

NOTICE INVITING TENDERS
(Box Tenders/Open Tenders)

For Hiring of transport vehicles for NIT Andhra Pradesh, Tadepalligudem



National Institute of Technology Andhra Pradesh

Beside Chennai - Srikakulam Highway,
Kondruprolu, Tadepalligudem, West Godavari District,
Andhra Pradesh-534101.
www.nitandhra.ac.in/main/tender

TENDER NOTICE



NIT Andhra Pradesh, Tadepalligudem

Ref No: NITANP/SMMD/TENDER/2024-25/82

Date: 28.02.2025.

Box Tenders/Open Tenders are hereby invited from reputed registered Firms/ Agencies/ Bidders/Suppliers for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

“TENDER FOR Hiring of transport vehicles for NIT Andhra Pradesh, Tadepalligudem”

Addressed to:

Tender Box

**Material Management Disposal Section,
Sardar Vallabhbai Patel Administrative Vista Building,
NIT Andhra Pradesh, Kadakatla, Near NH-16
Tadepalligudem-534101, West Godavari District, Andhra Pradesh**

The above **Tender name and Ref. No. should be Super-Scribed** in the Main Envelope containing the bid documents.

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 28.02.2025 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

The last date for submission of tenders is 25.03.2025 up to 03:00 PM.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in/main/tender.

**Date: 28.02.2025.
NIT Andhra Pradesh,
Tadepalligudem.**

TIME SCHEDULE OF VARIOUS TENDER-RELATED EVENTS
(Hiring of transport vehicles for NIT Andhra Pradesh, Tadepalligudem)

Bid Document downloading Start date/ Time	28.02.2025 at 06:00 PM
Bid Document downloading End Date / Time	25.03.2025 up to 03:00 PM
Pre-Bid meeting	11.03.2025 at 03:00PM
Last Date and Time for receipt of Bids	25.03.2025 Up to 03:00 PM
Technical Bid Opening Date/ Time	25.03.2025 at 03:30 PM
Financial Bid Opening Date/ Time	Will be intimated later
Contact Person	Faculty In-charge, Logistics NIT Andhra Pradesh, Tadepalligudem. Email: fic_ghl@nitandhra.ac.in
Reference No:	Ref No: NITANP/SMMMD/TENDER/2024-25/82 Date: 28.02.2025.

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to fic_ghl@nitandhra.ac.in and cc to purchase@nitandhra.ac.in on or before **11.03.2025**. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT Andhra Pradesh website (www.nitandhra.ac.in) and <https://eprocure.gov.in/epublish/app>. The Bidders are advised to check NIT Andhra Pradesh website and Central Public procurement portal regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of bid only shall be considered.

**Associate Dean, SMMD
NIT ANDHRA PRADESH**

BID

Ref No: NITANP/SMMD/TENDER/2024-25/82

Date: 28.02.2025

Subject: TENDER FOR HIRING OF TRANSPORT VEHICLES FOR NIT ANDHRA PRADESH, TADEPALLIGUDEM.

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Firms Agencies/Bidders/Suppliers from the experienced premises of Electrical works. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh Website.

The attested copies of all the documents of technical bid, signed undertaking of Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before opening of bid.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favour of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

Signature of the Bidder with stamp

STATEMENT RELATED TO BIDS

Name of work	HIRING OF TRANSPORT VEHICLES FOR NIT ANDHRA PRADESH, TADEPALLIGUDEM.
Bid Document Fee/ Tender Processing Fee (Non-refundable)	Rs.1000/- by way of RTGS/NEFT from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadevalligudem. Account Name: Director NIT Andhra Pradesh A/C No: 35579546371 IFSC Code: SBIN0016305 Submit for evidence of payment Receipt.
EMD	Rs. 1,00,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadevalligudem. Bidder Registered with NSIC, MSMEs etc. will be exempted from EMD payment. Subjected to documentary evidence.
Bid Validity Period	90 days from the date of opening of the financial bid
EMD Validity Period	90 days from the date of opening of the financial bid.
Period of furnishing Performance Guarantee	Within 14days from date of receipt of LOA
Performance Guarantee Value	5% of contract value as approved by competent authority
Period for signing the order of acceptance	Within 10 days from date of receipt of Contract order

Signature of the Bidder with stamp

TENDER SCHEDULE

PREAMBLE:

National Institute of Technology, Andhra Pradesh, is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

