NOTICE FOR INVITING QUOTATION

DUE DATE: 24.02.2015 UPTO 11.00AM.

Dear Sir/Madam,

NITIE invites sealed/tamperproof tenders in two bid system i.e. (1) Technical Bid and (2) Commercial Bid for TOURIST CARS ON CONTRACT from the Agencies/contractors who have experience & expertise in similar nature of work. The intending agency should have carried out at least one work of similar nature with Govt. organization in last two years.

a) Name of Work : TOURIST CARS ON CONTRACT
b) EMD : Rs. 24,000.00(refundable) in favour of ‘NITIE, Mumbai’
c) Tender Document Fee : Rs. 250.00 (Non Refundable)
d) Contract Validity : Two years
e) Last Date for issue of Blank Tender Document : 23.02.2015 upto 5.00pm.
f) Last Date for submission of Tender : 24.02.2015 upto 11.00am.

Completed tender in the manner specified in the forthcoming paragraph should be submitted in the Tender box kept in front of the office of Controller of Examination, Admn. Building, NITIE Vihar Lake, Mumbai -400 087 upto 11.00AM on 24.02.2015 and will be opened in the presence of intending bidders.

The Institute reserves right to reject any/all application/tenders without assigning any reason thereof.

cc: Manager, CC- For displaying on Institute Web-site.
DR(A&A)/DR(Admn) l/c. S&T/Supdt(S&T)

SUPD'T.(CPSC)
Superintendent (CPSC)
NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
Vihar Lake/ Vihar Lake, Mumba-87.
TENDER DOCUMENT

FOR

TOURIST CARS ON CONTRACT

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
Vihar Lake Road, Mumbai 400 087
TECHNICAL BID
TERMS AND CONDITIONS

GENERAL

1. Contractor will provide NITIE Two "T" mark, Dezire Diesel driven A/c Tourist Cars (which are not firstly registered before Mar 2013 and not run a total mileage of above 50,000 Kms.) hiring of which is legally permitted. Contractor will observe all statutory rules and regulations in force from time to time for providing cars on hire and any matter connected with it.

2. Contractor shall make all necessary arrangements to ensure smooth and trouble free service to NITIE without any failure. Such arrangements include Contractor drivers reporting to Security & Transport Department of NITIE regularly to understand duties allotted.

3. If Contractor fail to provide the car for our duty on any day or part thereof, for any reason attributable to Contractor, the monthly hire charges will be reduced proportionately. Also, Contractor shall be liable to pay NITIE a penalty of Rs. 600/- for each duty failure. Such failures should not exceed two times in a month in exceptional cases or else contract will be terminated without notice.

4. The car will carry up to 4 passengers and a reasonable quantity of baggage/materials.

5. All expenses in connection with running of the car including driver's salary & allowances cost of fuel and oil, maintenance/repair charges, PUC Certificate charges, Govt. dues, taxes, insurance, etc. will be borne by Contractor.

6. Contractor will make arrangement for lunch, dinner, snacks, tea, and to & fro transportation of drivers. However, temporary hostel room may be made available on sharing basis for your drivers, if available & sum of Rs. 600/- pm will be recovered from monthly bill (Charges may vary from time to time).

7. Contractor will keep the car covered under a Comprehensive Insurance policy against all risks. In the event of Contractor car meeting with an accident while on our duty, Contractor will be fully responsible for all liabilities arising there from. Contractor will discharge all such liabilities promptly and shall keep NITIE indemnified against all costs arising there from.

8. Whenever the car is under breakdown, servicing or repairs etc, Contractor will provide alternative similar car immediately.

9. Contractor will submit monthly bills in duplicate quoting reference of this contract. The bill should be submitted to our Transport Department. Such bills will be paid within three weeks of receipt.
10. Contractor drivers will maintain a Logbook for the car in the form prescribed by NITIE and get the same countersigned by our authorized personnel every morning and evening at the commencement and conclusion of duty. These logbooks should be attached with the copies of Contractor monthly bills.

