



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम  
**NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM**

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

CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2391774 / 0389-2391236 / 0389-2391699

Email: nit\_mizoram@nitmz.ac.in

**TENDER DOCUMENT  
FOR  
HIRING OF VEHICLE(S)**

- |                    |          |
|--------------------|----------|
| 1. Car (7 Seaters) | - 1 no.  |
| 2. Ambulance       | - 2 nos. |
| 3. Institute Bus   | - 4 nos. |

TENDER No.: NITMZ/T-2-2/Vehicle/2020/30

Dt. 10<sup>th</sup> January, 2020

**Not Transferable**

**Last Date and Time of Submission  
30<sup>th</sup> January, 2020 till 1:00 P.M**

**Date and Time of Opening  
30<sup>th</sup> January, 2020 (2:00 P.M)**

**Visit us at [www.nitmz.ac.in](http://www.nitmz.ac.in)**

## TABLE OF CONTENTS

<b>Section</b>	<b>Title</b>	<b>Page No.</b>
I	Notice Inviting Tender	3
II	General Terms and Conditions	4 - 8
III	Specific Terms and Conditions	9 - 11
<b>Annexure</b>		
I	Bid Form	12
II	Technical Bid	13 - 14
III	Financial Bid	15 - 16
IV	Declaration: For Non-Tampering the Downloaded Tender Documents from Institute's Website	17
V	Declaration: For No near relative of the Bidder / Contractor working in NIT Mizoram	18
VI	Check List for the Bidder	19

## SECTION - I



**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 / 0389-2391774 / 0389-2391699

Email: registrar@nitmz.ac.in

File No.: NITMZ/T-2-2/Vehicle/2020/30

Dated: 10<sup>th</sup> January, 2020

### NOTICE INVITING TENDER

Sealed Tenders are invited from eligible Company/Firm/Agency/Individual for providing Vehicles (**Car - 7 Seater, Ambulance and Institute's Bus**) Service at National Institute of Technology Mizoram.

### SCHEDULE OF TENDER

Sl. No.	Activity Description	Schedule
1	Tender No.	NITMZ/T-2-2/Vehicle/2020/30
2	Date of Tender	10 <sup>th</sup> January, 2020
3	Last Date and Time of Submission of Bid	30 <sup>th</sup> January, 2020 (1:00 pm)
4	Time and Date of Opening of Technical Bid	30 <sup>th</sup> January, 2020 (2:00 pm)
5	Validity of Tender Offer	90 Days from date of opening
6	Cost of Tender / Bid Document to be submitted	<b>Rs. 500.00 (Non-Refundable)</b>
7	Amount of EMD to be Deposited	<b>Rs. 10,000.00</b>

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 **30<sup>th</sup> January, 2020 before 1:00 P.M.** Tender Form along with other Terms & Conditions can be downloaded from the Institute's Website [www.nitmz.ac.in](http://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 **30<sup>th</sup> January, 2020 before 1:00 P.M.** The same shall be opened on **30<sup>th</sup> January, 2020 at 2:00 P.M.**

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

## SECTION - II

### GENERAL TERMS & CONDITIONS

1. **Eligibility:** Any Citizen of Indian National having the **Registered Commercial/Private Vehicle** as below:-

- i) **Car - 7Seater** - Not older than 1 (one) year.
- ii) **Ambulance** - Not older than 2 (two) years.
- iii) **Bus** - Minimum 24+1 Seat. Not older than 7 (seven) years.

**Tender without Registration Certificate, State Transport Authority Certificate, Valid Insurance Certificate, Road Tax Clearance, Fitness Certificate etc. as provided in Technical Bid Form (Annexure - II) shall be summarily rejected.**

2. **Parties:** The parties to the Contract are the Contractor (the Tenderer to whom the work is awarded) and the National Institute of Technology Mizoram through the Registrar, NIT Mizoram.

