

राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under the Ministry of HRD, Govt. of India)

Chaltlang, Aizawl, Mizoram – 796012

Phone/Fax: 0389-2391236/2391774/2391699

Email: registrar@nitmz.ac.in

TENDER FOR
HIRING OF VEHICLES
(MUV-7 SEATERS / AMBULANCE / BUS)

Last Date and Time of Submission
29th July 2019 till 1:00 P.M.

Date and Time of Opening
29th July 2019 (2:00 P.M)



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File No.: NITMZ/T-3/Vehicles/2019

Dated: 18th July, 2019

NOTICE INVITING TENDER

Sealed Tenders are invited from eligible Firm/Owner for providing Vehicles (**MUV-7 Seaters / Ambulance / Institute's Bus**) Service at National Institute of Technology Mizoram.

| Sl. No. | Type of Vehicle | Nos. Required |
|---------|-----------------|---------------|
| 1 | MUV-7 SEATERS | 1 |
| 2 | AMBULANCE | 2 |
| 3 | INSTITUTE'S BUS | 4 |

Tender Form along with other terms of reference can be obtained from Administrative Office, NIT Mizoram, situated at Chaltlang, Aizawl-796012 on payment of non-refundable ₹. 500/- (Rupees Five Hundred only) by Bank Demand Draft/Bankers' Cheque in favour of **Registrar, NIT Mizoram** till **29th July, 2019 before 1:00 P.M.** Tender Form along with other Terms & Conditions can be downloaded from the Institute's Website www.nitmz.ac.in. However, the non-refundable Tender Fees of ₹. 500/- (Rupees Five Hundred only) by Demand Draft should be submitted along with the Tender Documents.

Sealed Tenders should be dropped in Tender Box No. 02, Kept in the Administrative Office, NIT Mizoram till **29th July, 2019 before 1:00 P.M.**

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

(LALTHIANGHLIMI ZOTE)
Deputy Registrar
National Institute of Technology Mizoram



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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 ₹. 500/- 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 **Providing Vehicles (MUV-7 Seaters/Ambulance/Institute's Bus)** at National Institute of Technology, Mizoram.

Ref. No.: NITMZ/T-3/Vehicles/2019

Dated: 18th July, 2019

- (1) Sealed Tenders are invited for Providing Vehicles (MUV-7 Seaters / Ambulance / Institute's Bus) Service at the Institute.
- (2) This original copy of the tender should be submitted in the sealed envelope along with **EMD** of ₹. 10,000/- (Rupees Ten Thousand only) and photocopy of necessary documents. **If same Firm/Bidder applied for providing more than one vehicle services, Tender has to be submitted separately for each Vehicle service.** EMD of ₹. 10,000/- (Rupees Ten Thousand only) each should be submitted for each type of Vehicle.
- (3) The sealed envelope containing original tender form, **super-scribed as Tender for Vehicle Service (Type of Vehicle)** shall be dropped in Tender Box No. 2 kept in the Administrative Office of National Institute of Technology, Mizoram at Chaltlang (Dawrkawn), Aizawl on or before **29th July, 2019 upto 1:00 pm**. Tenders will be opened on 29th July, 2019 at 2:00 P.M in the Registrar's Office in presence of Tender Opening Committee and such bidders who are willing to present. However, in the event of any unforeseen circumstances, the tenders may be opened on a later date and the same would be notified in the Institute's website.
- (4) EMD of unsuccessful bidders will be returned within 30 days of award of the contract.
- (5) Tenders which are not in original and/or without necessary EMD or incomplete in any respect shall summarily be rejected.
- (6) List of the documents to be attached in respect of vehicle(s) to be provided is as under:
(a) Registration Certificate from Transport Department/MVI
(b) Insurance Policy

- (c) Road Tax Clearance Receipt**
(d) Fitness Certificate
(e) Pollution Clearance Certificate (if applicable)
(f) Registration with Municipal Council or appropriate department of State Govt., if any.
(g) Professional Driving License of Driver.
Registered suppliers of vehicle shall be given preference.
- (7) The rates should be quoted in the format provided **in Figure and in Word.**
- (8) The authorities of NIT Mizoram reserve the right to accept or reject any or all the offers or apportion amongst the different bidders in any manner as they may choose, without assigning any reason whatsoever and the decision of such authorities shall be final and binding on all concerned.

