



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-1282(A)

Imphal, the 24th July, 2025

RE-TENDER NOTICE FOR HIRING OF VEHICLE

The National Institute of Technology Manipur invites sealed rate quotations from eligible agencies/firms for the hiring of a Gypsy vehicle on a monthly basis, under a Two-Bid System (Technical Bid and Financial Bid).

The contract shall initially be for a period of one (1) year, which may be extended on a 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	Gypsy	Escort	01	White

Interested agencies/firms are required to submit sealed rate quotations in the prescribed format, along with all necessary documents, under a Two-Bid System (Technical Bid and Financial Bid). The complete tender documents, along with the terms and conditions, are available on the Institute website: <http://www.nitmanipur.ac.in>.

The sealed envelope, clearly superscribed with “**TENDER FOR HIRING OF GYPSY**” and the **Advt. No.** in **bold letters** at the top, should be addressed to:

The Registrar
National Institute of Technology Manipur
Langol, Imphal West, Manipur – 795004

and must reach the Institute **on or before 3:00 p.m. on 05/08/2025**. The **tender will be opened on 06/08/2025 at 2:00 p.m.** in the **Institute’s Conference Hall**, in the presence of the tenderer(s) or their authorized representative(s) who may wish to attend.

Note: Any **addendum/corrigendum/notifications** related to the tender will be published only on the Institute website: www.nitmanipur.ac.in.

Sd-/
Registrar, NIT Manipur



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.

Terms and Conditions for Hiring of Gypsy Vehicle

1. Vehicle Condition:

The vehicle provided must be minimum BS-IV compliant, not more than ten (10) years old, and should have run not more than 80,000 Kms as on the date of hiring. The vehicle must have clean and well-maintained upholstery at all times.

2. Duty Days & Custody:

The vehicle will be required all seven days of the week (Sunday to Saturday) and will remain in the custody of the Institute.

3. Monthly Calculation:

Saturdays, Sundays, and Gazetted holidays will be included in the definition of a month for billing purposes.

4. Fuel Provision:

Fuel will be provided by NIT Manipur.

5. Driver:

The agency must provide a licensed driver for the vehicle.

6. Vehicle Replacement:

Any change of vehicle will be permitted only in exceptional circumstances, with prior approval of the competent authority.

7. Insurance and Permits:

The vehicle must have comprehensive insurance and all necessary permits from the concerned Transport Department/Authority.

8. Payment Terms:

Payments shall be made on a monthly basis, upon submission of bill(s) by the agency.

9. Tax Liability:

Applicable taxes (e.g., GST) will be paid on billing as per prevailing rules.

10. Maintenance Responsibility:

All maintenance and repair costs, including for any damage, shall be borne by the agency/owner.

11. Agreement:

The successful bidder must enter into an agreement for one year on a Rs. 100/- Non-Judicial Stamp Paper.

12. Contract Period:

The contract shall be for an initial period of one year, extendable on a year-to-year basis, subject to satisfactory performance and approval of the competent authority.



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.

13. **Rate Quotation:**

The rates quoted must be lower than or commensurate with the GAD rates of the Government of Manipur.

14. **Tender Fee and EMD:**

- The tender document can be downloaded from www.nitmanipur.ac.in.
- **The Earnest Money Deposit (EMD) of Rs. 20,000/-** (refundable, without interest), and a non-refundable **Tender Fee of Rs. 1,000/-** must be submitted along with the Technical Bid in the form of Demand Draft/Banker's Cheque in favour of *Director, NIT Manipur*, payable at SBI Secretariat Branch, Imphal.
- Tenders without EMD and Tender Fee will be summarily rejected.

15. **Submission of Bids:**

The **Technical Bid and Financial Bid** along with EMD and Tender Fee must be **sealed separately** and placed in a **third sealed envelope**. The envelope must be clearly superscribed with **“TENDER FOR HIRING OF GYPSY”** and the **Advertisement No.** in **bold letters**, and addressed to:

**The Registrar
National Institute of Technology Manipur
Langol, Imphal West, Manipur – 795004**

The sealed tender must reach **on or before 3:00 p.m. on 05/08/2025**. The tender will be opened **on 06/08/2025 at 2:00 p.m.** in the Institute's Conference Hall, in the presence of the tenderers or their authorized representatives who wish to attend.

16. **Forfeiture of EMD:**

The EMD shall be **forfeited** if:

- (i) The bidder withdraws the tender at any stage prior to rejection or before/after acceptance is communicated.
- (ii) The successful bidder fails to comply with the terms and conditions of the tender.

17. **Eligibility Requirements:**

The bidder must possess **valid registration certificates** and **PAN**.

18. **Right to Cancel:**

The Institute **reserves the right to cancel the tender process without assigning any reason** whatsoever.



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.

ANNEXURE – I

(TECHNICAL BID)

1. Format for Bidders' Organization Details

1	Name of the agency/firms	
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 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



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.

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 covering driver charges & all applicable taxes.

DECLARATION

- a) I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
- b) No other charges would be payable by the Institute.

Signature of authorized person with seal



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.

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:.....