3. **Addresses:** For all purposes of the contract including arbitration there under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter submitted/sent by hand or registered post to the Administration Department, NIT Mizoram. The Contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

4. **Earnest Money Deposit (EMD):**

i) Earnest Money of **Rs. 10,000.00 (Rupees Ten Thousand only)** in the form of Demand Draft / Banker's Cheque drawn on any Nationalized Bank in favour of Registrar, NIT Mizoram payable at Aizawl, Mizoram shall be submitted. EMD in cash or in the form of Cheque or in any other form will not be accepted.

ii) The EMD of the tenderer will be refunded **without any interest** within reasonable time after final decision of the tender, normally **within two months** from the date of opening of the tender.

iii) Request for transfer of any previous deposit such as previous EMD or Security Deposit or payment of any pending bill for transfer towards EMD shall not be entertained.

iv) **The tenders without EMD will be summarily rejected.**

v) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of Earnest Money Deposit will be forfeited.

4. **Period of Validity of Bid:** Bid shall be valid for 90 days after the date of opening of the bids.

5. **Period of Contract/Duration:** The contract will be initially for a period of **One year**. However, the contract may be extended subsequently, on mutual consent without resorting to public tender only with the written consent of the Contractor, and on same terms and conditions for a period of not more than six months at a time (upto a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of NIT Mizoram. However, if contract is to be extended for more than one year continuously, the present terms and conditions should be revised without fail.
6. **Signing of Tender Documents:** Individual signing the tender or other documents connected with contract must specify whether he signs as -  
a) A “sole proprietor” of the concerned or constituted attorney of such sole proprietor.  
b) A partner of the firm, if it be a partnership firm. In which case, he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney.  
c) Director or CEO duly authorized by the Board of Directors of the Company.  
If a person signing the tender documents and other bid forms/quotes had no authority to do so, NIT Mizoram may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
7. **Submission of Tender:**  
a) 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 **30<sup>th</sup> January, 2020 upto 1:00 pm**.
8. **Opening of Tender:** Tender will be opened on **30<sup>th</sup> January, 2020 at 2:00 P.M** in the **Administrative Office, NIT Mizoram** by the Tender Opening/Evaluation Committee. The bidder is at liberty either to be present himself or authorize not more than one representative to be present at the time of opening of the tender. 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.
9. **Criteria for Evaluation of Tender:** The evaluation of the tenders will be made first on the basis of Technical Information furnished in form given in **Annexure - II** and then on the basis of Financial Information furnished in form given in **Annexure - III**. It must be kept in view that no decision will be given by the Tender Opening/Evaluation Committee or any inference drawn during the meeting of the Committee by the tenderer or their representative will be their own view and the NIT Mizoram will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to terms and conditions of tender.
- a) Bid shall be evaluated to determine whether it is complete, whether documents have been properly signed and are generally in order.

- b) TOC/TEC will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive may be rejected.
- c) TOC/TEC shall evaluate and compare the substantially responsive bids and comparison of bids shall be on the rate quoted (inclusive of all levies and taxes). As indicated in the rate schedule of the bid document.

Financial Bids shall be evaluated based on the Rates Quoted accordingly.

The successful bidder is required to submit tender documents, duly signed on all pages for having read, understood and accepted all the terms and conditions associated with the bid and the resultant contractual obligations.

**10. Right of Acceptance:**

- a) NIT Mizoram reserves all rights to reject any tender including of those Tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind to accept the lowest or any specific tender. The decision of NIT Mizoram in this regard is final and binding.
- b) Any failure on the part of the Tenderer to observe the prescribed procedure and any attempt to canvas for the work will prejudice the Tenderer's quotation.

**11. Communication of Acceptance:**

Successful Bidder will be informed of the acceptance of his tender through email and telephone.

**12. Security Deposit:**

- a) The successful Tenderer will have to deposit a Security Deposit for an amount of **10% of the value of the contract** in the form of a **Demand Draft/Fixed Deposit/Bank Guarantee** for the validity period of 15 months. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.
- b) The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Institute sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- c) A letter of intent will be issued to the successful Bidder/Bidders. Successful Bidder shall have to submit a Security Deposit within 15 (fifteen) days from the issue of the letter of intent, from Scheduled Bank.
- d) The final work order will be issued only after the production of the Security Deposit for an amount of **10% of the value of the contract** in the form of a **Demand Draft/Fixed Deposit/Bank Guarantee** and EMD of successful bidder shall be refunded within a two months of the receipt of the performance security bond.

