

**National Institute of Technology Andhra Pradesh**  
**Sri Vasavi Engineering College Campus, Tadepalligudem**

**Tender Notice No. NITAP/2017/Vehicle Tender-001**

**Date: 09-11-2017**

National Institute of Technology Andhra Pradesh (NITAP) is one amongst the newly formed NITs which is fully funded by the MHRD, Government of India. NIT Warangal is presently mentoring the Institute. It has started its activities in the academic year 2015 – 2016 with a sanctioned intake of 480 students spread over in eight different branches of engineering. The Institute is presently working from temporary campus at Sri Vasavi Engineering College, Tadepalligudem. Soon, it will start its activities from the permanent campus in Tadepalligudem, West Godavari District, Andhra Pradesh. **Vehicle is required for the day to day operation of the NIT Andhra Pradesh, Tadepalligudem.**

**NOTICE INVITING TENDER FOR HIRING OF “TOYOTA INNOVA VEHICLE” FOR THE OFFICE OF THE DIRECTOR” ON MONTHLY BASIS - One number (01) with Two Drivers**

Established vendors with proven track record and experience in the supply of vehicles are invited to submit their most competitive bids on or before **29-11-2017 at 11:00 AM**. The bids are to be sent in a sealed envelope super scribing the **Reference No. & Name of the item clearly on the envelope** addressed to

**TENDER BOX,  
C/O DIRECTOR,  
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL  
WARANGAL-506 004 (T.S.)**

**Important Dates:**

1.	<b>Pre-Bid Meeting</b>	<b>on 15-11-2017 at 11:30 am</b>
2.	<b>Tender Opening</b>	<b>on 29-11-2017 at 11:30 am</b>
3.	<b>Price Bids opening</b>	<b>on 06-12-2017 at 03:00 pm</b>

The bids will be opened in the presence of the bidders or their authorized representatives who choose to attend as per the terms and conditions mentioned below. No bid will be accepted after the due date and time. Even if accepted will be returned unopened.

Interested eligible bidders may download the set of bidding documents and formats for all the necessary documents given as Annexures, etc. from our website: [www.nitw.ac.in](http://www.nitw.ac.in) & [www.nitandhra.ac.in](http://www.nitandhra.ac.in). The payment towards the cost of the tender documents and EMD shall be made in the form of Demand Draft obtained from any **Nationalized Bank** in favor of **“Director, NIT Andhra Pradesh, Tadepalligudem – 534102”**. The offer without tender fee / cost of documents will be rejected summarily.

Cost of Tender Documents - Rs. 500/- (Rupees Five Hundred only)  
EMD for Servers - Rs. 15,000/- (Rupees Fifteen thousand only)

EMD in any other form will not be accepted as valid EMD. For details refer corresponding specification sheet. No interest will be paid on the EMD. The EMD will be forfeited, if the supplier withdraws his tender during the validity period of the bid. Offer without EMD and tender fee will be rejected summarily.

**The General Conditions of the Contract are applicable to all the items/equipment mentioned in the Tender Notice.**

1	Description of Work:	For the use of <b>Director's Office</b> Hiring of new Light Commercial Diesel Vehicle (ONE number) <b>Toyota Innova with Two Drivers</b> on monthly hire basis (excluding fuel charges) with all the specifications mentioned in manufactures catalogue of model 2017 with taxi plate. The vehicle is required on 24 X 7 basis.
2	Duration of contract	Three Years from the date of Award of Contract with an option of extension for a further period of two years at the same rate, terms and conditions upon satisfactory performance.
3	Minimum Validity of tender offer	90 days from the date of opening
4	Fuel Charges	Institute shall bear the fuel expenses.
5	Security deposit	The successful bidder shall enter into a contract/Agreement initially for a period as mention in the Tender Document with the broad terms and conditions given in this bidding document by submitting a security deposit of the 10% of order value.

