

**NATIONAL INSTITUTE OF TECHNOLOGY  
GOA -403401**

(Form to be used for purchases above Rs.1.0 lakh)

**Limited Tender Enquiry**

**Enquiry No:** NITGOA/LT/IRA/2017/OW/\_\_\_\_\_

**Date:** \_\_\_\_\_

**Important Dates**

To
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<b>Event</b>	<b>Date</b>	<b>Time</b>
Pre-bid Conference	-	-
Last Date of submission of quotation	<b>11.03.2017</b>	<b>05:00PM</b>
Technical Bid Opening date	<b>13.03.2017</b>	<b>03:00PM</b>
Financial Bid Opening date	<b>15.03.2017</b>	<b>03:00PM</b>

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation to:

Director NATIONAL INSTITUTE OF TECHNOLOGY GOA-403401
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Yours sincerely,

**Director**  
National Institute of Technology  
Goa

Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

1. **Schedule of requirements**

<b>Sl. No.</b>	<b><u>Name of Work</u></b>
1.	<b><u>Bus Service To NIT GOA</u></b>

2. **Specifications and allied Technical Details**

<b>Enclosed at Annexure – I</b>
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3. **Format of Quotation** (tick appropriate box)

It is a Single bid; please give all technical specifications and price bid in one envelope.

OR

It is a two-part bid with separate techno-commercial and price bids. Please see item 1.12 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Bid for <b><u>Bus Service To NIT Goa</u></b> Enquiry No. NITGOA/LT/IRA/2017/OW/ _____
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5. Quotations should be valid for a period of 90 days from the closing date of the bid.

6. **Some important dates:**

i.	Pre-bid Conference:	Date: _____ - _____	Time: ____ - ____
ii.	Last date for receipt of quotation:	Date: 11.03.2017	Time: 05:00PM
iii.	Opening of techno-commercial bid:	Date: 13.03.2017	Time: 03:00PM
iv.	Opening of Financial bid:	Date: 15.03.2017	Time: 03:00PM

7. **Warranty** as applicable must be provided.

8(a) **Excise Duty:** Please state applicable excise duty as a separate item.

8(b) **Taxes and Duties:** Any taxes should be quoted inclusive in price bid/schedule column in Price Bid

9. **Bid Security** (See Item 2.8 of instructions): **Rs. 15,000/-** (Rupees Fifteen thousand only).

10. **Performance Security** (See Item 2.10 of instructions): **5%** of gross order value.

11. Please go through the enclosed “bid document” carefully for other bidding instructions.

12(a) Please send your quotations by Registered/Speed Post to:

Director National Institute of Technology Goa -403401
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OR

(b) drop the quotation in the office of the normal working hours of the Institute.

13. For clarifications if any, please mail to [grprashanth@nitgoa.ac.in](mailto:grprashanth@nitgoa.ac.in)

**(Contd.)**

**NATIONAL INSTITUTE OF TECHNOLOGY  
GOA-403401**

**BID DOCUMENT**

**1. Instructions to the bidders**

- 1.1 National Institute of Technology Goa, an Educational Institute of National Importance, invites sealed tenders in two-bids (1. Technical & 2. Financial) from well-established reputed transporters, having relevant experience for providing the bus services to Government and large private organization / Institutions.
- 1.2 Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The envelope of Part – I should be superscribed as “Tender for Transportation Service, Part – I (Technical Bid)” and the envelope of Part – II should be superscribed as “Tender for Transportation Service, Part – II (Financial Bid)”.
- 1.3 Envelopes of technical bid & financial bid should be individually sealed and then be placed in a third envelope, sealed and super scribed with tender number and the due date of submission and address to:

“The Director  
NIT GOA  
Farmagudi, Ponda  
Goa-403401”
- 1.4 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible.
- 1.5 The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid. Any technical bid without the demand drafts of earnest money deposit and tender fee is liable to be rejected. The Institute is not liable to pay any interest on such an amount. Earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.
- 1.6 The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of performance security. Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame as specified by the Institute.
- 1.7 Refund of EMD After the award of the contract to the successful tenderer, the earnest money deposit of all the other tenderers will be refunded.