**13. Penalties:**

a) Vehicles should be made available on duty round the clock on all working days. In case of failure to supply the vehicle, a penalty of **Rs. 3000/-** will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.

b) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the Controlling Officer subject to following conditions:

i) If the vehicle is not accepted, a penalty as per clause (a) above will be imposed.

ii) In case of breakdown, if the vehicle is not replaced within one hour, penalty of **Rs. 300/-** per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.

iii) The NIT Mizoram reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays, failing which the penalty of **Rs. 500/-** will be imposed on each occasion.

**14. Terms of payment:**

a) No payment shall be made in advance nor any loan from any Bank or Financial Institutions shall be recommended on the basis of the order of the award of the work.

b) The contractor shall submit the monthly bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

c) The competent authority of NIT Mizoram shall be at the liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this tender.

d) The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses by the contract.

e) Wherever applicable all payments will be made as per rate schedule of payments stated in Annexure - II of the submitted Financial Bid of the successful bidder.

**15. Termination of the Contract:**

Competent authority, without prejudice to any other remedy, for breach of contract, may terminate the contract in whole or in parts.

a) If the Contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by competent authority.

b) If the Contractor fails to perform any other obligation (s) under the General & Special Conditions of the contract and all clauses of this tender which are integral part of this tender.

c) Competent authority may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the Contractor, in above circumstances.

d) **Termination for insolvency:** The Competent authority may at any time terminate the Contract by giving written notice to the Contractor, without compensation to the Contractor. The decision of the Director, NIT Mizoram will be final.



**16. Agreement:**

The successful bidder will have to enter an agreement initially for a period of **one year**, further extendable subject to Clause 5. Cost of execution of agreement shall be borne by the Contractor. Final format of the agreement shall be issued by the Institute at the time of the signing of the agreement with the successful bidder, and that the final format shall be binding on the successful bidder. Final work order shall be issued only after execution of the agreement by the successful contractor. Apart from other things, all clauses of this tender document shall form the integral part of the agreement.

**17. Arbitration:**

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. In the event of any question, dispute or difference arising under the agreement or in connection there with, the same shall be referred to sole arbitration Registrar, NIT Mizoram. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings shall take place at Aizawl, Mizoram. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

**18. Set Off:**

Any sum of money due and payable to the Contractor (including Security Deposit refundable to him) under this contract may be appropriated by NIT Mizoram and set off the same against any claim of the NIT Mizoram for payment of a sum of money arising out of this contract or under any other contract made by Contractor with NIT Mizoram.

**19. Force Majeure:**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (herein referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumes as soon as practicable after such an event may come to an end or cease to exist, and the decision of the NIT Mizoram as to whether the supplies/ services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.



**SECTION - III**  
**(Tender Specific Terms & Conditions)**

**1. Services to be provided:**

**i) Period of Contracts:** Under normal circumstances the contract shall be valid for a period of **one year** from the date of issue of work order. The NIT Mizoram may cancel the contract during the contract period without assigning any reason thereof. However, the contract may be extended subsequently, on mutual consent without resorting to public tender only with the written consent of the Contractor, and on same terms and conditions for a period of **not more than six months** at a time (upto a maximum of one year) on review of performance. However, if contract is to be extended for more than one year continuously, the present terms and conditions shall be **revised** without fail.

**ii) The vehicle will be available/on duty round the clock (24x7) at the disposal of NIT Mizoram,** except on Gazetted Holidays notified by Govt. However actual duty hours shall be specified by actual users of vehicles.

**iii) Reporting Place:** Any place within the territorial jurisdiction of Aizawl Municipal Council. The user of the vehicle shall specify actual place of reporting.

