



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/2018(Pt.)/684

Imphal, the 25<sup>th</sup> January, 2021

**NOTICE INVITING TENDER FOR HIRING OF VEHICLES**

National Institute of Technology Manipur invites quotations from agency/firms/individuals for hiring of the following vehicles on monthly basis under two bid systems (Technical and Financial). Preference will be given to vehicle registered as Taxi or Public Transport Vehicle

The contract will be initially for a period of one year and extendable on year to year basis, subject to satisfactory performance of the agency/firms/individuals and with the approval of the Competent Authority of the Institute. Separate quotation should be submitted for different make/model of the vehicles.

Sl.	Type of Vehicle	No. of requirement	Colour
1	Gypsy/Thar	01	Any
2	Scorpio/XUV 500 / Toyota Fortuner	01	White

Interested agency/firms/individuals are required to submit the sealed tender in the Prescribed Form along with required documents under two bid systems (Technical and Financial). The complete Tender document and terms & conditions is available in the institute web-site <http://www.nitmanipur.ac.in>. & eProcurement.

The sealed Tender should superscribed as **“TENDER FOR HIRING OF VEHICLE.....(type of vehicle)”** along with **Advt. No. in bold letters at the top of the envelope** should reach to “The Registrar National Institute of Technology Manipur – 795004 on or before 04.00 P.M. of 24/02/2021. Tender will be opened on 26/02/2021 at 4:00 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 be minimum BSIV-compliant and should not have run more than 50000 Kms, as on the date of hiring. The vehicle shall maintain good and clean upholstery.
2. The vehicle is required on all week days i.e. from Sunday to Saturday and will be kept in the custody of the Institute.
3. Saturday, Sunday and other Gazetted holidays will be covered in definition of month.
4. Fuel and Driver will be provided by NIT Manipur.
5. Any change in vehicle will be allowed only in exceptional circumstances with prior information and approval of the competent authority.
6. The vehicle must be made available at any given time and day as informed by the respective office.
7. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority. Vehicle registered as Taxi or Public transport will be given preference.
8. Log book should be maintained.
9. 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 or authorised person.
10. Service tax as applicable will be paid on billing.
11. All maintenance of the vehicle should be carried out by the owner at their own cost.
12. The successful bidder will have to enter into an Agreement for one year on Rs. 100/- Non-Judicial paper.
13. The contract will be initially for a period of one year and extendable on year to year basis subject to satisfactory performance and with the approval of the Competent Authority of the Institute.
14. The rate quoted should be lower than or commensurate with the GAD rate of Govt. of Manipur.
15. Tender documents may be downloaded from the website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in). Processing fee of **Rs. 500/-** (non-refundable) and EMD amount of **Rs. 20000/-** (refundable) in the form of Demand Draft/Banker's Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal should be submitted along with the Tender documents. Tenders without EMD will be rejected.
16. Envelope of technical bid & financial bid along with tender fees & EMDs should be separately sealed and placed in a third envelope, to be sealed and superscribed with **"TENDER FOR HIRING OF VEHICLE.....(type of vehicle)"** along with advertisement no. in bold letters at the top of the envelope and address to: **"The Registrar, NIT Manipur, Langol Campus, Imphal - 795004.**
17. 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.
18. The bidder should have valid registration certification and PAN.
19. The Director, NIT Manipur reserves the right to cancel the tender without assigning any reason whatsoever.

**Registrar, NIT Manipur**

## ANNEXURE – II (TECHNICAL BID)



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

1	Name of the agency/firms/individuals	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence address	
4	Details of Contact Person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	<u>Name of the agency/firms/individuals</u> <u>If registered, please submit relevant document</u>	
6	Former name of the Company, if any.	
7	GST Registration No.	
8	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
9	Valid Income Tax Clearance Certification/PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.	
10	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	

**VEHICLE DETAILS**

1	Vehicle Registration No. *	
2	Type & Make & Model *	
3	Distance covered	
4	Date of Manufacture	
5	Whether BSIV-compliant (Yes/No)	Yes / No

\* Please enclosed self-attested copy of the vehicle registration document.



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**ANNEXURE – III (FINANCIAL BID)**

**Price Bid Format**

Sl.	Name of the Vehicle	Rate per Month (Rs.)	GST	Any other charges/taxes	Total Amount (Rs.) including Taxes
1					

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

**DECLARATION**

- 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