NIT Andhra Pradesh, Tadepalligudem, invites sealed tenders under **Two bid** systems i.e., **Technical bid and Financial bid** from reputed a firm/ Proprietor/ company/ Agencies **for Hiring of transport vehicles for NIT Andhra Pradesh, Tadepalligudem.**

SCOPE OF WORK:

NIT Andhra Pradesh invites sealed tenders for hiring of following transport vehicles

S.No	Vehicle Description	Number Required
1	*Toyota Innova Crysta (with AC, 7 seater and White color), Petrol – Minimum of two air bags – Two Drivers in Two Shifts. (Vehicle should be available 24x7 throughout the year)	01
2	*Any Sedan (with AC, 5 seater and White color), Petrol – With minimum two air bags – Two Drivers in Two Shifts (Without speed limit) (Vehicle should be available 24x7 throughout the year)	01
3	*Maruti Suzuki Eeco Ambulance, - Three Drivers in Three Shifts (Vehicle should be available 24x7 throughout the year)	01
4	Tractor with 2 Hydraulic Trucks, a cultivator, 2 Unskilled Labour and one Driver in single (Day) Shift	01

***The vehicle chassis (manufacture) date should be on or after 01.01.2023 and the Vehicles should not have commuted more than 50,000 Kilometers as on the date of supply of vehicles to the Institute.**

1. Terms and Conditions of the tender:

- i. Security Deposit:** The successful bidder shall enter into a contract/Agreement initially for a period as mentioned in the Tender Document with the broad terms and conditions given in this bidding document by submitting a security deposit for an amount equivalent to 5% on the Work Order value.
- ii.** The Bidder should read the 'General Terms and Conditions' of the NIT Andhra Pradesh annexed here to and give the acceptance. The Bidder is advised to visit the NIT Andhra Pradesh on any working day between 10.00 hours and 17.00 hours to assess the nature and quantum of work before tendering.
- iii.** The tender should be clearly filled or typed and signed in ink legibly giving full address of the Bidder. The Bidder should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the Bidder with full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- iv.** Failure to fulfil any of the conditions laid down renders the tender invalid.
 - **Running of Toyota Innova Crysta (with AC, 7 seater and White color), Petrol – Minimum of two air bags – Two Drivers in Two Shifts. (Vehicle should be available 24x7 throughout**

the year), Any Sedan (with AC, 5 seater and White color), Petrol – With minimum two air bags – Two Drivers in Two Shifts (Without speed limit) (Vehicle should be available 24x7 throughout the year), Maruti Suzuki Eeco Ambulance - Three Drivers in Three Shifts (Vehicle should be available 24x7 throughout the year) and Tractor with 2 Hydraulic Trucks, a cultivator, 2 Unskilled Labour and one Driver in single (Day) Shift for NIT Andhra Pradesh, Tadepalligudem on Hire Basis.

- The Institute intends to run vehicle to operate for official work in Tadepalligudem town every day. The institute also intend to run the vehicles **Toyota Innova Crysta (AC) and Sedan (AC)** where ever is required in Andhra Pradesh and other states for official work.
 - NIT Andhra Pradesh reserves the right to add or cancel one or more trips/vehicle, based on the requirements.
- v. An affidavit, in original, duly certified by a Notary that the bidder/ Contractor, has never been black-listed and the name of the firm or company has not been changed.
- vi. The persons deployed for work should not be involved in any police case or any case should not be pending against them. Police verification certificate for the persons deployed for work to be submitted.
- vii. If in the opinion of the NIT Andhra Pradesh authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.

2. Price bid Details (Financial Bid Cover: Part – II):

- a. Price bid should be in the format enclosed with tender at Annexure “B”. Conditional offer other than the conditions/ format laid in this tender document shall render the bid invalid. No further queries are entertained treating the bid unresponsive.
- b. The tender should be clearly filled or typed and signed in ink legibly giving full address of the Bidder. The Bidder should quote in figures as well as in words the amount tendered by him. Over writings or modifications in financial bid shall be rejected without any information. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- c. The Bidder should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- d. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.

