



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-338

Imphal, the 25th June, 2024

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

National Institute of Technology Manipur invites sealed rate quotation from agencies/firms/individual 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/individual and with the approval of the Competent Authority of the Institute.

Sl.	Type of Vehicle	Purpose	No. of requirement	Colour
1	Toyota Innova	Director's vehicle	01	White

Interested agencies/firms/individual 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> & eProcurement.

The sealed Tender superscribed as '**TENDER FOR HIRING OF TOYOTA INNOVA 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 24/07/2024**. Tender will be opened on **25/07/2024 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 vehicle to be provided should be minimum BSIV-compliant and the model of the vehicle should not be more than three years old and have run not more than 50,000 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.
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. The Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty thousand) only refundable (without interest) and a non-refundable Tender Fee of Rs. 1,000/- (Rupees one thousand) only should necessarily be accompanied with the Technical 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 failing which the tender shall be rejected summarily.
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 TOYOTA INNOVA VEHICLE'** along with advertisement 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 24/07/2024**. Tender will be opened on **25/07/2024 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.
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 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 agency/firms/individual	
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 agency/firms/individual 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	
6	Whether BSIV-compliant (Yes/No)	

*** 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 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



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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:.....