



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

No.NEIST/HV/2011

25.2.2011

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 registered as Taxi.

1	Sale of document	The tender documents can be obtained from Transport Cell, NEIST-Jorhat at all working hours from 9.00 A.M. to 4.00 P.M. from 7 to 11 March, 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 14 March, 2011
4	Place & date of opening	At 1500 hours of 15 March, 2011 at Transport Cell
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.

ADMINISTRATIVE OFFICER, NEIST, JORHAT

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 this 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 as per the terms of this contract agreement must be registered with Registering Authority as 'TAXI' and under no circumstances, the contractor shall provided any vehicle without being registered as 'TAXI' and in

the event of such breach of contract, the contractor shall be held responsible and action as warranted for breach of such contract shall be taken forthwith.

10. All the vehicles provided by the contractor as per the terms of this contract 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 this contract agreement must not have any griplless even surface tyre fitted with the wheels, including the spare wheel.
12. The contractor of the vehicles shall submit a certificate on fortnightly basis on the 1st and the 16th day of every month regarding the road-worthiness of the vehicles.
13. All the drivers of the vehicles provided by the contractor as per the terms of the contract 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. 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.
15. In case of any legal disputes, withheld payments shall not be released, until the dispute is settled.
16. 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.
17. No interest shall be paid by the NEIST, Jorhat on the EMD. The EMD of the unsuccessful applicant shall be refunded.
18. The requirement of vehicle(s) may be increased at the sole discretion of NEIST, Jorhat.
19. The offer shall remain in force for one year from the date of agreement to be executed under clause 15.
20. The successful applicant shall be required to sign contract agreement on non-judicial stamp paper of the requisite value.