The interested parties who are willing to comply with the terms and conditions may submit their bids in sealed covers to the office of the Director, National Institute of Technology, Warangal – 506 004 (T.S), INDIA super scribing clearly **Sealed quotation for hiring of vehicle for the OFFICE OF THE DIRECTOR** and also '**Attention: Assistant Registrar - Stores**' clearly on the envelope.

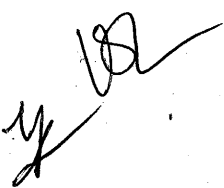
## SPECIAL CONDITIONS OF CONTRACT (SCC)

The terms and conditions of the bid are as follows:-

1. The contract is for the period from December 2017
2. The bidder should have a registered and well established Agency/Firm having capability to provide latest model vehicles for hiring.
3. The vehicle should be new vehicle of model 2017, which has plied for not more than 3,000 km reading, for which tenderer shall have to submit the vehicle details with make, model, type of vehicle, year of manufacture and registration number of the vehicle.
4. If vehicle is not commercially registered, approved supplier shall get the vehicle commercially registered within one month from the award of the work and submit the proof.
5. The vehicle should be in proper running conditions and well furnished.
6. The rates should be furnished **for vehicle hire with drivers, oil and other consumables, Institute shall bear the Fuel (Diesel) Expenses.**
7. **All the statutory certificates like registration copy, insurance certificate and pollution certificate without lapse shall be provided by the supplier.**
8. **All tax liabilities i.e. Road Tax, Service Tax and Insurance etc. will be borne by the supplier. However, Toll gate and parking charges etc. will be borne by the Institute at actuals.**
9. The vehicle is required **on all week days i.e. from Sunday to Saturday on 24 X 7 basis.** The vehicle will be kept in the custody of the institute.
10. **Saturday, Sunday and other Gazetted holidays will be covered in definition of month.**
11. The car and driver shall be at the disposal of the Institute Authority during the period of contract.
12. The vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
13. Log book should be maintained.
14. The payment will be made on monthly basis on the completion of every month on submission of bills(s) duly supported by duty slip(s)/log sheets(S) duly signed by the concerned officers.
15. **GST as applicable will be paid on billing by the Institute.**
16. All maintenance/servicing of the vehicle should be done by the Agency at their own cost. The interior and exterior conditions of the vehicle should be well maintained.
17. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
18. Total breakdown period excluding routine maintenance in a year should not exceed 12 days.
19. The firm should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
20. If there is no urgent out station tour, on every first/second Saturday of month the supplier can take vehicle for the periodic maintenance service.



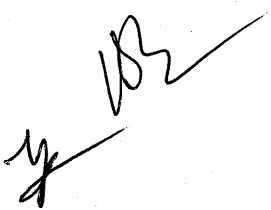
21. Once the hiring of vehicle commences from a particular agency/firm, the vehicle and **drivers should not be changed** unless so requested for by the Institute Authorities. The vehicle must be available at all the time of day as desired by the Institute Authorities.
22. The drivers provided by the contractor should fulfill the following conditions:
  - a) Should be in possession of valid driving license issued by RTO.
  - b) Should not drink alcohol, smoke; chew Pan/Pan masala/Tobacco *etc.*
  - c) Should be conversant with the routes of all Government buildings and important roads within Andhra Pradesh and Telangana.
  - d) Should not indulge in any activity inimical to security of the officers travelling in his car.
  - e) Each driver employed by the firm must have a cell-phone duly activated.
  - f) Each driver should wear uniform while on duty.
  - g) Each driver provided to the Institute along with the vehicle should have police verification.
23. The Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. **The driver should not leave the office without prior permission of the concerned officer in any case.**
24. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Institute. No driver should be changed unless the officer to whom the driver reports is apprised.
25. The firm should inform in advance the bio-data of all drivers who would be deployed on duty.
26. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Andhra Pradesh and Telangana is required.
27. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, *etc.*, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in the Institute.
28. **In case of accident the supplier shall have to get the vehicle repaired as early as possible. In that case supplier must be in a position to arrange alternate vehicle in good condition for the Director, and the supplier has to pay for the accident victims, legal charges, police cases, insurance claims and other payments. The Institute shall not be responsible and/or obligated for any payment to whom so ever in connection with the accident or for repair of the vehicle.**
29. The supplier shall have to be responsible for the breakdown of vehicle due to improper maintenance. In that case, a penalty of Rs. 1000/- per day will be levied and further the supplier will be prosecuted.
30. The supplier shall have to mention minimum mileage per month on which he takes responsibility of maintaining the vehicle.
31. The vehicle should be maintained neat and clean.
32. **The supplier who quotes least price with the acceptance of all the terms and conditions stated will be awarded the contract.**
33. Any conditions that have not been mentioned, and the queries pertaining to the contract should be got clarified from the Institute authorities before submitting the tender.
34. The Director at his discretion may revise the requirement or may cancel the process.