Sd/-
Associate Dean, P&D, SMMD
NIT Andhra Pradesh

ELIGIBILITY CRITERIA:

1. The firm or bidder should possess at least Six number of Four-wheeler vehicles registered under commercial - transport as on 31/12/2024.
2. The date of manufacture of all the above claimed vehicles against Clause 1 should be in/after the year 2022 with No objection certificate from Police department on all vehicles.
3. The Bidder should have experience of having executed/ completed Two similar works at least for a Year (12 consecutive months) during the last 3 years i.e. 01.04.2021 and ending on 31.03.2024 in reputed educational institutions/organizations/Industry.
4. The bidder shall have a minimum average annual turnover of Rs.50 lakhs (from transportation services only) in the last 3 financial years i.e FY2021-22, FY2022-23 and FY2023-24. The bidder should submit the audited balance sheet and P & L accounts for these financial years. The CA certificate for the annual turnover is required to be submitted along with technical bids.
5. The bidder /Company / Firm / Contractor must have successfully completed minimum of one contract (at least for one-year duration i.e. for 12 consecutive months) of value not less than Rs.40,00,000/- (rupees fifty lakh only) towards supply of at least THREE number of four-wheeler vehicles in a single organization during the period of 01-04-2021 to 31-03-2024.

OR

The bidder /Company / Firm / Contractor must have successfully completed minimum of two contracts (at least for one-year duration i.e. for 12 consecutive months) of value not less than Rs.30,00,000/- (rupees Thirty lakh only) towards supply of at least THREE number of four-wheeler vehicles in a single organization during the period of 01-04-2021 to 31-03-2024.

OR

The bidder /Company / Firm / Contractor must have successfully completed minimum of three contracts (at least for one-year duration i.e. for 12 consecutive months) of value not less than Rs.20,00,000/- (rupees Twenty lakh only) towards supply of at least THREE number of four-wheeler vehicles in a single organization during the period of 01-04-2021 to 31-03-2024.

6. All the payments received against the claim of Work / purchase Orders at Clause 3 & 5 above should reflect in Form 26AS at later date and the proof of the same need to be attached along with the relevant work/ purchase order. Else the Work/Purchase Order is treated as invalid.
7. Duly filled Annexure – A attached with this tender document.
8. The following documents are mandatory as an attachment with the bid:
 - i) PAN Card & GST Certificate of the Firm or Proprietor of the firm.
 - ii) AADHAR card of the Proprietor of the firm.
 - iii) Registration Certificate (RC) of the vehicles claimed in 1 above.
 - iv) The work order and completion cum satisfactory performance certificate from the respective clients of the claimed experience at Clause 5.
9. Each page of the tender document along with all other submitted documents must be duly signed by the Authorized signatory with Bidder's signature and seal.

Note: Experience prior to 01.04.2021 will not be considered as experience. "Similar work" means any passenger transportation services/contracts in reputed educational institutions/organizations/Industry on Hire Basis.

- The original documents should be produced for verification at any stage of tender process as and when sought for, failing which the bids are liable for disqualification.
- In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

METHOD OF SUBMISSION OF BIDS:

1. The bid documents can be downloaded from the Institute website

<https://www.nitandhra.ac.in/main/tender> and CPP portal

<https://eprocure.gov.in/epublish/app>.

2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e., (a) Part-I Technical bid, (b) Part-II Financial bid

Two separate sealed covers should be specifically super-scribed as **(a) "Technical bid for Hiring of transport vehicles for NIT Andhra Pradesh, Tadepalligudem"** and **(b) "Financial bid for Hiring of transport vehicles for NIT Andhra Pradesh, Tadepalligudem"**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.

The Master envelope should be super-scribed with **"Tender for Hiring of transport vehicles for at NIT Andhra Pradesh, Tadepalligudem" and shall be addressed to**

The Tender Box,

Material Management Disposal Section,

Sardar Vallabhbhai Patel Administrative Vista Building,

NIT Andhra Pradesh, Kadakatla, Near NH-16

Tadepalligudem-534101, West Godavari District, Andhra Pradesh

3. **Last date for submission of bid documents is 25.03.2025 up to 03:00 PM.**
4. Bids received after the due date and time shall be summarily rejected.
5. Incomplete bids or bids not submitted in prescribed format are liable for rejection.
6. Institute will not be responsible for Postal delay.

