



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/2018/1773

Imphal, the 30th December, 2022

TENDER FOR HIRING OF VEHICLE

National Institute of Technology Manipur invites sealed rate quotation from agencies/firms 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 one year and extendable on year to year basis, subject to satisfactory performance of the agency/firm and with the approval of the Competent Authority of the Institute.

Sl.	Type of Vehicle	Purpose	No. of requirement	Colour
1	Scorpio / Mahindra XUV 500 / Harrier	Pool vehicle	01	White/ Black
2	Scorpio / Mahindra XUV 500 / Harrier	Director	01	White/ Black

Interested agencies/firms 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> & e-Procurement.

The sealed Tender superscribed as **‘TENDER FOR HIRING OF(Name 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, Langol, Imphal – 795004’ on or before **3.00 p.m. of 23rd Jan, 2023**. Tender will be opened on **24th Jan, 2023 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.

(Prof. Kh. Tomba Singh)
Registrar, NIT Manipur



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TERMS & CONDITIONS

1. The vehicle to be provided should be minimum BSIV-compliant and the model of the vehicle should not be more than five years old and have run not more than 60,000 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. Log book should be maintained.
8. 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.
9. Service tax as applicable will be paid on billing.
10. All maintenance of the vehicle should be carried out by the owner at their own cost.
11. The successful bidder will have to enter into an Agreement for one year on Rs. 100/- Non-Judicial paper.
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. The rate quoted should be lower than or commensurate with the GAD rate of Govt. of Manipur.
14. Tender documents may be downloaded from the website www.nitmanipur.ac.in. Processing fee of **Rs. 1000/-** (non-refundable) and EMD amount of **Rs. 20,000/-** (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. The EMD of successful/unsuccessful tenderers shall be returned without interest.
15. 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(Name of the vehicle) along with advertisement no. in bold letters at the top of the envelope** [please specify if the tender is for pool vehicle or Director's vehicle] should reach to 'The Registrar, National Institute of Technology Manipur, Langol, Imphal – 795004' on or before **3.00 p.m. of 23rd Jan, 2023**.
16. 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.
17. The bidder should have valid registration certification and PAN.
18. The Director, NIT Manipur reserves the right to cancel the tender without assigning any reason whatsoever.
19. **Tenders will be submitted separately for the two vehicles.**



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ANNEXURE – I

(TECHNICAL BID)

1. Format for Bidders' Organization Details

1	Name of the agency/firms/individual	
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	Name of the agency/firms 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)	

VEHICLE DETAILS

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

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

***Tenders will be submitted separately for the two vehicles.**



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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.) 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.
- Tenders will be submitted separately for the two vehicles.**

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:.....



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