35. Any disputes that arise upon the requirement/agreement shall have to be settled within the Jurisdiction of Tadepalligudem town.
36. If it is observed at any stage that the quality of the work is not satisfactory, the contract order as a whole may be terminated and security deposit forfeited. The contractor will have no claims what so ever on the NITAP. The contractor will also have to serve a notice of three months, if he/she wishes to terminate the contract, otherwise the security deposit will be forfeited.
37. The successful bidder shall have to enter into the agreement with the Institute.

**Note:** The sealed quotations must be neatly typed on their firm letter pad with due signature on each page and also page number on all pages should be typed.

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A handwritten signature in black ink, appearing to be 'y' followed by a stylized 'B' or 'S' with a long horizontal stroke extending to the right.

(To be enclosed in a separate envelope and shall be sealed. The Words 'FINANCIAL BID' shall be annotated on the enveloped)

**Financial Bid/Price Bid**

No. \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Item: \_\_\_\_\_

Reference No. NITW/CS-4/2017-18, dated 08-11-2017

To  
The Director,  
National Institute of Technology,  
Warangal-506004.

Sl. No.	Description of the item	Per Month Rs.
1.	<b><u>HIRING OF VEHICLE: XC(2.4 VX7S) MT Pearl White Toyota Innova Crysta (Diesel) with Two Drivers</u></b>	
	GST @ _____	
	Total:	

(Words for Rs. \_\_\_\_\_ )

GST No. \_\_\_\_\_ (Copy shall be enclosed)

Date & Seal

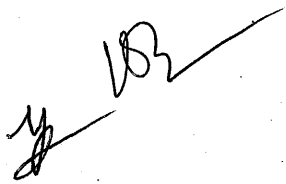
Signature of the  
competent authority of the firm

**Bank details of the Tenderer for Refund of EMD & for making payment in case L-1**

<b>Name of the Beneficiary</b> (fill in Capital Letter) As per Bank account														
<b>Bank Account No.</b> (Beneficiary)														
<b>Name of the Bank:</b>														
<b>Name of the Branch:</b>														
<b>IFSC Code of the Branch</b>														
<b>Swift Code/BIC Code</b> (if needed)														
<b>PAN No.</b>														
<b>Mobile No.</b>														
<b>Email ID:</b>														

Date & Seal

Signature of the  
competent authority of the firm



Annexure VII  
(Format for declaration &  
to be enclosed as last page of the bid document)

**DECLARATION**

(To be furnished by the supplier on company's Letter Head)

I/we hereby solemnly declare and affirm that the above documentary evidence/declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Date & Seal

Name and Signature  
of the competent Authority of the firm

PLEASE PASTE THIS SLIP ON YOUR ENVELOPE

Enquiry No. & Date: \_\_\_\_\_  
Name of the Item(s): \_\_\_\_\_  
(as mentioned in the Enquiry)  
Due Date: \_\_\_\_\_

**To**

**TENDER BOX**  
**C/o. DIRECTOR**  
**National Institute of Technology**  
**WARANGAL -506 021 (T.S.)**

From : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_