Name and Signature of bidder with seal

EVALUATION PROCEDURE:

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on **25.03.2025 at 03.30 PM** in **Material Management Disposal Section**, Sardar Vallabhbhai Patel Administrative Vista Building of NIT Andhra Pradesh, Tadepalligudem.
2. IPC would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation.
7. The Institute will award the contract to the Successful Bidder, for whom the value for 'TOTAL' in financial bid is the lowest among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard. In case of a tie, the contract will be awarded to the firm that has the highest Average Annual turnover for the last three years (FY 2021-22, 2022-23, 2023-24).
8. The Director, NIT Andhra Pradesh, reserves the right to : a) reject any or all the tenders without assigning any reason whatsoever; b) not bind himself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the Bidder shall be bound to perform the same at the rates quoted.
9. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
10. The tender is not transferable under any circumstances.
11. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, directly or indirectly shall lead to disqualification of the Bidder.

Name and Signature of Bidder with seal

ELIGIBILITY CUM TECHNICAL DETAILS

S.No.	Particulars	Fill in the details
1	Name of Firm/Bidder/Company (in block letters)	
2	Full Postal Address, Telephone/ Fax No./ E-mail:	

Documents details to be mandatorily submitted (Check list):

S.No.	Check List	Submitted Yes/ No (To be filled by Bidder)	For office Usage
1	Technical bid, sealed in a separate envelope super-scribed as "TECHNICAL BID"		
2	Financial Bid (Annexure-B) for supply of transport services in a separate envelope super-scribed as "FINANCIAL BID"		
3	EMD, Bank Draft No & Date, Banker's Name & Branch.		
4	Proof of Financial Turn-over for the past three financial years FY2021-22, FY2022-23 and FY2023-24. (CA Certificate to be attached)		
5	Copy of Registration certificate with Statutory Govt. Authority/Labour Department.		
6	Copy of PAN Card		
7	Copy of the IT return filed for the last FINANCIAL year for the past three financial years FY2021-22, FY2022-23 and FY2023-24.		
8	Copies of EPF and ESI certificates		
9	Copy of GST Registration		
10	Copy of PAN Card of the Firm or Proprietor of the firm.		
11	The work order and completion cum satisfactory performance certificate from the respective clients of the claimed experience at Clause 1(e).		
12	Registration Certificate (RC) of the vehicles claimed in 1(a) above and relevant No objection certificate (NoC) from Police department on all vehicles.		

Date:

Signature of Bidder, Seal & address

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

A. GENERALINSTRUCTIONS:

1. The Bidder submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. **The contract will be for a period of Three Years in total and initially the contract shall be entered for a period of one year which can be extended further for Two more years with a split of (01 Year + 06 months + 06 months) on satisfactory performance during the preceding contract period.** The NIT Andhra Pradesh may renew/extend the contract to such further period (s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
3. In case the Contractor fails in fulfilling the obligations fully and in time, the NIT Andhra Pradesh shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
4. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the NIT Andhra Pradesh from any claims in this regard.
5. The Contractor shall ensure to supervise and guide the workers for proper execution of the work as per directions of the Officer-in-charge of the Institute to administer the contract.
6. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
7. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims what so ever on the NIT Andhra Pradesh.
8. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the NIT Andhra Pradesh from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify NIT Andhra Pradesh against all claims in this regard.
9. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
 - i. Employment of Children Act Workmen Compensation Act
 - ii. Employment of Labour/Contract Labour Act Industrial Employment Act
 - iii. Contract Labour (Regulation & Abolition) Act 1970. Minimum Wages Act
 - iv. Employee Provident Fund Act
 - v. Any other act or legislation as may be in force from time to time.
10. Any liability arising on the NIT Andhra Pradesh shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the workers of the contractor by the NIT Andhra Pradesh.
11. The NIT Andhra Pradesh through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
12. In the event of the contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the NIT Andhra Pradesh totally at the cost & risk of contractor besides any suitable fine/penalty.
13. The contractor shall be liable to pay compensation for any loss and/or damage caused to the property of the NIT Andhra Pradesh or its Staff Members/Students/Visitors by the contractor or his workers.

14. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the worker concerned when instructed by NIT Andhra Pradesh authority. The contractor shall observe all the laws and will be responsible for any prosecution of liability arising from breach of any of those laws. The NIT Andhra Pradesh will not have any responsibility with regard to staff on the role of the contractor what so ever.
15. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Andhra Pradesh or any other officer nominated by the Director, NIT Andhra Pradesh for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
16. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the designated officer of NIT Andhra Pradesh. Any changes should be informed immediately.
17. The Contractor shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
18. The contractor should not be employee of NIT Andhra Pradesh, Central or State Government, Autonomous Body, or PSU. He should submit a declaration to this effect.
19. The contractor and his staff will make their own residential arrangement outside the premises of the NIT Andhra Pradesh. No one will be granted permission to stay in the Hostel during night or during non- functional hours.
20. The contractor shall supply all necessary tools required by his personnel for carrying out work. The repairs and maintenance of tools will be borne by the contractor.
21. The Contractor's Supervisor will maintain Daily Attendance Registers to keep record of the trips made by each vehicle.
22. The Contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Contractor shall make alternate arrangement immediately failing which a penalty i.e. wages at double the rates would be deducted per day per person of absence.
23. 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.
24. 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 NIT Andhra Pradesh.
25. The Contractor/NIT Andhra Pradesh reserves the right to terminate the contract without assigning any reason by giving a notice of three months.
26. The successful bidder shall have to enter into the agreement with the Institute.
27. The contractor shall not appoint any sub-contractor to carry out any obligation under this contract.
28. The NIT Andhra Pradesh with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.
29. The contractor shall pay his workers' wages not less than the higher of the minimum wages fixed by the Central Govt. or State Govt. and all other statutory dues like EPF, ESI, bonus, etc., throughout the tenure of contract.
30. In the event of local problems arising while discharging the functions in NIT Andhra Pradesh, the contractor will deal with them appropriately and he will not bring NIT Andhra Pradesh on the scene for such matters.
- 31. Uniforms: 2 (two) Sets of Uniforms to should be provided by the contractor to his workers as approved by the NIT Andhra Pradesh authority while on duty from the hiring charges.**

Sufficient number of uniforms should be provided so that the worker is always with neat and tidy uniform. It will be strictly monitored and fine may be imposed and deducted from the charges of the contractor if the worker is found without uniform.

32. Identity Cards: The contractor will issue identity cards to his workers/supervisors after getting them verified by the NIT Andhra Pradesh. Any worker found without identity card will not be permitted to enter the premises.
33. The contractor or his representative should approach the concerned Section, if he needs any instructions /help or has any difficulties.
34. The Contractor shall be responsible to coordinate, daily attendance, grant of weekly off, discipline, manage work, interaction with office-in-charge for the day to day work.
35. The contractor's personnel should be well disciplined, polite with good behaviour. In case of any complaint or any unusual behaviour of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute.
36. The contract personnel shall undergo medical examination at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Institute.
37. The contractors should make payment to the workers on or before 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the NIT Andhra Pradesh.

Terms and conditions of the contract payment conditions:

- a. The Contractor will submit, on or before 3rd day of the month or the immediate next working day, monthly pre-receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for pro-rata payment. The officer on the receipt of the bill will check the work record and there after process the bill for payment. All bills should be submitted on printed forms, duly signed and pre- receipted.
- b. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the attendance sheets/ Wage reports and certificate of satisfactory performance of work from the concerned officer of the NIT Andhra Pradesh. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
- c. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the NITAP.

Commencement of work:

The Contractor is required to start the work within 30 days from the date of issue of the work order and an agreement should be signed before commencement of the work. In case it is found that the work has not been taken up from the above date, the NIT Andhra Pradesh at its sole discretion may cancel the work order and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.

Penalties:

A point system will be in operation under which operational failures, depending on type and frequency, will entail point penalties. The liability of the contractor will not only be in terms of these points but also to the extent of the recommendations of the institute. Every point will entail a financial obligation of Rs.100/-on the part of the contractor subject to a maximum of Rs.1,00,000/-or 15% of the gross payment to the contractor/bidder in a month, whichever is less.

Points Allocation:

S.No.	Particulars	Penalty points (units) per day
1	Non-availability of a Complaint book or Not providing the book for registering a complaint such as cleanliness, uniform etc.	10
2	Low Responsiveness (Not resolving the complaint within 2 days)	10
3	Unprofessional behavior/improper hygiene of driver or lack of cleanliness in vehicle	10
4	Late arrival or early departure	10

5	Complaint about different type of facilities not working properly in the vehicle	10
6	Complaint about non wearing of specified uniform by the Driver	20
7	Change of Vehicle without the consent of the Institute's Administration	30
8	Rough/rash driving reported	30
9	Misbehavior by contractor's employees with NIT Andhra Pradesh Guests/ Visitors/ Officials of NIT etc.	50
10	False Billing	10% of the gross payment of that vehicle of that month

Cancellation of Contract:

Notwithstanding any other provisions in this contract, the NIT Andhra Pradesh reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the NIT Andhra Pradesh shall be forfeited without any claim whatsoever on NIT Andhra Pradesh and the contractor is liable for action as appropriate under the existing laws.