11. Contractor will indemnify and shall keep NITIE indemnified against all acts of commission or negligence, dishonesty or misconduct of employee sent by the Contractor at our Institute. NITIE will not be responsible for death, accident or injury to Contractor's employee, arising while discharging our duties. We shall not be liable to pay any compensation or damages to any such employee or to third party. Contractor will indemnify NITIE at all times against any claim made under the Workmen's Compensation Act, 1923 & Contract Labour Regulation and Abolition Act 1919 or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any employee or other person whose entry into our premises has been authorized by Contractor.

12. Cars must reach the user at least 10 minutes before the assigned time. In case of any unforeseen happenings and breakdown of the vehicle, Contractor will inform the concerned NITIE officials and arrange prompt replacement of car/s.

13. HIRE CHARGES PER MONTH/CAR - to be quoted for -
   a) upto 1500 Kms.
   b) Extra/Kms. beyond 1500 Kms, per month in the prescribed Proforma.

15. DAILY DUTY
   (a) Normal duty hours: 24 hrs. (inclusive of lunch and dinner time)
   (b) Working days : All days in a month including holidays
   (c) Normal place of duty: Transport Dept. of NITIE

16. REVISION OF HIRE CHARGES

   Basis will be as given in the preceding paragraph on account of revision in Diesel price only. Revision on any other account will not be considered during the validity of this Contract. However, any revision of increase or decrease in diesel price upto 10 paise/litre will be ignored. The base price of Diesel is Rs. 57.91 per litre (month of Dec 2014). Any increase/decrease in diesel price beyond 10 paise/litre will involve revision of hiring rates upward/downward.

17. DRIVERS

   i) Sufficient number of drivers to man round the clock duties should be deployed by the Contractor.

   ii) A list of Contractor regular drivers assigned for duty at NITIE should be submitted to our Transport Dept. The driving licenses of such drivers should be submitted for our perusal before the commencement of contract. The drivers should have the thorough knowledge of city routes and keep a city map in the car.
iii) The character & antecedents of drivers employed by you for our duty should have been verified by police authority.

iv) Smoking, chewing of pans and alcoholic habits of drives are strictly prohibited while on duty as well as in our Institute campus.

v) Drivers should wear uniform (white & white) provided by contractor and no car will be deployed unless the drivers report for duty in proper uniform. Driver should also wear black leather shoes & follow general etiquettes.

vi) The drivers should have a decent appearance & thorough with RTO Rules.

vii) Mobile phones to the Drivers to be provided by contractor

viii) As a courtesy the drivers should come out and open the doors of car for entering and leaving the car for dignitaries.

ix) Contractor will be fully responsible for
   a) the behavior and conduct of Contractor drivers
   b) any dispute arising from Contractor drivers
   c) any loss or damage to our property caused by Contractor drivers
   d) adherence to all statutory rules, regulations in force from time to time

18. This contract can be terminated by either party after giving one month's notice in writing to the other.

19. CONDITION OF CAR

1) Cars provided by contractor should be in very good condition and free from defects. (Diesel driven "T" mark Dezire A/c)
2) Clean seat white Turkish covers should be provided and the same should be changed every week
3) Interior and exterior of the cars should be clean and washed daily
4) Car will have a milimeter in working condition at all time
5) Repairs and servicing of the cars should be regularly done.
6) Every car must carry essential spares

20. The contract is valid for two years from the date of commencement.
21. An **EMD of Rs. 24,000/-** in the form of a Demand Draft in favour of NITIE, Mumbai, has to be submitted. The EMD of those contractors whose bids have been rejected will be refunded. The EMD of the contractor who has been awarded the contract will be retained by the Institute till the completion of the contract. Quotations without EMD will be summarily rejected.

LAST DATE OF SUBMISSION OF SEALED QUOTATIONS ALONG WITH EMD IN THE TECHNICAL BID

To,
The Registrar,
NITIE,
Vihar Lake,
MUMBAI - 400 087
shall be **24th February upto 11.00am.**

*****
NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING  
VIHAR LAKE, MUMBAI 400 087  

TOURIST CARS ON CONTRACT  
FORMAT FOR TECHNICAL BID  
(To be filled in and submitted by the Contractor)  

Organization Profile:  
1) Name and address of the Organization :  
2) Telephone No.:  
3) Nature of Organization :  
   I) Proprietary  
   II) Partnership firm  
   III) Others  
      (Enclose supporting document)  
4) Organizational set up :  
   I)  
5) Whether valid licenses are held : L/No.  
   I) Latest Income Tax certificate and PAN No. allotted  
   II) Solvency certificate from a scheduled bank  
   III) Any other Registration or Licenses as required by/under the law/rules, etc.  

