditions if mutually agreed by both parties. The decision of Department in this regard shall be Final and shall not be called upon questions under any circumstances.
- 29 The contract for hiring a vehicle can be terminated, by serving one month notice from either side without assigning any reason.
- 30 If the mileage covered is less than 1500 Kms (as the case may be) in a particular month, the saving will be carried over to the next month till the completion of one year after which the saving will lapse.
31. The Department reserves the right to reject any one of the Tenders or all without assigning any reason.
- 32 Any disputes arising thereon shall be subject to the jurisdiction of Shimla only.

33. The bidder/owner of the vehicle shall provide a substitute vehicle in case the contracted/hired vehicle is sent for repair failing which penalty would be imposed @ Rs.800/-per day. The Department reserves the right to terminate the Agreement and forfeit the security in the case of non-availability of vehicle for two or more consecutive days. The bidder will be required to keep the offer open for acceptance for a period of 90 days from the date of opening the technical bid.
34. In case the successful bidder is not able to deploy the vehicle because of major breakdown, damage of the vehicle, theft, major accident and request for deploying another vehicle of lower category (agreed to by Department) then an amount of Rs.800/- Per day shall be deducted as penalty.
35. The Department reserves right to ask the driver to keep the keys and papers of the vehicle in the office at the end of the day.

RATES

1. Rates should be quoted in the prescribed format, “**PERFORMA III**”.
2. Rates should be quoted in Indian currency complete in Rupees and Paisa only.

SCRUTINY OF TENDERS

1. The bidder shall not be permitted to correct or withdraw material deviations or reservations, once the tenders have been opened.
2. The tenders shall be opened by members of the committee in the presence of the tenderers or their authorized representatives, whosoever may like to be present.
3. The Committee shall scrutinize the tenders and arrange to prepare a comparative statement, of the rates quoted for the vehicle (s) subject to conditions laid down at Sr.No.4 & 5 of the tender evaluation.
4. The Department will thereafter negotiate with the tenderer whose tender is found in order, on a notified date to evolve uniform rates.
5. The rates so negotiated shall be subject to approval by the competent authorities, before being made applicable.

VALIDITY

The rates shall be valid for a period of One Year from the date of award of contract. The Tenderer/Supplier who has been awarded the work, will submit his bill in duplicate to the Director, NIELIT Shimla for arranging the payment along with the photo copies of log book of each vehicle duly verified by the authority using the vehicle and the bill must contain GST Number.

NOTE: The tenderer must go through these terms & conditions very carefully, and affix his/her signature (s) in token of acceptance of these Terms & Conditions.

GENERAL INFORMATION

Nature of the company/ Firm/Organization (Govt./Public/Private/Partnership/Proprietorship)	
Address	
Telephone/Mobile No.	
E-Mail ID	

CHECK LIST (ATTACHMENTS WITH TECHNICAL BID)

No.	ATTACHMENT	Yes/No	PAGE No (s)
1	Demand draft of Rs. 500/- towards the cost of tender document downloaded from website.		
2	Demand draft of Rs.15, 000/- (Rs. Fifteen Thousand) only towards earnest money.		
3	Undertaking as per Performa "II" .		
4	The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit.		
5	The bidder shall submit copy of PAN CARD.		
6	The bidder shall submit copy of GST registration.		

CHECK LIST (ATTACHMENTS WITH FINANICAL BID)

No.	ATTACHMENT	YES/NO
1	Net Price, as per PERFORMA "III"	

Signature of Authorized Signatory
Stamp of the Firm/ Bidder

TENDER ACCEPTANCE LETTER

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
- 5 In case any provisions of this tender are found violated , then your department / organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

PERFORMA –“II”

UNDERTAKING

I/We have gone through the Terms and conditions of the tender for providing Taxi Service to NIELIT, Shimla -171001(Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign the undertaking in token of our acceptance of above mentioned Terms and conditions.

**(Signature of the Tenderer)
With Seal**

Capacity in which signing the tender document
Sole Proprietor/Partner/Director etc.
(Please specify)

Name of the Tenderer
Adhaar No.
Date
Palace

PERFORMA –“III”

PERFORMA FOR HIRING OF VEHICLES

(1500 KMs per month)

Category	Description	Make & Model of the vehicle	Year of Purchase	Rate (in Rs.)
Rat e Descrip tion	Base Rate			
	Extra Running charges above prescribed limit	Rate will be paid (per km) as per notified by the state transport authority		
	Night halt charges out of Shimla			
	Extra charges per hour after 08:00 PM			

Note:-

1. The rates are inclusive of fuel, levies/service charges etc.
2. GST extra is applicable time to time.
3. I have also gone through all the terms and conditions and agreed with the same.
4. It is mandatory to provide rates (in Rs.) for all the given particulars

Signature and address of the owner

Date :

Place :