- 1.8 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.9 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day at the same time.
- 1.10 There may be a pre-bid conference in the office of the Department as per schedule given under at the top of the document. NIT Goa for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of the plant, equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the NIT Goa, the pre-bid conference shall be held at the appointed time and place on the next working day.
- 1.11 The bids may be sent by registered or speed post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be dropped in the office of the normal working hours of the Institute.
- 1.12 If a prospective bidder requires any clarification in regard to the bidding documents, he may mail to [grprashanth@nitgoa.ac.in](mailto:grprashanth@nitgoa.ac.in) at least 15 days before the deadline for receipt of bids.
- 1.13 (a) At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by amendment.
- (b) The amendment will be published on Institute website. In order to afford prospective tenderers reasonable time to take the amendment into account in preparing their bid, the Institute may, at its discretion, extend the deadline for the submission of the Tender.
- 1.14 Tender(s)/Bids received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or Fax.
- 1.15 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.16 At any time prior to the deadline for submission of bid(s), the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender document by amendment and it will be published on the website.
- 1.17 14. Part I (Technical Bid): The Technical bid will be as per the format attached as Annexure A

**(a) Eligibility Criteria:**

The agencies which fulfill the following requirements shall be eligible to apply:-

(i) Only registered transporter(s) having valid registration and license under the relevant statutes like: ESI & EPF and having an experience for providing Transportation Services in Government / Private Institutions. At-least two latest satisfactory work completion certificates must be enclosed with the technical bid.

(ii) Annual Turnover of the tenderer for each of the last three financial years (FY 2010-2011, FY 2011-2012, FY 2012-2013) should not be less than Rs 25 Lakhs (Rupees Twenty five lakhs only). Financial statements with net profit duly audited / certified by Chartered

Accountant (CA) of last three years along with the copies of Income Tax returns, must be enclosed with the technical bid.

(iii) Tenderer should not have been debarred or blacklisted by any Central / State Governments Departments of India. An affidavit to that effect on Non-Judicial stamp paper of 10/- duly notarized shall be enclosed with the technical bid. The format of the affidavit is attached with the tender as Annexure C.

(iv) Tenderer should have the capability to provide 1 (50 seater) ordinary commercial bus for the Institute. The bus should be on the name of Agency / proprietor. The copy of Vehicle Registration Certificate (RC), Insurance Certificate etc. must be enclosed with technical bid. For details refer Annexure A.

v) The successful bidder who provides bus service shall employ one Driver, One Cleaner, put diesel and do the maintenance also and looking at this he should quote accordingly.

**(b) Rejections:**

The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and / or fails to submit the required documents as required / or mentioned in tender document are liable to be summarily rejected.

- 1.18 The cover containing the bid must be sealed and super-scribed “Bid for **Bus Service To NITGOA** vide Enquiry No. **NITGOA/LT/IRA/2017/OW/ \_\_\_\_\_** dated \_\_\_\_\_ as given under item of the enquiry.
- 1.19 The bids shall be opened in the office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT Goa, and then the bids will be opened at the appointed time and place on the next working day at the same time.
- 1.20 The bidder has to put seal and sign in full at all pages of the bidding document including all annexures and price bid failing which the bidder will be disqualified.
- 1.21 The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
- 1.22 Tender Preparation Cost The tenderer shall solely bear all the costs associated with the preparation and submission of the bid. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case, such costs shall be reimbursed by the Institute.
- 1.23 **PART – II (Financial Bid):**
  - (a) The financial bid should be in the format enclosed with tender as Annexure B and kept in separate sealed cover. Failure to provide financial bid in a separate sealed cover will result in invalidation of the offer.
  - (b) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized

person(s). 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) Service Tax or any other taxes and Education Cess will be paid extra as applicable.

**1.24 Tender Evaluation** The Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as:

(a) Stage – I (Technical Evaluation):

(i) The Committee shall evaluate the technical bid(s) to determine, whether they qualify the essential eligibility criteria, whether the tenderer has submitted the EMD & tender fee, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bid are completed.

(ii) After evaluation of technical bid(s), a list of the qualifying tenderer(s) shall be made, they may depute their representative/s to attend the opening of financial bid(s) on the scheduled date & time.

(b) Stage – II (Financial Evaluation) The financial bid(s) shall be evaluated on the basis of the total daily cost and extra rate per kilometer (Km) as quoted by the tenderer(s).

**1.25 Award of Contract:**

After due evaluation of the financial bid(s), the Institute will award the contract to the lowest Bidder (hereinafter referred to as the “Contractor”) and issue a work order.

**1.26 Performance Security:**

(a) The contractor shall be required to furnish a Performance Security on or before the date of commencement of the contract for an amount of Rs 5, 00, 000/- (Rupees Five Lakhs Only) in the form of fixed deposit receipt (FDR) / or irrevocable bank guarantee issued by any nationalized bank in prescribed format within 30 days from the date of commencement of work.

