

उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान (नीस्ट)
NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY (NEIST)
(Council of Scientific & Industrial Research)

No.NEIST/HV/NIT/2011-12

dated 19.5.2011

NOTICE INVITING TENDER

North East Institute of Science & Technology, Jorhat, invites Sealed Tender afresh for hiring of light vehicles on rental basis from Jorhat based Individual/Agencies having valid registration of vehicles in their name/names. The vehicle(s) should be well maintained and should not be more than two years old. It should also be invariably registered as Taxi.

1	Sale of document	The tender documents can be obtained from Administrative Officer (AO), NEIST-Jorhat at all working hours from 9.00 A.M. to 4.00 P.M. from 18 to 25 May, 2011 (except 21 st & 22 nd May, 2011)
2	Cost of tender document	Rs. 1000/- (Rupees One Thousand) only to be deposited in cash at Cash Section of NEIST-Jorhat
3	Place and date of submission of tender	Tender with sealed cover to be submitted in Tender Box available at the office of the Security Officer (Gate 2) latest by 03.00 PM of 26 May, 2011
4	Place & date of opening	At 1500 hours of 27 May, 2011 at AO's office.
5	Amount and mode of payment of EMD	Rs. 10,000/- (Rupees Ten Thousand) only through demand draft from any nationalized bank drawn in favour of the Director, NEIST, Jorhat.
6	Type of Vehicle	Tata Sumo, Tata Grande, Tata Indica, Tata Indigo, Bolero, Scorpio, Travera, Toyota Innova, Tata 207, Accent, Verna, Fiesta, Safari, SX4, Logan
7	Engagement	On need basis
8	Basis of utilization	On Kilometer and daily halt basis
9	Duration	One year
10	Travel area	Assam, Arunachal Pradesh, Nagaland, Meghalaya, Tripura, Mizoram, Manipur & Sikkim

The Director, NEIST, Jorhat reserves the right to reject any or all tenders without assigning any reason whatsoever. The office is not bound to accept the lowest tender.

The tender of the contractor who does not deposit EMD in prescribed manner is liable to be rejected.

This Tender Paper can be downloaded from NEIST website and submitted along with Rs. 1,000/- (Rupees One Thousand) only in the form of Demand Draft in favour of Director, NEIST, Jorhat, which is not refundable.

ADMINISTRATIVE OFFICER, NEIST, JORHAT

TENDER PAPER

HIRED VEHICLE



NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY

Jorhat - 785 006, ASSAM

Council of Scientific & Industrial Research

उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान

जोरहाट 785 006, आसाम, भारत

(सी एस आई आर की अंगीभूत इकाई)



An ISO 9001:2000 Certified Organization

Connecting Science & Technology for Brighter Tomorrow



Last Date of Submission :

03.00PM of 26 May, 2011

Sl. No. : _____

Issued by :

उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान (नीस्ट)
NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY (NEIST)
(Council of Scientific & Industrial Research)

Application Form

(To be filled up by the Applicant/Tenderer)

From :

To

The Administrative Officer,
North East Institute of Science & Technology,
Jorhat – 785 006 (Assam).

Sir,

In response to your notice No. _____ dtd. _____
I/we wish to offer the vehicle(s) to North East Institute of Science & Technology, Jorhat
on hire basis.

The undersigned agrees to abide by the terms & conditions of hire as fixed by
NEIST, Jorhat.

I/we have annexed the following documents herewith.

- a) Certificate of ownership of vehicle (attested photocopy of the R.C., which should clearly indicate that vehicle is registered as Taxi).
- b) Valid comprehensive Insurance Certificate.
- c) Road permit.
- d) Valid Driver's License.

I hereby undertake that the statements made herein are true in all respects. In the event of the same being found to be incorrect in any particulars, the same may be construed as misrepresentation, empowering the NEIST, Jorhat to terminate my/our contract with Earnest Money forfeited.

Continued 2/-

I/we undertake to produce the original documents at the time of offering vehicle(s) for inspection.

I/we confirm having deposited the Demand Draft towards Earnest Money of Rs. _____ (Rupees _____) only as detailed hereunder.

a) Demand Draft No. _____, Date _____

b) Bank Name _____

c) Amount _____

I/we also agree that, in case of my/our failure to place vehicle(s) at the services of NEIST, Jorhat within the specified period, my/our EMD may be forfeited.

