



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

QUOTATION CALL NOTICE

Tender Notice No. NITR/TS/15/L/01

Date: 01.01.2015

NIT, Rourkela intends to hire a Brand New Indigo/Esteem with AC as per the following terms and conditions. Interested Agencies/Individuals may send their sealed quotations, on or before **Dt. 22.01.2015 by 3.00 P.M.** along with **E.M.D of Rs.30, 000/-** (Rupees Thirty thousand only) in shape of Demand draft /Banker's cheque in favour of "Director, NIT, Rourkela", payable at Rourkela. The bid is liable to be rejected without E.M.D. The E.M.D will be refunded to unsuccessful bidders within a week of finalization of tender. The quotations will be opened on the same date at 3.30 P.M. The bidders are requested to apply in a sealed envelope addressed to **The Registrar, NIT, Rourkela-769008** superscribing the following on the top of the envelope.

HIRING OF VEHICLE ON LEASE BASIS
Indigo/Esteem with AC
Enquiry No. NITR/TS/15/L/01

TERMS AND CONDITONS:

1. The Vehicle must be Brand New (The date of purchase should not be prior to 1st Dec'2014).
2. This lease is for a period of ten years. Institute reserves the right to revoke the lease if the leasing Agency/Individual breaches any terms and conditions laid in the contract.
3. **Availability of the vehicle shall be 24 hours a day for seven days a week.**
4. The Vehicle will be under custody of the Institute during the lease period.
5. The Agency/Individual will take care of Insurance of the vehicle.
6. The vehicle should be registered with the concerned authorities of Govt. of Orissa. A certificate to this effect should be provided to the institute.
7. Ordinarily the vehicle shall be driven by driver employed by the contractor; however any employee or authorized person of the institute with a valid license shall be permitted to drive the vehicle.
8. Routine maintenance / Servicing of the vehicle should be done by the Agency/individuals once in a month at his own cost.
9. Institute will provide Diesel/Petrol, Engine Oil, Water, Air and minor maintenance cost for the vehicle. All other maintenance costs will be borne by the agency/individual.

Tender for Hiring of Vehicle (Indigo/Esteem with AC)

10. In case of break down the leasing Agency /Individual will be responsible for repair and maintenance of the vehicle. Institute will not pay any type of compensation for maintenance or Insurance of the vehicle.
11. Total down period excluding routine maintenance in a year should not exceed 10 days.
12. If the breakdown is more than 48 hours, the agency/individual shall provide alternative vehicle or penalty shall be charged on the party at the rate of four times of the daily contract rate.
13. In case of violation of any of the terms and conditions of the contract by the agency, the contract shall be terminated with immediate effect without any compensation.
14. If the Vehicle is hypothecated to a bank or any financial institution the leasing Agency/Individual has to produce concurrence of the Institute/Bank.
15. The vehicle is to be delivered within one month from the date of issue of the order failing which the E.M.D. shall be forfeited and next eligible shall be offered. The period of contract will be effective from 1st March 2015.
- 16. The Agency /Individual should submit the quotation mentioning the monthly rental charges towards leasing of the vehicle including the insurance of the vehicle and all other taxes/levies as applicable.**
17. The Validity of the offer must be for **60** Days.
18. The Agency/Individual shall abide by all statutory laws, rules and regulation of the state Govt. /Central Govt. as per jurisdiction.
19. All documents as mentioned in Annexure-I has to be submitted along with the bid failing which the bid shall be rejected.
20. No manpower and/or resources should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person and/or resources displaced from job". The institute shall not entertain such claim.
21. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.
22. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.
23. Vehicle (Indigo/Esteem with AC) will be in service for 10 years but after satisfactory performance report by the Institute year-wise or whenever necessary. Driver for 24X7 availability with license for both heavy & light vehicle.
24. "G" type quarter will be provided to Driver.
25. Driver's remuneration should be higher than Rs. 8000/- per month on 01st Feb. 2015. This figure will be continuously enhanced with time in proportion to minimum wage (skilled) applicable to NIT Rourkela. All payment must be made to the driver's bank account and a copy of the pass book shall be submitted along with the bills.
26. Employer may pay additional amount to Driver over and above this amount. No information needs to be given to NIT.

Tender for Hiring of Vehicle (Indigo/Esteem with AC)

27. If EPF/ESI contribution is made, NIT will bear the expenses against receipt, over and above the contract amount.
28. Driver to be appointed by employer only after he is interviewed by the Institute Officers, but to be retrenched by NIT only. Driver shall not claim any employment in NIT. In case of poor performance or misconduct observed by the Institute the driver's service may be terminated giving him such time as decided by the Institute or such penalties imposed on him as decided by the Institute. These points must be communicated to the driver at the time of appointment.
29. In case of poor performance or misconduct observed by the employer he can be discharged or terminated from service by the employer but only after receiving a written concurrence from Registrar, NIT. In such situation, the contractor will seek permission of NIT giving full justification for the act.
30. Driver's leave shall be approved by employer with or without pay, but replacement driver to be given at proportionate pay. Any pay cut of the driver must be reported to the Institute and subtracted from the claim of the contractor.
31. Competition shall be on the basis of annual dues which will be paid in single installment on completion of six months.
32. While the driver will ordinarily drive the vehicle supplied by the contractor, the Institute at its discretion may ask the driver to drive other light or heavy vehicles owned or hired by the Institute.

PROPOSAL FOR LEASING OF VEHICLE [Indigo/Esteem with AC]

1. Name of the Firm/Agency/Individual : _____
2. Full Postal Address : _____

4. Office/Residence Phone No./ Mobile No. : _____
(Mandatory)
5. Office Fax No. If any : _____
6. Name(s) of the Proprietor/
Partners : _____
7. PAN Card No. : _____
[enclose Photocopy]
8. Details of the financial Institution : _____
If the vehicle is hypothecated

Signature of the Proprietor/ Partner

N.B. (Please enclose photocopy of the following documents along with the form)

1. Identity proof (Voter ID/PAN Card/Passport) (Mandatory).
2. Residential proof (Electricity bill/ Landline Telephone bill/Ration Card) (Mandatory)
3. Details of the vehicle (If available) RC. Book, Insurance copy, Sell Invoice.
4. PAN Card.