



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

An Institute of National Importance under Ministry of HRD, GOI

NOTICE INVITING TENDER

Tender Notification No: NITR/PW/2016/10 **Date: 01.12.2016**
The National Institute of Technology Rourkela invites sealed bids from eligible bidders for **Hiring of Brand New Vehicle on Lease Basis (Maruti Ciaz ZXI plus)**.

Last date of Submission of Bid: **21.12.2016 at 03.00 PM**

Opening date of Bid: **21.12.2016 at 04.00 PM**

Details: http://nitrkl.ac.in/Jobs_Tenders/11Miscellaneous/Default.aspx

Contact: **Mr. U.K. Biswal**, AR (PW); Ph: 0661-2462051; Email: ar-pw@nitrkl.ac.in

N.B.: Corrigendum / Notice, if any, will be posted on Institute website only.

Sd/-

ASST. REGISTRAR (PW)



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

QUOTATION CALL NOTICE

Tender Notice No: NITR/PW/2016/10

Date: 01.12.2016

NIT Rourkela intends to hire one new vehicle (Petrol run) of brand Maruti Ciaz [ZXi (+) Manual] with individual driver as per the following terms and conditions. Interested Agencies/Individuals may send their sealed quotations, on or before **Dt. 21.12.2016 by 3.00 P.M.** along with **E.M.D of Rs. 10,000/-** (Rupees Ten thousand only) in shape of Demand draft /Banker's cheque in favour of "Director, NIT Rourkela", payable at Rourkela. The bid without EMD is liable to be rejected. 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 **4.00 P.M.** The bidders are requested to apply in sealed envelopes addressed to **The Assistant Registrar (PW), NIT, Rourkela-769008** superscribing the following on the top of the envelope.

HIRING OF VEHICLE ON LEASE BASIS
Enquiry No.: NITR/PW/2016/L/10

The bids must be submitted in three **separate** sealed envelopes as listed below all kept in one sealed big envelope.

- a) Technical Bid
- b) Price Bid
- c) EMD

The Technical bid and price bid shall have 70% and 30% weightage respectively out of 100 marks. The bidders securing 60% of the total marks assigned to technical bid (i.e. 42/70) shall be declared qualified in the technical bid evaluation. Firm/Individual's profile, credentials and experience shall constitute the parameter for evaluation of Technical bids. Bidders need to quote the hiring charge (apart from driver's salary) of the vehicle in the Price Bid. However, selection will be made based on the highest score [Technical evaluation (70) + Financial score (30)].

TERMS AND CONDITIONS:

1. The vehicle must be Brand New (The date of purchase should not be prior to 1st Nov 2016) with the variants specified and the contract, delivery and service of vehicle shall be effective from 01.02.2017. The Institute, however, reserves the right to accept an older vehicle if there is sufficient reason to do so, e.g. transfer of ownership of vehicles already in Institute service.
2. This lease shall be for a period of 05 (Five) years but after satisfactory performance report by the Institute year-wise or whenever necessary. Institute reserves the right to extend the lease period after expiry of the contract and also reserves the right to revoke the lease if the leasing firm breaches any terms and conditions laid in the contract during the tenure.

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 Maintenance, Insurance and other statutory obligations of the vehicle.
6. The vehicle should be registered with the concerned authorities at Rourkela (preferably), Govt. of Odisha. 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.
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. If the Vehicle is hypothecated to a bank or any financial institution the leasing Agency/Individual has to produce concurrence of the Institute/Bank.
14. 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 agency @ the quoted price of Rank1 or Rank 2 whichever is less shall be offered. On denial/ dishonor by the Rank 2 party the tender would be cancelled.
15. The Agency/Individual shall abide by all statutory laws, rules and regulation of the state Govt. /Central Govt. as per jurisdiction.
16. 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.
17. Driver should possess license for both heavy & light vehicle.
18. The driver will be given a quarter in the campus to render 24*7 services as per need; the real driving hours per week generally not exceeding 40 hours in a normal week.
19. Driver salary will be paid @ Rs 9000/- p.m by the Institute to the firm along with the hiring charge. However driver's salary would be enhanced @ 107% and 115% of the basic value for 2nd and 3rd year respectively. After three years, the pay of the Driver would be reviewed by the Institute. 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. The hiring charges would remain fixed for the tenure of the contract
20. **Payment:** Payment will be made in monthly installment. The bill in triplicate in the name of the Registrar, NIT Rourkela is to be submitted in the Office of Transport In-charge. The payment of the certified bill shall normally be made within 20 working days from the date of receipt of the bill along with evidence of payment of driver's salary, bank premium (in case of hypothecation), vehicle insurance and driver life insurance dues.

21. Drivers have to mark biometric attendance. The firm will also register two alternative drivers, who may substitute the regular driver when he is on leave. Their biometric data will be on record.
22. Employer may pay additional amount to Driver over and above this amount. No information needs to be given to NIT.
23. If EPF/ESI contribution is made, NIT will bear the expenses against receipt, over and above the contract amount.
24. Driver to be appointed by employer only after he is interviewed by the Institute, 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 by giving him such time as decided by the Institute. These points must be communicated to the driver at the time of appointment.
25. In case of poor performance or misconduct observed by the employer he can be discharged or terminated from service by the employer, with the approval of Director. In such situation, the contractor will seek permission of NIT giving full justification for the act.
26. Driver's leave shall be approved by employer with or without pay, but replacement driver to be given at proportionate pay. Any cut in the pay of the driver must be reported to the Institute and subtracted from the claim of the contractor.
27. While the driver will ordinarily drive the vehicle supplied by the agency, the Institute at its discretion may ask the driver to drive other light or heavy vehicles owned or hired by the Institute.
28. Suitable life insurance policy for at least Rs. 10 Lakh for the driver will be ensured by the Firm. The insurance premium will be paid by the driver because it is his personal/family benefit. Owner of vehicle must ensure that premiums are paid in time.
29. 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.
30. Safety, sincerity and availability being the prime concerns, rather than economy, service providers may be selected by a committee instead of being selected on L-1 basis. Candidates and firms with proven service record will be given preferences.
31. The Validity of the offer must be for **60** Days from the date of opening of Finance Bid.
32. All documents as mentioned in Annexure-I has to be submitted along with the bid failing which the bid shall be rejected.
33. 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. 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. Also the Institute reserves the right to cancel the contract at any period of time during the contract without citing any reason thereto with a compensation equal to one month's hiring charge.
34. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.

PROPOSAL FOR LEASING OF VEHICLE

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 and the amount of EMI :
(In case of hypothecation)

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 and others.
4. PAN Card and driving license.