Date:

Signature of the applicant

Place:

Name:

Address:

Phone No:

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NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY (NEIST)
(Council of Scientific & Industrial Research)

Tender Paper for providing vehicles on hire basis

Sl. No.	Name of Vehicle	Whether A/C or Non A/C	Within Jorhat District			Outside Jorhat District (within Assam)			Outside Assam (within N.E. States)		
			Rate per K.M.		Halting charge per Hour	Rate per K.M.		Halting charge per day	Rate per K.M.		Halting charge per day
			A/C	Non A/C		A/C	Non A/C		A/C	Non A/C	

The undersigned agrees to abide by the terms and conditions of hire as fixed by NEIST-Jorhat.

Name:
Address:
Phone No.:

GENERAL TERMS AND CONDITIONS

1. The vehicle(s) should be fit in all respect for operations in accordance with Motor Vehicle Act, the Rules and the existing Laws as applicable from time to time. The vehicle(s) must be equipped with valid documents i.e. Registration Book, Insurance Certificate, Fitness Certificate (if applicable), pollution fee certificate and Road permit. The responsibility of any lapse in this regard shall be that of the contractors/owners exclusively. The NEIST, Jorhat or its employees shall in no way be responsible for any lapse/default of the owner/contractor.
2. The contractor is required to place the vehicle(s) on duty of NEIST, Jorhat conforming to the specifications of contract and as per the terms/conditions. He shall follow the instructions of timings and duties given by the authorized user of NEIST, Jorhat including the placement for off-road/breakdown/maintenance/ overhauling etc. for which the contractor may be required to maintain necessary suitable expedients.
3. While the vehicle is on the duty/services of NEIST, Jorhat no unauthorized passenger(s) can be carried by the Driver/Contractor.
4. Fuelling of the vehicle shall be carried out prior to reporting for duty and there should be adequate fuel for at least 24 hours of work.
5. The Driver(s) provided with the vehicle should be physically/medically fit, professionally sound and legally competent in all respect and holding valid license as prescribed under prevailing Motor Vehicle Rules. The driver(s) so provided by the contractor should also be free from attitudinal problems.
6. In the event of any accident or damages while the vehicle(s) is on the duty of the NEIST, Jorhat, NEIST, Jorhat shall be completely free from any liability of any nature connected with the accident/damage(s). The contractor himself will be fully and exclusively responsible for any damage to vehicle(s) or any personal injury or death caused to driver or any other person in the employment of the contractor, occupants of the vehicle(s) or any person(s) or damage to any property or person.
7. In case the vehicle(s) is / are requisitioned either by Police or Civil Authority, no payment shall be made by NEIST, Jorhat for that period.
8. The log-book shall be drawn from Transport Cell and separate log-book for each vehicle will have to be maintained for each vehicle. As the log-book is a financial document, its loss may lead to non-payment to the contractor.
9. All the vehicles provided by the contractor must be registered with Registering Authority as 'TAXI'.
10. All the vehicles provided by the contractor as per the terms of agreement must be covered under 'FIRST PARTY INSURANCE' policy with the insurance company.

11. All the vehicles provided by the contractor as per the terms of agreement must not have any gripless even surface tyre fitted with the wheels, including the spare wheel.
12. For all vehicles supplied by the contractor which are over 2 years old, the contractor shall furnish NEIST with a fitness certificate regarding road – worthiness of the concerned vehicle (s) once a year.
13. All the drivers of the vehicles provided by the contractor as per the terms of agreement must fill up a proforma already evolved by this Institute, sign it and submit it to the in-charge, vehicle section, NEIST, Jorhat.
14. In the event of the contractor being unable to supply vehicles designated as TAXI as required by NEIST, supply of non-taxi vehicles by the contractor in good and road-worthy condition shall be acceptable to NEIST.
15. The transport contractor shall submit the bills for hiring charges in triplicate on tour basis within 7 (seven) days of the completion of tour in the name of the Director, NEIST, Jorhat for arranging payment, duly supported by the relevant log-book, duly signed by touring officer of NEIST, Jorhat to the Transport Cell.
16. In case of any legal disputes, withheld payments shall not be released, until the dispute is settled.
17. An Earnest money of Rs. 10,000/- (Rupees Ten Thousand) only per contractor is to be deposited in the form of Demand Draft from any nationalized Bank in favour of Director, NEIST, Jorhat.
18. No interest shall be paid by the NEIST, Jorhat on the EMD. The EMD of the unsuccessful applicant shall be refunded.
19. The requirement of vehicle(s) may be increased at the sole discretion of NEIST, Jorhat.
20. The offer shall remain in force for one year from the date of agreement to be executed under clause 21.
21. The successful applicant shall be required to sign contract agreement on non-judicial stamp paper of the requisite value.