<table>
<thead>
<tr>
<th>Held</th>
<th>Running on Contract</th>
<th>Available for hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make &amp; Model</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II) Educational and Proficiency in Tourist and allied service  

<table>
<thead>
<tr>
<th>No. of Drivers</th>
<th>No. of Distant driving drivers with License No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>10th</td>
</tr>
<tr>
<td>b)</td>
<td>8th to 10th Pass</td>
</tr>
</tbody>
</table>
6) Financial Capacity

I) Turnover for the last 3 financial years

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Rs. (in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 - 2012</td>
<td></td>
</tr>
<tr>
<td>2012 - 2013</td>
<td></td>
</tr>
<tr>
<td>2013 - 2014</td>
<td></td>
</tr>
</tbody>
</table>

II) Annual value of a Single Service Contract:

- Rs. 15.00 Lakhs to 25.00 Lakhs
- Rs. 10.00 Lakhs to 15.00 Lakhs
- Rs. 5.00 Lakhs to 10.00 Lakhs

(Documentary proof should be attached)

7) Good will and experience

I) Clients list and their Certificates
II) No. of years experience in the field
III) The list of clients to whom presently services are being rendered, (their addresses, telephone nos., how long services are being rendered should be mentioned).

(Documentary proof for the above should be enclosed)

8) Any additional information in support of their functional excellence if any along with documentary proof may be given.

9) EMD Details

Declaration

The information furnished are true to the best of my knowledge. I have read the terms and conditions in the Tender document and agree to abide by the same.

Signature of the Contractor:
Name:
Date: Registration No:
Place: Full Address:

Technical Bid along with EMD and Commercial Bid should be submitted in separate sealed covers indicating Tourist Cars on Contract-Technical Bid, EMD and commercial bid on the covers latest by 24th February 2015 by 11.00am.
COMMERCIAL BID
TOURIST CARS ON CONTRACT – COMMERCIAL BID
(To be filled and submitted by the Contractor)

From
No.
Date:

The Registrar
NITIE
Vihar Lake
MUMBAI 400 087

Dear Sir,

We have gone through the terms and conditions of your enquiry regarding hiring of Tourist Vehicles.

We hereby confirm that all the terms & conditions given to us are acceptable to us and accordingly we are giving our quotation as below:

**Diesel Driven T’ Mark Dezire A/c Cars (All rates are per car)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two cars required</td>
<td></td>
</tr>
<tr>
<td>(a) Upto *kms per month per car</td>
<td>Rs.</td>
</tr>
<tr>
<td>(b) Cost for additional kms beyond 1500 kms</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

**Casual A/c Car Hiring (From NITIE to NITIE)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) for 8 hrs/upto 80 kms</td>
<td>Rs.</td>
</tr>
<tr>
<td>(b) For 4 hrs/upto 50 kms</td>
<td>Rs.</td>
</tr>
<tr>
<td>(c) Extra kms over 80/km</td>
<td>Rs.</td>
</tr>
<tr>
<td>(d) Extra hour over 8/hrs</td>
<td>Rs.</td>
</tr>
<tr>
<td>(e) Night allowance for drivers</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

**Outstation duties (From NITIE to NITIE)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) 200 kms per day per km (Minimum chargeable)</td>
<td>Rs.</td>
</tr>
<tr>
<td>(b) Night detention of car per night</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

We are also giving below our rates for other types of vehicles for casual hiring.

- Tata Sumo A/C: ........
- Toyota Qualis A/c: ........
- Ford Icon A/c: ........
- Maruti Esteem A/c: ........
- Maruti Baleno A/c: ........
- TATA Indigo A/c: ........
- INNOVA A/c: ........
- Tavera A/c: ........
- Scorpio A/c: ........

Assuring you our best service.

Yours faithfully,

Signature with Seal of Contractor
NITIE requires Tourist Cars to be stationed on 24 hours basis and also on casual hiring basis.

Tender documents & details can be collected on payment of Rs. 250/- each from Registrar, NITIE, Vihar Lake, Mumbai - 400 087 or downloaded from our Website www.nitie.edu.