(b) The performance security, as furnished by the tenderer, shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor under the agreement to be executed by and between the Institute and the Contractor.

(c) In case the period of contract is extended further by the Institute in consultation with the contractor, the validity of performance security shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.

(d) Failure of the successful tenderer to comply with the requirements of any of the above clauses shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of earnest money / performance security.

## **2. Conditions of the bid**

2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges mentioned separately.

2.2 Only inspected and approved buses will be sent for service on regular basis. Buses sent as replacement / standby will also be subjected to inspection and approval. Institute reserves

the right to inspect all / any buse(s) at any time during the trip. If it is found that services are not upto the mark, then penalty of 2000/- (Rupees two thousand only) per day per bus will be imposed.

- 2.3 The buses should run as per the schedule given by the Institute. The contractor should strictly follow the schedule. Exact Km covered will be entered in log book as daily basis.
- 2.4 The buses sent for services should have neat and hygienic seat covers, curtains, fire extinguisher units, first aid box and a banner plate denoting that they are on duty for NIT GOA.
- 2.5 All the buses supplied must have a pollution free certificate.
- 2.6 No dead mileage will be paid by Institute for reporting / return of buses to or from place of duty. Buses may be under (or) over utilised as per the Institute requirements with no compensation to the owner. The payment will be made as per actual Km covered during the month when under utilised.
- 2.7 Drivers sent with vehicles should have a valid commercial HMV driving license and they must be regular employees of the agency. All drivers and co-drivers must be physically and mentally fit for services and not be older than 60 years. Medical fitness certificate from Chief Medical & Health Officer of each of the Driver be attached. If any driver is found not fit or their behavior is not satisfactory, the Institute reserves the right to ask the agency to replace the driver immediately. Driver ad co-drivers must be in proper uniform (dress).
- 2.8 In case of any additional bus(s) required during the contract period, the same has to be provided at the rate of the contract.
- 2.9 The driver and co-driver will be police verified and must wear proper uniform during duty provided by the agency on its own cost.
- 2.10 The Contractor / agency must ensure that driver, co-driver and transport supervisor are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Smoking is strictly prohibited inside buses. The Contractor shall ensure that such personnel do not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited in the parking area even after duty hours. Any violation of the term may attract a penalty of 5000/- per personnel and removal from service. They shall not use unparliamentary language inside the buses,Institute.
- 2.11 The contractor shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.
- 2.12 The contractor shall not deploy any driver who has not completed eighteen years of age and who does not possess a valid driving license. The contractor shall comply with all the statutory regulations related to the business. Institute shall not be responsible for any liability in this regard for any fault of the contractor.
- 2.13 The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the contractor. Any violation of traffic rules can invite penalty.
- 2.14 The contractor is required to maintain a daily logbook for the movement of buses on duty and the logbook must be verified by the authorized person, and whenever advised, by the security staff of the Institute. Payment for extra time or night stay shall be made after obtaining sanction of the competent Authority.



- 2.15 The Institute reserves the right to terminate the contract by giving 30 days' notice and without assigning any reason whatsoever.
- 2.16 Arbitration:**  
(a) In case of any dispute or difference arising out of or in connection with the tender conditions, job order and contract, the Institute and the contractor will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Institute.  
  
(b) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Goa. The decision of the Arbitrator shall be final and binding to both the parties.
- 2.17 The bid should remain valid for a period of 90 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.18 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.19 The bid is to be accompanied with "Bid Security" (*Earnest Money*) for an amount stated in the enquiry, in the form of Account Payee Demand Draft, in favour of Director, NIT Goa from any Commercial Bank with validity period of 30 days beyond the final bid validity period. The bid security shall be forfeited, if the bidder withdraws during the bid validity period.
- 2.20 The successful bidder may furnish "Performance Security" for an amount specified in the enquiry, in the form of Account Payee Demand Draft, and/or unconditional Bank guarantee en-cashable on demand from the Director, NIT Goa, from a Commercial Bank with validity period of sixty days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. The Security is to be furnished in favour of the Director, National Institute of Technology ,Goa, within Fifteen days of intimation, failing which his bid security will be forfeited.  
  
Alternatively, fixed percentage of the cost of the stores as stated in the enquiry may be retained by the Institute in its Maintenance Fund towards performance security, which will be released One month after the completion of warranty period.
- 2.21 The successful bidder may be required to execute a contract, where applicable.
- 2.22 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Goa shall be final.
- 2.23 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.24 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.