**iv) Accuracy of the meters:** The meter reading should tally the actual distance of run at any instance and an authorized officer of NIT Mizoram or State Transport Authority, Govt. of Mizoram shall have full power to check up the meter for its correctness and to take action accordingly.

**v) Special Requirements:**

**a) The mileage includes all areas in Mizoram including North Eastern States.**

b) Intending bidder must have a telephone number and where the requisition of vehicle can be conveyed round the clock (24 hrs) during the whole year. The driver of the vehicle must be provided with mobile telephone so that he may be contacted at any point of time.

c) The vehicle must have permit to travel in neighboring States i.e. Assam, Tripura, Meghalaya, Manipur and Nagaland. Permit fee/entry tax will be borne by the Contractor.

d) Payment of any Government Tax/Duty in respect of the hired vehicle will be the liability of the Contractor.

e) Parking and toll charges outside Aizawl District, if any, may be claimed by producing the parking/toll slips.

f) Any changes in the vehicle/driver shall be informed at least **two days** before the day of such changes.

g) No mileage will be allowed for lunch/breakfast or for filling of POL.

**2. Amendments to tender document:**

a) At any time, prior to the date of submission of bid, NIT Mizoram may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

b) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them. A prospective bidder, requiring any clarification on the BID document shall inform the Registrar, NIT Mizoram in writing. The NIT Mizoram shall respond in writing to any request for the clarification of bid document which it receives not later than 7 days prior to the date of opening of Tender.

**3. Special conditions of contracts:**

a) In case the Government of India subsequently declares the date fixed for opening of the bid as a closed holiday, the bid shall be opened on the next working day. The Contractor/Bidder will have full liability under Sections of Motor Vehicles Act 1968 and IPC causing death or permanent disability developed by the vehicle supplied by the Contractor. The hiring authority shall have no responsibility and will not entertain any claim in this regard in any circumstances. The Contractor/Bidder shall indemnify the NIT Mizoram from such incidences.

b) The engagement and employment of drivers and payment of wages to them as per the existing provision of various Labour Laws and Regulations is the sole responsibility of the Contractor and shall indemnify the NIT Mizoram. Any breach of such laws on regulation shall be deemed to be breach of this contract.

c) The Contractor shall supply the vehicles properly cleaned from outside and properly cleaned and totally dust free inside. Seats of the vehicle should have clean covers and drivers should be properly dressed and well behaved. Engine of the supplied vehicle should be well maintained and noise/pollution free.

d) **Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/ vehicle is required, prior intimation (at least 2 days) shall be given to the NIT Mizoram.**

e) The Contractor shall send the vehicle for periodical servicing at the cost of the Contractor. NIT Mizoram will not pay any mileage run for such servicing. The cost of lubricant, repairs, maintenance, Taxes, Insurance etc. will be the Contractor's liability.

f) In case of change of vehicle by the Contractor during the currency of the contract, the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for such changed vehicles.

g) **Control of Vehicles:**

1) The vehicles shall be supplied to NIT Mizoram accordingly. Letter of Intent/Work Order for the vehicles shall be issued by NIT Mizoram, and other rights and liabilities (during the currency of the contract), as per the agreement to be signed with the successful bidder, with NIT Mizoram, only for these vehicles.

2) Monitoring of performance of the services to be provided by Contractor under this tender shall be responsibility of NIT Mizoram for the vehicles under their control. In case of any deficiency, NIT Mizoram may take action as per terms and conditions of this tender and agreement to be signed, for the vehicles under their control.

3) Decision as to whether penalties would be levied or not for violation of terms and conditions laid down in this tender shall be taken by NIT Mizoram for the vehicles under their control. If decided so, penalties shall be levied by NIT Mizoram for the vehicles under their control.

4) NIT Mizoram shall have the sole rights and responsibilities with respect to arbitration in case of disputes.

- h) In case the NIT Mizoram is not satisfied with the quality/condition of the vehicle the Contractor shall change the vehicle/make necessary repairs to the satisfaction of the NIT Mizoram.
- i) ***No hike in rate will be allowed if there is a hike in the price of POL and or spare parts of vehicle during the Contract Period.***
- j) The NIT Mizoram reserves the right to counter offer price against the price quoted by the Contractor.

