

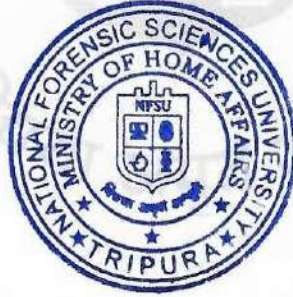
National Forensic Sciences University
Ministry of Home Affairs, Government of India
Tripura Campus, Agartala, VIP Road- 799001

Tender Notice No:- NFSU/TC/HIRING OF VEHICLE/21-22/ dated 18-02-2022

Tender Document for "Hiring of vehicle Services" at NFSU, Tripura Campus

Important Dates:-

Sl.No	Event	Date
01.	Date of Tender Notice	18-02-2022
02.	Last Date of Submission of Tender Documents (Offline)	27-02-2022 up to 14 hrs
03.	Date of Opening of Technical Bid	27-02-2022 at 15 hrs
04.	Date of Opening of Financial Bid	28-02-2022 at 11 hrs



Bhadram
18/2/22

Asstt. Registrar(Admin.)
NFSU, Tripura Campus.

National Forensic Sciences University
Ministry of Home Affairs, Government of India
Tripura Campus, Agartala, VIP Road- 799001

NOTICE INVITING TENDER FOR HIRING OF VEHICLE SERVICE

TENDER DOCUMENT NO:- NFSU/TC/HIRING OF VEHICLE/21-22/ dated 18-02-2022

NFSU, Tripura Campus invites sealed tenders in two bid system from reputed transporters/fleet owners having capacity to supply the required numbers of vehicle for a period of One year, renewable for another one year based on performance & mutual consent of both parties, as per details mentioned below. The detailed tender notice along with tender documents can be obtained from the Office of the Campus Director, NFSU, Tripura Campus, Agartala on any working days from 18.02.2022 to 26.02.2022 between 10:00am to 4:00pm. The same can be downloaded from the NFSU website www.nfsu.ac.in.

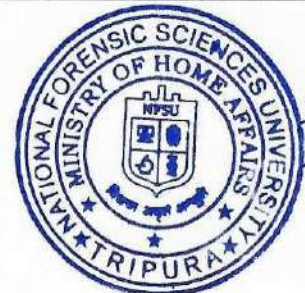
Sealed Tender- Technical Bid and Financial Bid- be sealed in two separate envelopes (marked as Technical Bid & Financial Bid), both the sealed tender put into another big envelop with sealed and must reach to the **Office of the Campus Director, NFSU, Tripura Campus latest by 26.02.2022**. Incomplete tender and tender received after due date & time shall not be accepted/ entertained. Your bid should be valid for 90 days from the date of Opening of tender.

NFSU, Tripura Campus reserves the absolute right to accept or reject any or all tenders at any stage of the tender process assigning any reasons whatsoever.

SCOPE OF SERVICE:-

NFSU, Tripura Campus invites Sealed Tenders from resourceful and reliable agencies for providing Hiring of Vehicle Service at NFSU, Tripura Campus for a period of one year, extendable for one more year on contract basis. The details are given below:-

Sl.No	Description of Regular Vehicle	No. of Vehicle(s) required
01.	Vehicle Type:- Swift Dzire/Tata Zest/Sedan type. Fuel:- Petrol/Diesel/CNG Colour : White	01
02.	Vehicle Type:- Maruti Suzuki EECO. Fuel:- Petrol/Diesel/CNG Colour : White	01
03.	Vehicle Type:- 40 & Above Seater Bus Fuel:- Petrol/Diesel/CNG Colour : Any Colour	01



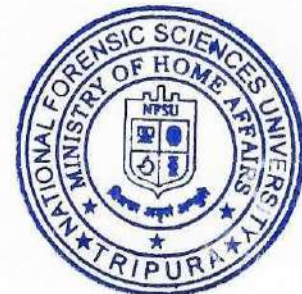
NFSU, Tripura will hire any one or more vehicles from the above based on requirement on regular basis.

Eligibility Criteria for Bidders:-

- 01.Vehicle must possess valid pollution certificate
- 02.Vehicle must possess commercial registration certificate
- 03.Vehicle must possess valid Insurance.
- 04.The service provider shall have at least one year experience of providing vehicle to government/PSU or other Universities would be desirable.
- 05.Vehicle age should not be more 07(Seven) years.