**Director**  
NIT-Goa

**Annexure A**

**Tender for Transportation Service (Buses)**

**Technical Bid**

**Name of Service: Transportation Service (Bus)**

**1. Name of the Bidder:** \_\_\_\_\_

**2. Address of the Bidder:** \_\_\_\_\_

**3. Contact Details of the Bidder:** \_\_\_\_\_

**(a) Tel. No. with STD (O) \_\_\_\_\_ (Fax) \_\_\_\_\_ (R) \_\_\_\_\_**

(b) Mobile No \_\_\_\_\_ (c) E-Mail \_\_\_\_\_ (d) \_\_\_\_\_

4. Name of Proprietor/Partners/Directors of the firm/agency : \_\_\_\_\_

5. Bidder's Bank with branch and his Current Account number : \_\_\_\_\_

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6. Registration and incorporation particulars of the Bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl attaches copies of the relevant documents/certificates).

7. CST/VAT/Excise Duty/TIN, etc registration details (Pl attaches copies of the relevant documents/certificates).

**8. Copies of PAN / Income Tax Circle / TIN of the Bidder**

9. Copies of Income Tax Returns filed for the last three years should be attached.

10. **Annual Turnover** of the tenderer for each of the last three financial years (FY 2010-2011, FY 2011-2012, FY 2012-2013) should not be less than **Rs 25 Lakhs** (Rupees Twenty Five Lakhs Only). Financial statements with net profit duly audited / certified by Chartered Accountant (CA) of last three years along with the copies of Income Tax Returns, must be enclosed with the technical bid.

12. Declaration regarding blacklisting or otherwise by the Govt Departments as given in **Annexure C** and tenderer should have the capability to provide 8 or more (50 seater) ordinary commercial buses and other vehicles as per **para 2** above for the Institute. All vehicles should be on the name of Agency / proprietor. The copy of Vehicle Registration Certificate (RC) must be enclosed with technical bid.

13. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.

14. Duly filled in authorization for attending the bid opening (Annexure D)

(Please attach copy of the certificates, if any).

16. Details of Buses:-

(a) Vehicle Model:-

(b) Copy of Registration Certificate vehicle (write particular and attach copy)

(c) Copy of Vehicle Insurance Certificate

(d) Certificate from the authorized dealer that the Buses being offered are not accident vehicle.

(Give Registration No Vehicle Chassis No of each bus in the Certificate)

(e) **Drivers License** License No with renewal date and attach Copies.

(f) **Drivers Education Qualification** Attach copy of certificates showing education attained by the Drivers.

17. **Financial Deposits**

(a) **EMD** Draft No: dt

amounting to Rs 15,000/- (Rupees Fifteen thousand Only) drawn in favour of

Director, NIT GOA.

(Please write the name of the proprietor on the reverse turn of the drafts)

Signature of the Tenderer with seal & date

**Annexure B**

**Tender for Transportation Service (Buses)**

**Financial Bid**

<b><u>Sl.N o</u></b>	<b><u>Type of Buses</u></b>	<b><u>No of Buses</u></b>	<b><u>Fixed monthly Rates for 800 Km (including all consumables, wage, taxes)</u></b>	<b><u>Rate for extra per Km after completing the offered 800 Km run</u></b>
1	50 Seater Bus	1		

**Signature of the Tenderer with seal & date**

Note: The above format should be on letter head of the firm with the signature of Authorized Signatory.

**Annexure – C**

**Tender for Transportation Service (Buses)**

**Declaration Regarding Blacklisting / Debarring For Taking Part in Tender.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**(Or)**

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in

Government tenders for a period of \_\_\_\_\_ years wef \_\_\_\_\_ to \_\_\_\_\_ . The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Director, NIT GOA and EMD / performance security shall be forfeited.

In addition to the above, Director, NIT GOA, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature of the Tenderer with seal & date

**Annexure D**

## **Tender for Transportation Service (Buses)**

### **Letter of Authorization for attending the Bid opening**

Sub. Authorization for attending the technical bid opening on and financial bid on of the tender for provisioning of Transportation Services (Buses)

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s. (name of the Bidder)

Name \_\_\_\_\_

Specimen Signature \_\_\_\_\_

Signature of the Bidder

**Or**

Officer authorized to sign the bid documents on behalf of the Bidder

**N.B. Permission will be denied incase the photocopy of the duly filled in form is not brought at the time of opening**

**Signature of the Tenderer with seal & date**