(LALTHIANGHLIMI ZOTE)
Deputy Registrar
National Institute of Technology Mizoram

TERMS & CONDITIONS FOR MUV-7 SEATERS

1. The Vehicle shall normally be at the disposal of National Institute of Technology Mizoram.
2. The Vehicle shall preferably be a brand new OR should not be older than 2 years.
3. NIT Mizoram shall pay the fixed consolidated hiring charges on monthly basis within 15 days of submission of Bills.
4. The Contractor shall, at his own expense, employ experienced and qualified drivers who are holding valid Professional Driving License and registered to State Government Authority and the Contractor will be fined **Rs. 1,000.00**, if reported / found running his Vehicle by Driver without valid Professional Driving License.
5. The cost of fuel, other oils, expenditure for vehicle maintenance and repair and any other incidental expenditure shall be borne by the Contractor.
6. The Contractor shall be responsible for any damage or casualty of his Vehicle and Driver.
7. In the event of breakdown of vehicle or any other circumstances where vehicle will not be serviceable for a particular period, it shall be obligatory on the Contractor to inform the Institute's Authority well in advance and arrange suitable alternate vehicle of the same class without delay. Otherwise **Rs. 2,000.00** per day will be deducted from monthly hiring bill.
8. The Contractor shall solely be responsible for violation of traffic rules or any other breach of law in force. However, if the Contractor is instructed by the Institute's Authority to ply on the particulars road which is not permitted by the traffic authority, it will be the responsibility the Institute to comply with.
9. The Vehicle shall not be utilized by the Institute for any purpose other than NIT Mizoram service except with the prior consent of the Contractor and the Institute during the contract period.
10. The driver should not indulge in any kind of intoxication, drug, alcoholic beverages etc and smoking inside the Vehicle. Violation of this section shall invite a fine up to **Rs. 2,000.00** to the Contractor.
11. The Contractor shall follow orders and instructions of NIT Mizoram Authority and abide by security instructions/ procedure in vogue within the campus during the entire contract period.
12. Pick Up and Drop at Lengpui Airport shall be considered as normal duty without any extra charges during the contract period.
13. If the vehicle is utilized outside Aizawl Municipal Corporation Area, then **Rs. 25 per Km** shall be paid by the Institute to the Contractor.
14. The contract shall be initially for period of commencing and shall automatically come to an end on The contract could be extended and renewable by mutual consent without resorting to public tender only with the written consent of the Contractor. However, if contract is to be extended for more than six months continuously, the present terms and conditions should be revised without fail.
15. The contract is liable for termination at anytime, by giving one month's notice from either side, failing which hiring charges of the Contractor for one month shall be forfeited and likewise NIT Mizoram will also compensate the one month hiring charge to the Contractor if NIT Mizoram terminates without given one month's notice. However, both Parties should mention clearly in their notice the reason as to why they want to terminate the contract.

TERMS & CONDITIONS FOR AMBULANCE

1. The Ambulance shall normally be at the disposal of National Institute of Technology Mizoram for 24 x 7.
2. The Vehicle shall preferably be a brand new OR should not be older than 2 years.
3. NIT Mizoram shall pay the fixed consolidated hiring charges on monthly basis within 15 days of submission of Bills.
4. The Contractor shall, at his own expense, employ experienced and **qualified 2 (two) drivers** – One for Day Shift and One for Night Shift, who are holding valid Professional Driving License and registered to State Government Authority and the Contractor will be fined **Rs. 1,000.00**, if reported / found running his Vehicle by Driver without valid Professional Driving License.
5. The Vehicle (Ambulance) shall be equipped with basic medical facility & life saving equipments viz. First Aid Box, BP Gauges, Stethoscope, Thermometers, Medical Tapes, Oxygen cylinder, Stretcher, Lights / Sirens (As specified or approved by Govt. of India) for the purpose of Ambulance etc.
6. The Vehicle shall be modified in such a way that in case of medical emergency the patient can lie inside the vehicle and 2 more companions can be accommodated along with the patient.
7. The cost of fuel, other oils, expenditure for vehicle maintenance and repair and any other incidental expenditure shall wholly be borne by the Contractor.
8. The Contractor shall be responsible for any damage or casualty of his Vehicle and Driver.
9. In the event of breakdown of vehicle or any other circumstances where vehicle will not be serviceable for a particular period, it shall be obligatory on the Contractor to inform the Institute's Authority well in advance and arrange suitable alternate vehicle of the same class without delay. Otherwise **Rs. 2,000.00** per day will be deducted from monthly hiring bill.
10. The Contractor shall solely be responsible for violation of traffic rules or any other breach of law in force. However, if the Contractor is instructed by the Institute's Authority to ply on the particulars road which is not permitted by the traffic authority, it will be the responsibility the Institute to comply with.
11. The Vehicle shall not be utilized by the Institute for any purpose other than NIT Mizoram service except with the prior consent of the Contractor and the Institute during the contract period.
12. The driver should not indulge in any kind of intoxication, drug, alcoholic beverages etc and smoking inside the Vehicle. Violation of this section shall invite a fine up to **Rs. 2,000.00** to the Contractor.
13. The Contractor shall follow orders and instructions of NIT Mizoram Authority and abide by security instructions/ procedure in vogue within the campus during the entire contract period.
14. Pick Up and Drop at Lengpui Airport shall be considered as normal duty without any extra charges during the contract period.
15. If the vehicle is utilized outside Aizawl Municipal Corporation Area, then **Rs. 25 per Km** shall be paid by the Institute to the Contractor.
16. The contract shall be initially for period of commencing and shall automatically come to an end on The contract could be extended and renewable by mutual consent without resorting to public tender only with the written consent of the Contractor. However, if contract is to be extended for more than six months continuously, the present terms and conditions should be revised without fail.
17. The contract is liable for termination at anytime, by giving one month's notice from either side, failing which hiring charges of the Contractor for one month shall be forfeited and likewise NIT Mizoram will also compensate the one month hiring charge to the Contractor if NIT Mizoram terminates without given one month's notice. However, both Parties should mention clearly in their notice the reason as to why they want to terminate the contract.