LETTER OF ACCEPTANCE

I/We have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I/We agree to abide by the same.

Date: _____

Contractor/ Bidder's Seal & Signature

Address for Correspondence:

PART – II: FINANCIAL BID

Ref No: NITANP/SMMMD/TENDER/2024-25/82

Date: 28.02.2025

TO BE FILLED BY THE CONTRACTOR/ BIDDER

Item	S. No.	Vehicle	Hiring Charges per Month Excluding GST (Rs.)
			In Digits (Indian format)
1.	F ₁	Rental and service charges: *Toyota Innova Crysta (with AC, 7 seater and White color), Petrol – Minimum of two air bags – Two Drivers in Two shifts (Vehicle should be available 24x7 throughout the year)	
	M ₁	Manpower: 02 skilled workers in 2 shifts including EPF & ESI for 365 days/12	46,416.00
2.	F ₂	Rental and service charges: *Any Sedan (with AC, 5 seater, Without speed limit and White color), Petrol – With minimum two air bags – Two Drivers in Two shifts (Vehicle should be available 24x7 throughout the year)	
	M ₂	Manpower: 02 skilled workers in 2 shifts including EPF & ESI for 365 days/12	46,416.00
3.	F ₃	Rental and service charges: *Maruti Suzuki Eeco Ambulance, - Three Drivers in Three shifts (Vehicle should be available 24x7 throughout the year)	
	M ₃	Manpower: 03 skilled workers in 3 shifts including EPF & ESI for 365 days/12	69,624.00
4.	F ₄	Rental and service charges: Tractor with 2 Hydraulic Trucks, a cultivator, 2 Unskilled Labour and one Driver with single (Day) shift	
	M ₄	Manpower: 01 skilled and 02 unskilled workers in 01-day shift including EPF & ESI for 26days per month	51,632.00
		TOTAL (F₁+ M₁+F₂+ M₂+F₃+ M₃+F₄+ M₄): Rs. /- (In words....)	

*The vehicle chassis (manufacture) date should be on or after 01.01.2023 and the Vehicles should not have commuted more than 50,000 Kilometers as on the date of supply of vehicles to the Institute.

- The Hiring charges per month are as per Central Minimum Wages Act for all the drivers (Skilled) and unskilled labor as per File No. 1/27(1)/2024-LS-II, Ministry of Labour & Employment dated 25.09.2024.
- Per day wage for Skilled employee: (Basic+VDA) – 739/- + ESI – 3.25% of (Basic+VDA)
- Per day wage for Un-Skilled employee: (Basic+VDA) – 526/- + ESI – 3.25% of (Basic+VDA) + PF – 13% of (Basic+VDA).

Important Instructions to be considered while filling the financial Bid:

- A.** The bidder has to quote for all the Vehicles.
- B.** The Price includes, Service Charges and any other consumables required.
- C.** Registration, fitness certificate, insurance, uniform to Drivers and other staff, Driving License and all other related costs will be borne by the Contractor.
- D.** The vehicles: Toyota Innova Crysta, Sedan and Ambulance should have All India Permit and shall be made available to the Institute on 24x7 basis.
- E.** In case of Toyota Innova Crysta, Sedan and Ambulance vehicles the hiring charges shall be quoted assuming that each vehicle commutes 2500 Kilometers per month. If the number of kilometers commuted by each vehicle crosses 30,000 Kilometers per year, then Rs.5/- (rupees five only) per kilometer for Innova and Rs.3/- (rupees three only) for Sedan and Ambulance over and above 30,000 kilometers per year shall be paid towards additional maintenance to the contractor.
- F.** The staff availability for Toyota Innova Crysta and Sedan shall be for 12 Hrs., consisting of 8 hours duty + 1 hour lunch + two tea breaks of ½ hour each. Remaining 2 hours would be for rest of the driver at Guest House Driver's room.
- G.** It is mandatory to follow the Central Minimum Wages Act for all the drivers (Skilled category) and unskilled labor and also the relevant labor laws from time to time.
- H.** The contractor/ bidder shall agree for supply of the additional vehicles (Innova Crysta/ Sedan) on need basis with prior intimation from Institute. The charges shall be as per the pro- rata daily hiring charges and the cost of Fuel and toll charges shall be born by the Institute.
- I.** The Institute will reimburse applicable taxes and statutory levies if any on production of proof of payment.
- J.** The Institute will bear the Fuel expenses. In case of out station, the contractor has to pay the fuel expenses and the same will be reimbursed by NIT Andhra Pradesh on production of proof of payment.
- K.** The institute will bear the enhancement with Variable D.A (VDA) rates as per Central Minimum Wages Act up on request from the contractor with valid proofs of wage payment schedules and also any hike in statutory taxes.
- L.** NIT Andhra Pradesh will reimburse Toll charges, Entry charges and Parking Charges on production of proof of payment.
- M.** Daily Allowance and accommodation charges as per Institute norms shall be paid if the Driver along with the vehicle stays outstation overnight and the period of outstation is certified by the Faculty in-charge, Transportation.