**4. Payment Terms:**

Payment will be made by way of PFMS/Cheque against the submission of monthly bills with Log Book duly signed by the designated user(s). The Monthly Bill shall be paid only after tax deduction at source (TDS) as applicable from time to time.

**5. Rate of hire charges:**

- a) Rates quoted should be inclusive of all taxes **except Goods Service Tax (GST). Goods Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time.** Proof of deposit of Goods Service Tax to appropriate authority should be submitted quarterly to NIT Mizoram for the vehicles under their respective control.
- b) Duty hours will be calculated on the basis of the difference between reporting time and releasing time on each day as noted on the duty slip by the user.

**BID FORM**

Dated: \_\_\_\_\_

**To,**

**The Registrar  
NIT Mizoram  
Chaltlang, Aizawl, Mizoram - 796012**

**Tender No:** NITMZ/T-2-2/Vehicle/2020/30                      dated 10.01.2020

**Madam,**

1. Having read the terms and conditions of the above mentioned tender and services to be provided, we undersigned, offer to provide light commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith in separate sealed cover and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the bank guarantees from a Scheduled Bank for a sum as mentioned in this tender document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us are properly sealed and prepared so as to prevent any subsequent alteration and/ or replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. NIT Mizoram reserves the right to cancel the tender without assigning any reason.
9. NIT Mizoram reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Signature  
Full Name  
Name of Firm/Company/Agency  
Seal

## Proforma for TECHNICAL BID

### GENERAL

1. Name of Tendering Company/ Firm/Agency/Individual  
: \_\_\_\_\_
2. Nature of the Concern: \_\_\_\_\_  
(i.e. sole proprietor or partnership firm or a company under Company Act 1956).
3. Full address of Office of the Company/Firm/Agency/Individual:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - a. Telephone /Mobile No:
  - b. E-Mail Address:
4. PAN/GIR No. of the Company/Firm/Agency/Individual:  
\_\_\_\_\_ (attach copy)
5. Photocopy of Income Tax Returns for latest year: \_\_\_\_\_  
(if applicable, attach copy)
6. Goods & Services Tax (GST) Registration No.
7. Goods & Services Tax (GST) paid during F.Y 2018-19: \_\_\_\_\_
8. Details of Earnest Money of ₹ \_\_\_\_\_/- DD No. \_\_\_\_\_ Date  
\_\_\_\_\_ Drawn on Bank \_\_\_\_\_ in favour of “ NIT Mizoram”
9. Whether each page of tender and its annexure have been signed and stamped  
: \_\_\_\_\_ (Yes/No)
10. Bidder’s Bank, its address and Bank Account No:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. 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.

I/We hereby declare that the information furnished above is true and correct.

Place: \_\_\_\_\_ Signature of Bidder/ Authorized signatory with seal of the firm

Date: \_\_\_\_\_ Name of the Bidder \_\_\_\_\_

## Proforma for FINANCIAL BID

1. Rate for each item shall be filled in **Column 3**. Leaving blank for any item is **NOT** permitted in the Financial Bid Form, in such cases the Bid will be treated as **non responsive** and will be summarily rejected.
2. Conditional Bid shall not be considered and will be rejected outright.

### I. HIRING OF CAR – 7 SEATER ON MONTHLY BASIS:

Sl. No.	Item Description	Basic Rate (INR in Figure)	Total Amount (In Word)
1	2	3	4
1	Monthly Rate (upto <b>1000 KM</b> per month)		
2	Charges for extra Kms (over 1000 Km per month) in Rs. per KM		
3	Night Halt charges in Rs. per night outside the Headquarters		

### II. HIRING OF AMBULANCE ON MONTHLY BASIS:

Sl. No.	Item Description	Basic Rate (INR in Figure)	Total Amount (In Word)
1	2	3	4
1	Monthly Rate (upto <b>1000 KM</b> per month)		
2	Charges for extra Kms (over 1000 Km per month) in Rs. per KM		
3	Night Halt charges in Rs. per night outside the Headquarters		

