



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Imphal, Manipur, Ph. (0385 – 2058566 / 2445812

E-mail:- [director@nitmanipur.ac.in](mailto:director@nitmanipur.ac.in), Website: [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)

An Autonomous Institute under MHRD, Govt. of India

No. NITM.1/(113-Estt)/Vehicle/2016

Dated: 26.07.2017

**TENDER FOR  
“HIRING OF VEHICLE”**

National Institute of Technology Manipur invites quotations under two bid systems (Technical and Financial) in prescribed documents from reputed and experienced firm/Agency/Individuals for providing following vehicles in excellent condition on Monthly Contract basis for a period of one year (to be renewed on satisfactory performance and as per requirement) from the date of contract as per terms & conditions specified in the tender document.

| Sl. | Type of Vehicle | Make / Model                        |
|-----|-----------------|-------------------------------------|
| 1   | White SUV       | Toyota / Tata Safari / XUV Mahindra |

Interested Agency are required to submit their offer in Prescribed Form along with required documents under two bid systems (Technical and Financial) in sealed envelope.

The complete Tender document along with terms & conditions is available on NIT Manipur web-site <http://www.nitmanipur.ac.in>. The sealed Tender duly superscribed “**TENDER FOR HIRING OF VEHICLE**” along with advertisement No. in bold letters on the top of the envelope should reach the office of the undersigned on or before 17.08.2017 up to 04.00 P.M. addressed to “The Registrar National Institute of Technology Manipur - 795004. Tender will be opened on 18.08.2017 (Friday) at 2:00 P.M.in the presence of the tenderers or their representatives, if they so desire, at NIT Manipur.

Sd/  
Registrar  
NIT Manipur



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**ANNEXURE - I**

**TERMS & CONDITIONS**

1. The vehicle to be provided should not be more than one year old or should not have run more than 10000 Kms, as on the date of hiring. The vehicle shall maintain good and clean upholstery.
2. The supplier / individual / company / firm should have adequate numbers of vehicles of its own with them.
3. The vehicle is required on all week days i.e. from Sunday to Saturday. The vehicle will be kept in the custody of the institute.
4. Saturday, Sunday and other Gazetted holidays will be covered in definition of month.
5. Fuel and Driver will be provided by NIT Manipur.
6. Any change in vehicle will be allowed only in exceptional circumstances and that too with the prior information/approval of the competent authority.
7. The vehicle must be made available at any given time and day as informed by the respective office.
8. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
9. Log book should be maintained.
10. The payment will be made on monthly basis on submission of bills(s) duly supported by duty slip(s)/log sheets(S) duly signed by the concerned officers.
11. Service tax as applicable will be paid on billing.
12. Maintenance of the vehicle should be carried out at own cost by the owner.
13. The successful bidder will have to enter into an Agreement for one year on Rs. 100/- Non-Judicial paper.
14. The contract will initially be for a period of one year extendable for another year on rendering satisfactory services.
15. The rate quoted should be at GAD rate of Govt. of Manipur.
16. Tender documents may be downloaded from the website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in). Processing fee of **Rs. 500/-** payable in the form of Demand Draft/ Banker's Cheque to be submitted along with tender documents.
17. EMD amount of **Rs. 20000/-** (refundable) must be submitted along with the bid in the form of Demand Draft/Banker's Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal. Tenders without EMD will be rejected.
18. Envelope of technical bid & financial bid along with tender fees & EMDs should be individually sealed and then placed in a third envelope, to be sealed and superscribed with **“TENDER FOR HIRING OF VEHICLE”** along with advertisement no. in bold letters on the top of the envelope and address to: **“The Registrar, NIT Manipur, Langol Campus, Imphal - 795004.**
19. The EMD amount shall be forfeited if (i) tender is withdrawn by the bidder at any time prior to its rejection or before or after its acceptance is communicated to the bidder (ii) if the successful bidder fails to comply with the terms & conditions of the tender notice.
20. The bidder should have valid registration certification and PAN.
21. The Director, NIT Manipur reserves the right to cancel the tender without assigning any reason whatsoever.

**Registrar  
NIT Manipur**



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**ANNEXURE - II**

**1. Format for Bidders' Organization Details**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1  | Name of the firm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 2  | Registered Office address<br>Telephone Number<br>Fax Number<br>e-mail                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 3  | Correspondence/contact address                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 4  | Details of Contact Person (Name, designation, address etc.)<br>Telephone Number (including Mobile No)<br>Fax Number, e-mail                                                                                                                                                                                                                                                                                                                                                                     |  |
| 5  | Is the firm a registered company?<br>If yes, submit documentary Proof.<br>Year and Place of the establishment of the company                                                                                                                                                                                                                                                                                                                                                                    |  |
| 6  | Former name of the Company, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 7  | Is the firm<br>*Government/Individual/Public Sector Undertaking<br>*Propriety firm<br>*Partnership firm (if yes, give partnership deed)<br>*Limited company or limited corporation<br>*Member of a group of companies(if yes, give name and address and description of other companies)<br>* Subsidiary of a large corporation (if yes give the name and address of the partner organization) If the company is subsidiary, state what is the involvement of the parent company in the project. |  |
| 8  | GST Registration No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 9  | Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 10 | Valid Income Tax Clearance Certification/ PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.                                                                                                                                                                                                                                                                                                                                                            |  |
| 11 | Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)                                                                                                                                                                                                                                                                                                                                                                    |  |



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**ANNEXURE – III (FINANCIAL BID)**

**Price Bid Format**

| Sl. | Name of the Vehicle | Rate per Month (Rs.) | GST | Total Amount (Rs.) including Taxes |
|-----|---------------------|----------------------|-----|------------------------------------|
| 1   |                     |                      |     |                                    |
| 2   |                     |                      |     |                                    |

\* Rate should be quoted excluding fuel & driver charge & including all Taxes.

**DECLARATION**

- This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
- I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
- No other charges would be payable by the Institute.

SIGNATURE OF AUTHORIZED PERSON WITH SEAL