I have read the Note A-L and will be abiding to the same.

Date:

Signature of the contractor/ Bidder with Seal &
Address

[To be submitted on Contractor's letter head]

UNDERTAKING BY CONTRACTOR/ BIDDER

I/We hereby certify that:

Full manpower and vehicles will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions issued by NIT Andhra Pradesh. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.

I/We agree that the payment will not be made for the work not carried out.

I/We agree to pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7th day of every month. Substitute workers/Supervisor will be made available as and when required. Two sets of Uniforms, Identity Card, and 1 pair of shoes will be issued to all the workers within 15 days of award of work and it will be replaced as and when required and all the expenditure will be borne by me/us.

Place:

Date:

Contractor/ Bidder's Signature and
seal

Letter of Consent

Date: _____

To
The Director
NIT Andhra Pradesh

Tender Ref.No. _____

Name of Work: **Hiring of transport vehicles for NIT Andhra Pradesh.**

Sir,

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 60 (Sixty) days from the date fixed for opening the Part-I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted.

I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to Director, NIT Andhra Pradesh will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also here by agree to abide by the rules and regulations of the NIT Andhra Pradesh, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by NIT Andhra Pradesh.

A sum of Rs..... (Rupees.....) only is hereby forwarded as Earnest Money in the form of Demand Draft /Bank's Pay Order drawn in favour of Director, NIT Andhra Pradesh from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

I /We do not execute the contract documents within 7 (seven) days after getting information from NIT Andhra Pradesh, or I / We do not commence the work within 15 (fifteen) days after getting information from NIT Andhra Pradesh.

Acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Contractor/ Bidder with Stamp,
Address

Note: The formats have been made available for the convenience of Bidders in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the Bidders except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

BID SUBMISSION PROFORMA (Commitment of the bidder)

Tender No. NITANP/SMMD/TENDER/2024-25/82

Bidder's Address: _____

To,
The Director,
NIT Andhra Pradesh
Chennai-Srikakulam Highway,
Kondrupolu (Vi), Tadepalligudem - 534101

Dear Sir/s

1. I/We hereby offer to supply the services detailed in schedule here to or such portion thereof as you specify in the Acceptance of Tender at the price given in the said Schedule and agree to hold this offer open till 31.05.2025.
2. I/We have understood and complied with Eligibility and experience of the bidder as per the bid document and am/are fully aware of the nature of the services required and my/our offer is to provide services strictly in accordance with the requirements.
3. The following number of pages have been added to and form part of this tender:
4. Bidding documents and submission of Tender has been duly signed and attached herewith.

Yours faithfully,

Signature of Contractor/ Bidder Address

Dated

**PROFORMA CERTIFICATE FOR 'NO RELATION' WITH
NIT ANDHRA PRADESH EMPLOYEE**

This has reference to our proposed contract for '**Hiring of transport vehicles for NIT Andhra Pradesh, Tadepalligudem**', to be entered into with NIT Andhra Pradesh.

- (i) I/We am/are not a relative/blood relation of any key managerial person of NIT Andhra Pradesh.
- (ii) We are not a firm in which any key personnel of NIT Andhra Pradesh or his/her relative is a partner;
- (iii) I/We am/are not a partner in a firm in which any key managerial person of NIT Andhra Pradesh or his/her relative is a partner.

Signature of Contractor/ Bidder

Place:

Date: