



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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

E-mail : director@nitmanipur.ac.in , Website : www.nitmanipur.ac.in

An Autonomous Institute under Ministry of Education, Govt. of India.

No. NITM.1/(113-Estt)/Vehicle/2018/R-619

Imphal, the 9th October, 2024

SHORT TENDER NOTICE FOR HIRING OF BUS

National Institute of Technology Manipur invites sealed rate quotation from eligible registered agencies/firms/contractors for hiring of the following vehicle on monthly basis under two bids systems (Technical bid and Financial bid).

The contract will be initially for a period of 1 (one) year and extendable on year to year basis, subject to satisfactory performance of the agencies/firms/contractors and with the approval of the Competent Authority of the Institute.

Sl.	Type of Vehicle	Purpose	No. of requirement
1	Bus	Pickup and drop of students, NIT Manipur.	01

Interested agencies/firms/contractors are required to submit the sealed rate quotation in the Prescribed Form along with required documents under two bids systems (Technical bid and Financial bid). The complete tender documents and terms & conditions are available in the institute web-site <http://www.nitmanipur.ac.in>.

The sealed Tender superscribed as '**TENDER FOR HIRING OF BUS**' along with Advt. No. in **bold letters at the top of the envelope** should reach to 'The Registrar, National Institute of Technology Manipur, Langol, Imphal – 795004' on or before **3.00 p.m. of 14/10/2024**. Tender will be opened on **15/10/2024 at 2:00 p.m.** in the Institute's Conference Hall in presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.

Note: Any addendum/corrigendum/notifications will be published in the Institute website: www.nitmanipur.ac.in.

Sd/-
Registrar, NIT Manipur



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TERMS & CONDITIONS

1. The tenderers are required to submit Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupees one lakh) only** which is refundable and a non-refundable tender fee of **Rs. 1,000/- (Rupees one thousand) only** 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 and Tender Fee will be rejected.
2. The vehicle should not have run more than 3,50,000 Km.
3. The Bus to be provided should have 45-50 seating capacity.
4. The Buses should have excellent running conditions with good seats.
5. The vehicle is required on all week days i.e. from Sunday to Saturday and will be kept in the custody of the Institute.
6. Saturday, Sunday and other Gazetted holidays will be covered in definition of month.
7. Any change in vehicle will be allowed only in exceptional circumstances with prior information and approval of the competent authority.
8. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
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 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.
13. Insurance: The provided vehicles must be fully and comprehensively insured covering the risk to the driver and also all passengers.
14. The vehicle(s) are required as per necessity from the date of issue of the service order. The contract vehicles shall be used pick and drop of students and for Institute works only.
15. **The drivers of the vehicles should be provided by the Agency with fuel and the Agencies should quote accordingly.**
16. The Log Book is to be provided by the vendor, maintained by the service provider as per proforma and which is to be verified by the Institute. In case of loss of the said Log Book, the decision of the competent authority of the Institute regarding payment will be final.
17. While on duty the driver should be provided to keep with him the proper and up-to-date records and certificates (like RC, valid insurance, pollution under control certificate, etc.) of the vehicle and valid driving license. NIT Manipur shall not be responsible for the above in any manner.
18. The contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. All such expenses that may arise from and out of the above shall be totally borne by the contractor.
19. In case the vehicle is withdrawn for maintenance / repair / breakdown, a substitute vehicle should be provided forthwith.
20. The liability arising out of the accident of the hired vehicle under relevant sections of the Motor Vehicles Act shall solely be on the contractor and the hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law. NIT Manipur shall have no direct or indirect liability arising out of negligent, rash and impetuous driving.
21. The contractor shall assign the job of driving hired vehicles only to qualified, experienced (minimum 03 years), licensed drivers and also assume full responsibility for the safety and security of the passengers. The contractor shall not deploy any driver who has not completed eighteen years of age and who does not possess a valid driving license.



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22. The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the contractor .Any violation of traffic rules can invite penalty and such penalty will be paid by the contractor.
23. The essential spares must be maintained in the vehicle for trouble free driving.
24. The vehicles deployed should be well maintained and kept in perfect running condition.
25. In case of breakdown / servicing / repair, the contractor shall provide an alternate vehicle of same make and model or higher failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor
26. The maintenance cost, charges of fuel (petrol/diesel), road tax, permit fee, passenger Tax, Border Tax, challans, the overtime and mobile phone charges of driver etc. are the responsibility of the Contractor and should be paid by the Contractor. NIT Manipur shall have no liability on the above.
27. If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, it may be rejected and sent back and no payment shall be made.
28. The contractor shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.
29. Agreement is to be signed in judicial stamp paper with the successful vendor for whom order is issued within 30 days of awarding of order.
30. Provision of staff: The contractor shall provide, at his own cost, trained Drivers having valid license and other employees with necessary tools, instruments, equipment etc., for safe, effective and efficient discharge of the work contemplated in the contract.
31. Contractor shall be responsible for the proper and orderly conduct of his staff/ workers while performing their duties as a part of this contract and shall employ only such persons whose character has been verified by the Police / Govt. Administrative Officer. He shall, on demand, produce papers regarding police verification of any of his staff.
32. Insurance of all the employees and the vehicles will be the responsibility of the contractor.
33. Liability for labour and/or personnel: The contractor shall be responsible for compliance of relevant labour laws or any other act to the extent they are applicable to his establishment / workmen.
34. Successful bidder has to deposit **Rs. 1,00,000/- (Rupees one lakh) only** as security deposit which shall be refunded on completion of contract without interest.
35. If the services of the contractor at any stage are found unsatisfactory, the Institute is likely to cancel the contract without assigning any reason/notice and his security deposit will be forfeited without any litigation. In case of breach of any of the terms of agreement, the security deposit of the Agency is liable to be forfeited.
36. 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.
37. The bidder should have valid registration certification and PAN.
38. The Institute reserves the right to cancel the tender without assigning any reason whatsoever.



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ANNEXURE – I

(TECHNICAL BID)

1. Format for Bidders' Organization Details

1	Name of the agencies/firms/contractors	
2	Registered Office address Mobile Number e-mail	
3	Correspondence address	
4	Details of Contact Person (Name, designation, address etc.) Mobile No e-mail	
5	Name of the agencies/firms/contractors If registered, please submit relevant document	
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)	
11	Details of Earnest Money Deposit (EMD)	
12	Details of Tender Fee	

VEHICLE DETAILS

1	Vehicle Registration No. *	
2	Type & Make & Model *	
3	Year of Make	
4	Distance covered	
5	Date of Manufacture	

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

Signature of authorized person with seal



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ANNEXURE – II

(FINANCIAL BID)

Price Bid Format

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

*** Rate should be quoted inclusive of 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



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ANNEXURE - III

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART
IN TENDER.**

I / We hereby declare that
the agency/firm namely M/s. has not been
blacklisted or debarred in the past by Union / State Government or organization from taking part
in Government tenders in India.

Name:.....

Signature:.....

Date:.....