



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम  
**NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM**  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
Chaltlang, Aizawl, Mizoram – 796012

**Phone/Fax:0389-2391236/0389-2391774/ 0389-2391699      Email: nit\_mizoram@nitmz.ac.in**  
**Tender No.: NITMZ/T-2/VEHICLE/2017/992      Date: 22.12.2017**

**TENDER FOR HIRING OF VEHICLE FOR CATERING AND MESS  
PURPOSE**

**Last Date and Time of Submission**  
**22<sup>nd</sup> January 2018 till 12:30 P.M**

**Date and Time of Opening**  
**22<sup>nd</sup> January 2018 till 4:00 P.M**



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**Tender No. NITMZ/T-2/VEHICLE/2017/992**

**Date: 22.12.2017**

**NOTICE INVITING TENDERS**

Sealed Tenders are invited from eligible Suppliers/Contractors/firms for supply of Vehicles on Hiring basis for catering and mess purpose in the institute.

Tender form along with other terms and conditions can be obtained from Institute's Administrative Block, situated at Chaltlang, Aizawl-796012 on Payment of non-refundable Rs. 200/- (Rupees Two Hundred Only) in Cash / Bank Draft in favor of Director, NIT-Mizoram by 22<sup>nd</sup> January 2018 before 12:30 P.M.

Sealed tenders are required to be dropped in Tender Box No. 01, Kept in the Administrative Office of the Institute by 22<sup>nd</sup> January 2018 before 4:00 P.M.

Tenders received through Registered Post / Speed Post / Courier before the above referred Date and Timing would be considered.

S/d-  
Mrs. LALTHIANGHLIMI ZOTE  
Deputy Registrar (F & A)

**INVITATION TO TENDER**  
**(Non - Transferable)**  
**To be submitted in Original only.**

**To,**  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name & Address of the Party who has purchased the tender document for **Rs. 200/-** As per following details. Please note that the completed tender will be accepted in the same name only.)

**Name of the Bank:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

**DD No:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Sub:** Tender for "Hiring of Vehicles".

**Ref:** Tender No. NITMZ/T-2/VEHICLE/2017/

Sir,

- (1) Sealed tenders are invited for hiring of the vehicles.
- (2) This original copy of the tender should be submitted in the sealed envelope along with EMD of Rs. 2000/-per vehicle quoted and photocopy of necessary documents.
- (3) The sealed envelope duly signed by the tenderer containing original tender form, together with enclosures and Demand Draft in favor of Director, NIT, Mizoram for EMD (super scribed as Tender for Hiring of Vehicles) shall be dropped in tender box kept in the office of National Institute of Technology, Mizoram at Chaltlang (Bethel), Aizawl on or before 12:30 pm of 22<sup>nd</sup> January 2018. Tenders will be opened on 22<sup>nd</sup> January 2018 at 4:00 pm in the Institute Office situated at Chaltlang (Bethel), Aizawl in presence of such bidders who are present. However, in the event of any unforeseen circumstances, the tenders may be opened on a later date and the same would be intimated.
- (4) Demand Draft of unsuccessful tenderers will be returned within 30 days of award of the contract.
- (5) This tender document is for the Institute Car, Institute MUV and Institute Bus. The tender can be filled for one or more vehicles. This document can be used for one Car, one MUV & five Buses.
- (6) Tenders which are not in original and / or without necessary EMD or incomplete in any respect shall not be considered.
- (7) List of the documents to be attached in respect of vehicle is under:

- (a) Registration Certificate
- (b) Insurance Policy
- (c) Road Tax Receipt

(8) The rates should be quoted in the format provided. The rates shall be kept valid for 120 days from the last date of submission of the documents.

(9) The authorities of NIT, Mizoram reserve the right to accept or reject any or all the offers or apportion the work amongst the different tenderers in any manner as he may choose, without assigning any reason whatsoever and the decision of such authorities shall be final and binding on all concerned.

**DIRECTOR  
NIT, MIZORAM**

No. of Vehicles for which quotation is submitted: \_\_\_\_\_

**Details of demand draft towards EMD:**

Name of the Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

DD No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**Date:**

**Signature**

**Name**

**TENDER DOCUMENT FOR HIRING OF VEHICLE FOR CATERING AND  
MESS PURPOSE**

**TERMS AND CONDITIONS**

1. Vehicle not older than TWO years, is acceptable. The requirement of such vehicles is 01 and should be capable of take food for 250 students approx.
2. The vehicle should have updated insurance and DTO clearance.
3. The vehicle should be in tip-top condition in respect of body, seat, painting etc. It should have trouble free and noiseless engine. Vehicle registered for "Hire" with District Transport Office is only acceptable. Valid Pollution Under Control (if applicable) certificate, registration certificate, Road Tax receipt, Insurance of the vehicle should be kept along with the vehicle.
4. The vehicle shall be stationed at NIT, Mizoram premises for 24 hours and 07 days a week.
5. Hiring charges should be inclusive of all i.e. cost of fuel, lubricant, Driver's salary, vehicle maintenance expenditure and any other incidental expenditure for supply of vehicle. The Institution will not be responsible for service conditions of the Driver.
6. The contractor shall provide Mobile No. of Driver (s) to Institute Authorities for given instructions by the Designated Officer.
7. The NIT, Mizoram will not be responsible for any damage to the vehicle or casualty to the Driver or any other person (third party) which may arise during operating the vehicle.
8. In the event of breakdown under any circumstances, it will be obligatory on part of the Contractor to replace suitable vehicle without delay. Otherwise, penalty as decided by NIT, Mizoram authority will be imposed on the Contractor.
9. The vehicle shall operate within the State of Mizoram. In case the vehicle run more than 2000 Km in a month then the rate per Km beyond the specified distance will be paid as per Govt. approved rate.
10. The Tenderer should submit the quotation, quoting the rates for use of vehicle for 24 hours on all 7 days of week. The payment will be made on monthly basis for every calendar month, on being certified the bill by Designated Officer NIT, Mizoram
11. The Contractor is requested to submit the bill in prescribed form on completion of every month.
12. Daily usage diary is to be maintained in the vehicle and the driver shall maintain the diary, obtain signature from the user and put up for inspection of Designated Officer, every day.
13. The contract shall be initially for a period of **1 year** and based on the requirement it shall be extended or renewed.
14. The Contractor is required to follow NIT, Mizoram security procedures for the vehicle's IN & OUT.

15. The Driver (s) with valid driving license should have Police Verification Report (PVR). List of the Drivers operating the Car should be provided by the successful Tenderer at the time of finalizing the contract in the following format.
16. In case of any obstruction in running the vehicle (due to breakdown or any other reason) the contractor has to do the needful for the smooth functioning of the service.

**Driver Details:**

- a) Name and address of the Driver \_\_\_\_\_
- b) Driver's License No. \_\_\_\_\_ Date of Validity \_\_\_\_\_
- c) Whether Police Verification Report (PVR obtained) Yes/ No (Enclosed Xerox Copy)

**TENDER FORM FOR HIRING OF VEHICLE FOR CATERING AND MESS  
PURPOSE**

Name of the contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_

**Details of Vehicle:**

- (a) Type of Vehicle: \_\_\_\_\_ (b) Make \_\_\_\_\_  
(c) Year of Manufacturing \_\_\_\_\_ (d) Registration No. \_\_\_\_\_  
(e) Registration Certificate No. \_\_\_\_\_ (Enclose Xerox Copy)  
(f) Insurance Policy No. \_\_\_\_\_ Valid up to \_\_\_\_\_ (Enclose Xerox Copy)  
(g) Road Tax Receipt No. \_\_\_\_\_ Valid up to \_\_\_\_\_ (Enclosed Xerox copy)  
(h) Whether District Transport Office clearance obtained Yes / No.

**Tendered amount** Rs. \_\_\_\_\_ Rupees \_\_\_\_\_  
(For one month, 24 hours x 7 days a week, for one vehicle)

(The amount is inclusive of all expenses like fuel, lubricant, maintenance, driver's salary, service tax and any other tax applicable.)

**Date:**

**Signature**

**UNDERTAKING**

I have read the terms and conditions of the tender mentioned in this document and agree to abide by all the terms and conditions.

**Date:**

**Signature**  
**Name** \_\_\_\_\_