TERMS & CONDITIONS FOR INSTITUTE'S BUS

1. The Vehicle shall normally be at the disposal of National Institute of Technology Mizoram.
2. The Vehicle shall preferably be a brand new OR **should not be older than 5 years**.
3. NIT Mizoram shall pay the fixed consolidated hiring charges on monthly basis within 15 days of submission of Bills.
4. The Contractor shall, at his own expense, employ experienced and qualified **Drivers & Conductors** who are holding valid license and registered to ACBOA / State Government Authority and the Contractor will be fined **Rs. 1,000.00**, if reported / found running his Bus by Drivers/ Conductors without valid Professional License.
5. The Contractor shall be fined **Rs. 500.00**, if reported/ found running his bus without Conductors.
6. The cost of fuel, other oils, expenditure for vehicle maintenance and repair and any other incidental expenditure shall be borne by the Contractor.
7. The Contractor shall be responsible for any damage or casualty of his Vehicle and Driver.
8. In the event of breakdown of vehicle or any other circumstances where vehicle will not be serviceable for a particular period, it shall be obligatory on the Contractor to inform the Institute's Authority well in advance and arrange suitable alternate vehicle of the same class without delay. Otherwise **Rs. 3,000.00** per day will be deducted from monthly hiring bill.
9. The Contractor shall solely be responsible for violation of traffic rules or any other breach of law in force. However, if the Contractor is instructed by the Institute's Authority to ply on the particulars road which is not permitted by the traffic authority, it will be the responsibility the Institute to comply with.
10. The Vehicle shall not be utilized by the Institute for any purpose other than NIT Mizoram service except with the prior consent of the Contractor and the Institute during the contract period.
11. The driver should not indulge in any kind of intoxication, drug, alcoholic beverages etc and smoking inside the Vehicle. Violation of this section shall invite a fine up to **Rs. 3,000.00** to the Contractor.
12. The Contractor shall follow orders and instructions of NIT Mizoram Authority and abide by security instructions/ procedure in vogue within the campus during the entire contract period.
13. Pick Up and Drop at Lengpui Airport **once** in an Academic Year shall be considered as normal duty without any extra charges during the contract period.
14. If the vehicle is utilized outside Aizawl Municipal Corporation Area, then **Rs. 50 per Km** shall be paid by the Institute to the Contractor.
15. The contract shall be initially for period of commencing and shall automatically come to an end on The contract could be extended and renewable by mutual consent without resorting to public tender only with the written consent of the Contractor. However, if contract is to be extended for more than six months continuously, the present terms and conditions should be revised without fail.
16. The contract is liable for termination at anytime, by giving one month's notice from either side, failing which hiring charges of the Contractor for one month shall be forfeited and likewise NIT Mizoram will also compensate the one month hiring charge to the Contractor if NIT Mizoram terminates without given one month's notice. However, both Parties should mention clearly in their notice the reason as to why they want to terminate the contract.

TENDER FORM FOR PROVIDING VEHICLE SERVICE
TYPE OF VEHICLE (Tick any one): (MUV-7 SEATERS / AMBULANCE / BUS)

Name of the Car Owner/Firm/Contractor: _____

Address: _____

Telephone No. (O) _____ (R) _____ (Mob.) _____

Details of demand draft towards EMD:

Name of the Bank: _____

Branch: _____

DD No: _____ Date: _____ Amount: _____

Details of Vehicle:

(a) Type of Vehicle: _____ (b) Make _____

(c) Year of Manufacturing _____ (d) Registration No. _____

(e) Registration Certificate No. _____ (Enclose Photo Copy)

(f) Insurance Policy No. _____ Valid up to _____ (Enclose Photo Copy)

(g) Road Tax Receipt No. _____ Valid up to _____ (Enclose Photo Copy)

(h) Fitness Certificate No. _____ Valid up to _____ (Enclose Photo Copy)

(i) Driver's Professional Driving License No. _____ (Enclose Photo Copy)

(j) Whether District Transport Office clearance obtained : Yes / No.

(k) Capacity of vehicle _____ seater.

Quoted mount (per month):

| Amount (in Figure) | Amount (in Word) |
|--------------------|------------------|
| ₹. | |

(The amount is inclusive of all expenses like fuel, lubricant, maintenance, driver's & conductor's salary and other taxes applicable.)

Date:

Signature

UNDERTAKING

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

Date:

Signature

Name _____