### III. HIRING OF INSTITUTE'S BUS ON MONTHLY BASIS:

Sl. No.	Item Description	Basic Rate (INR in Figure)	Total Amount (In Word)
1	2	3	4
1	Seat Capacity ( <b>Minimum 24+1 Seat Capacity</b> )		
2	Monthly Rate ( <b>1000 KM</b> per month)		
3	Charges for extra Kms (over 1000 Km per month) in Rs. per KM		
4	Night Halt charges in Rs. per night outside the Headquarters		



I/We have read and understand the tender for supply of Vehicle Service on hire basis vide No. NITMZ/T-2-2/Vehicle/2020/30 Dated 10.01.2020 and other documents issued by you we hereby quote the Rates (inclusive of all taxes & duties) **except Goods & Services Tax (GST)** as above.

Date:

[Signature]

Place:

Name of the Bidder  
Seal of the Bidder

**DECLARATION**

**FOR NON-TAMPERING THE DOWNLOADED TENDER DOCUMENTS FROM THE  
INSTITUTE'S WEBSITE ([www.nitmz.ac.in](http://www.nitmz.ac.in))**

**"I ..... (authorized signatory) hereby declare that the tender documents submitted has been downloaded from the NIT Mizoram website [www.nitmz.ac.in](http://www.nitmz.ac.in) and no addition / deletion / correction has been made in the downloaded documents. I also declare that I have enclosed a DD for Rs..... towards the cost of Tender Document along with the EMD.**

Date:

[Signature]

Place:

Name of the Bidder  
Seal of the Bidder

**DECLARATION**

**FOR NO NEAR RELATIVE (S) OF THE BIDDER/CONTRACTOR WORKING IN THE NIT MIZORAM**

**"I ..... s/o..... r/o ..... hereby certify that none of my relative(s) as defined the tender documents No. NITMZ/T-2-2/Vehicle/2020/30 dated 10.01.2020 is/are employed in National Institute of Technology Mizoram, as per details given in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, the NIT Mizoram shall have the absolute right to take any action as deemed fit / without any prior intimation to me.**

Date:

[Signature]

Place:

Name of the Bidder  
Seal of the Bidder

Nearby Relative(s) for this purpose are defined as:

- a) Member of a Hindu undivided family.
- b) They are husband and wife.
- c) The one is related to the other in the manner as father, mother, son(s) and daughter in law, son in law, brother(s), sister(s), brother in law, sister in law.

**CHECK LIST SHEET FOR BIDDERS**

<b>Sl. No.</b>	<b>Documents</b>	<b>Status</b>
1	<b>Cost of Tender</b> [DD No..... Amount in Rs..... Date.....]	
2	<b>EMD</b> [DD No..... Amount in Rs..... Date.....]	
3	Bid Form (Annexure - I) Filled and Signed with Seal	
4	Dully filled and signed Technical Bid (Annexure - II)	
5	Dully filled and signed Financial Bid (Annexure - III)	
6	Declaration on Non-Tampering of Downloaded Tender Documents from the Institute's Website (Annexure - IV). Filled and Signed.	
7	Declaration on No Near Relative (Annexure - V). Filled and signed.	
8	Self-Attested photocopy of Firm/Company Registration Documents	
9	Self-Attested photocopy of Registration Certificate of the Vehicle	
10	Self-Attested photocopy of valid Insurance Documents	
11	Self-Attested photocopy of valid Road Tax Clearance Certificate	
12	Self-Attested photocopy of Fitness Certificate (if applicable)	
13	Self-Attested photocopy of PAN Card of Firm/Company/Individual	
14	Self-Attested photocopy of GST Certificate (if applicable)	
15	Self-Attested photocopy of Income Tax Return of last FY (if applicable)	
16	Self-Attested photocopy of Tribal Certificate for Scheduled Tribes Bidders	
17	Any other relevant Documents	