TERMS & CONDITIONS:-

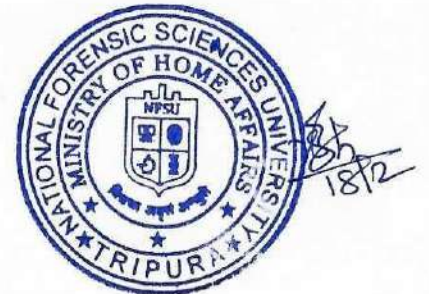
1. The contract would be valid for a period of 01 year from the date of contract and can be extended for maximum 01 year on the basis if requirement, performance and at the sole discretion of NFSU, Tripura Campus.
2. The vehicle provided must be registered as commercial vehicle in Agartala and properly insured along with fitness certificate issued by competent authority.
3. The driver must have a valid driving license.
4. The Agencies will be solely responsible for any misconduct of the drivers.
5. No advance payment will be made during the contract period.
6. TDS & GST will be deducted at source as per existing Law.
7. NFSU, TC reserves the right to terminate the contract with 30 days notice without assigning any reason.
8. In case of any loss, damage or accident, total responsibility lies with agency/firm. The driver will be fully responsible in case of unauthorized/illegal materials are found in the vehicle during the use of the officials of NFSU, Tripura Campus.
9. Payment shall be made preferably within 15 days from the date of submission of original bill.
- 10.The service provider/contractor should have enough resources to repair their vehicles in minimum possible time. When required, they should be in position to substitute/replace or arrange extra vehicle at very short notice.
- 11.The Bio-Data of Driver along with police verification should be submitted before award of the contract to this office.
- 12.The firms whose tender for monthly hiring are accepted shall deposit Performance Security of Rs. 15,000/- (Rupees Fifteen Thousand only) within 15 days from issue of work order by way of Demand Draft.
- 13.If required the vehicle may be called on Holiday, no additional charged will be given by NFSU, TC.
- 14.The duty timing of the monthly hired driver would be normally from 8:30 hrs to 18:30 hrs, but could be longer as per requirement and need.
- 15.One day compulsory rest in a week shall be given to the driver. On the day of rest alternative driver shall be provided by the agency/service provider as per need of NFSU.



16. The agency will have to provide the replacement of driver in case of any eventuality. NFSU, TC has the right to ask the agency for removal of any driver who is not found competent or disciplined.
17. The log book will be maintained by the driver/agency. All entries in the log book will be verified /countersigned by the concerned officers.
18. Calculation of distance will be from garage to garage but chargeable distance in this respect shall not be more than 10km in each way. Therefore NFSU will pay for 10 km in each way or actual km from garage to office & vice versa whichever is lower.
19. Number of working days may be increased by the University any time and the supplier will have no extra claim for this.
20. Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the use/concerned.
21. The Contractor shall also be liable for all fines, penalties and traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period.



विद्यया अमृतं अश्नुते



Annexure-I

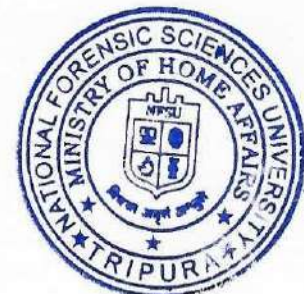
TECHNICAL BID

Sl.No	Particulars	Details
1	Name of the Firm/Agency with address and Contact Number	
2.	Full Address and Mobile no. of the bidder	
3.	Registration number of the Vehicle	
4.	Constitution of the firm (Attached Proof)	
5.	PAN (Attached Proof)	
6.	GST Registration number (Attached Proof)	
7.	Details of three years for supply of vehicles in any of the Department/PSU/University or GoI or any state Government (Attached Proof Copy) Desirable	
8.	Whether the agency has been blacklisted by any Department/PSU/University or GoI or any state Government and any criminal cases is pending against the said firm/agency	
9.	Name of the Signatory & Post held in the Company (if any)	
10.	Tender Fees details	

Signature of the Tenderer

Place: _____

Date : _____



Annexure-II

COMMERCIAL BID

A. Details of vehicle required on monthly charges basis:-

Details of vehicles required for Regular, Office Use	Monthly Fixed Charges (Rs.)	Fuel Charges/ Km (Rs.)	Outstation Charges (Night Halt) (Rs.)	Other Charges (Overtime) (Rs.)
Vehicle Type: Swift Dzire/ Tata Zest/Sedan type Fuel:- Petrol/Diesel/CNG Colour:- White				
Vehicle Type: Maruti Suzuki Wagon R Fuel:- Petrol/Diesel/CNG Colour:- White				
Vehicle Type: Maruti Suzuki EECO Fuel:- Petrol/Diesel/CNG Colour:- White				
Vehicle Type: 40 & above seater bus Fuel:- Petrol/Diesel/CNG Colour:- Any Colour				
GST	Inclusive	Inclusive	Inclusive	Inclusive



Annexure-III

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institution/Universities/ PSU of the Government of India or Government of Tripura or any other State Government or Public Sector Banks and no criminal cases pending against the said firm/agency as on _____

Signature of the Bidder

Date:-

Place:-



Annexure-IV

UNDERTAKING

It is certified that my firm/Agency/Company having sufficient Experience for supply of vehicles as mentioned in the Tender Documents

Signature of the Bidder

Date:-

Place:-



28/5
18/2

UNDERTAKING

Annexure-V

It is certified that I personally read the Tender Documents and accepted all terms and conditions mentioned therein.

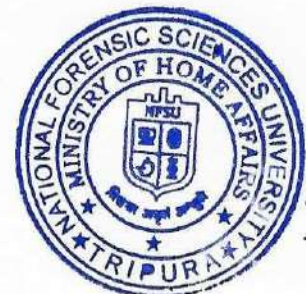
Signature of the Bidder

Date:-

Place:-



*****END OF THE TENDER DOCUMENT*****



Handwritten signature and date: 18/2