



राष्ट्रीय औद्योगिक इंजीनियरी संस्थान (नीटी), मुंबई

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE) MUMBAI
Vihar Lake, Mumbai – 400 087 Website: www.nitie.ac.in

E-TENDER DOCUMENT FOR TRANSPORT SERVICES ON CONTRACT (Hiring of Passenger/Tourist Vehicles/ Cars)

Last Date & Time of Submission:	22 nd April 2022 – 11.00 am
Date & Time of Opening Bid:	22 nd April 2022 – 11.30 am (Tenderer / representative duly authorised by the tenderer in writing is welcome to witness the tender opening)

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NOTICE INVITING E-TENDER

HIRING OF PASSENGER/ TOURIST VEHICLES AT NITIE, MUMBAI

NITIE Mumbai invites e-tender (online tender through www.tenderwizard.com/NITIE and [CPP Portal](#)) from reputed and experienced agencies under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing *Hiring of Passenger/ Tourist Vehicles on "as and when required basis on Contract for One (01) year and One (01) vehicle on 24x7 basis* at NITIE Mumbai. The schedule and other details of Tender are as under:

Tender Name	<i>Hiring of Passenger/ Tourist Vehicles NITIE Mumbai</i>
Tender No.	S&T/Hiring of Tourist Vehicles/2021-22/01
Estimated Cost with GST	R. 12,00,000.00 (inclusive of GST)
Publish Date	31 st March 2022
Document download start date	31 st March 2022
Document download end date	22 nd April 2022, 10.30 am
Bid submission end date & time	22 nd April 2022 & 11.00 am
Date & time for opening of Technical Bid	22 nd April 2022 & 11.30 am
Date of Opening of Financial Bid	Will be informed later on
Tender Fee (Non-refundable)	Rs.1000.00 (Rupees One Thousand only)
EMD (Earnest Money Deposit)	Rs. 40,000.00 (Rupees Forty Thousand only)
Security Deposit	Rs. 40,000.00 (Rupees Forty Thousand only)
Location of the service	NITIE Mumbai
Commencement of service	Within 1 week from the date of Contract Agreement/work order
Contact Person Name	Dy Registrar (Administration)/ Superintendent (S&T)

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen from <https://www.tenderwizard.com/NITIE>, Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish>, or National Institute of Industrial Engineering (NITIE) Mumbai website: www.nitie.ac.in/tenders. The bidders to apply only online through Tender wizard: <https://www.tenderwizard.com/NITIE>.

The tenderer shall deposit Earnest Money of *Rs. 40,000.00 (Rupees Forty Thousand only)* through *online payment mode provided in Tenderwizard*. The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein. Incomplete bid/documents shall be rejected without giving any reason.

REGISTRAR

GENERAL INFORMATION

About Institute

The National Institute of Industrial Engineering (NITIE), Mumbai, is an autonomous Institute established under Ministry of HRD, Government of India. NITIE offers two-year regular postgraduate diploma program, fellow program (equivalent to PhD) and other executive diploma program. Each program is unique and caters to different Industry and national requirements. NITIE offers executive education & training programs for industry participants and carries out applied research / consulting assignments that address contemporary issues faced by industry.

The Bids (Technical and Commercial) are invited from travel agency/firm/company be based at Mumbai or having its office in Mumbai within 10-15 Kms from the Institute.

GENERAL TERMS AND CONDITIONS

Tenders are invited in *two bid* system i.e. *Technical Bid* and *Financial Bid* by the travel agency/firm/company be based at Mumbai or having its office in Mumbai within 10-15 Kms from the Institute by 11:00 am on 22nd April, 2022.

- 1) **Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The bidders shall submit their Technical Bid and Financial Bid documents duly signed and sealed on each page of Tender.
- 2) **Period of Contract:** Contract period will be initially for one year. This period may be extended further one year on satisfactory performance till three years on yearly basis. In case of performance of the agency in one part or the entire contract is not found to be satisfactory as per operational parameters set out of the contract or not in conformity with the terms & conditions of the tender, then that part or the entire contract shall be terminated even before the scheduled time by giving advance notice of one month to this effect. In the event of premature closure of contract for reasons mentioned herein above, the **Security Deposit** shall be absolutely forfeited.
- 3) **Exit Clause:** The **contract** can be terminated by giving three-month notice period by the Institute and three-month notice by the Agency.
- 4) **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp **paper** of Rs. 500/- (Rupees Five hundred only). NITIE Mumbai reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
- 5) **Earnest Money Deposit (EMD):** The tenderer shall deposit Earnest Money of Rs. 40,000.00 (Rupees Forty Thousand Only) through online payment mode provided in Tender wizard. The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept up-till the time, the Security Deposit is not received.
- 6) **Bank Guarantee/Security Deposit:** The successful tenderer will have to deposit a Security Deposit of Rs. 40,000.00 with NITIE in favour of “National Institute of Industrial Engineering (NITIE) **Mumbai**” payable at Mumbai drawn on any Nationalized Bank/Scheduled Bank and valid for 180 days beyond the expiry period of contract.
- 7) In the event of bidder backing out before actual award or execution of agreement, NITIE Mumbai **will** have right to forfeit the EMD. In case the successful tendered declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.
- 8) Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site on the day of the pre-bid meeting or before submitting bid. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all **necessary** information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read

this notice and all other contract documents has made himself aware of the scope and specifications of the work to be done.

9) The NITIE Mumbai will not provide any residential space for accommodation to the Agency/deployed staff. The agency has to make its own arrangement for the residential accommodation to the *deployed* staff.

10) The NITIE Mumbai is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders. NITIE Mumbai reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the NITIE Mumbai

11) **Sub-Contracting:** The Agency shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the Agency *shall* be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

12) The Agency and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.

13) **Misconduct:** The conduct/characters/antecedents and proper bonafide of the workers shall be the sole *responsibility* of the Agency. However, the Agency should provide the necessary details of all its employees to the Institute. All the employees should be police verified.

14) The persons employed by the Agency will be the employees of the Agency and the NITIE Mumbai shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the NITIE Mumbai and the personnel employed by the Agency shall *have* no right whatsoever to claim employment or other rights from the NITIE Mumbai.

15) There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this *effect* on firm letterhead should be attached.

16) None of the employees of the Agency shall enter into any kind of private work within the campus of the NITIE Mumbai. Non-compliance with this provision will be deemed to be violation of the contract inviting penal action/cancellation of contract.

17) The staff employed by the Agency will not join any union of the NITIE Mumbai nor shall they make any claim on service or other matter. They shall also not form and join any union in Mumbai and shall have absolutely no claim to subscribe or for election in any of the unions of the NITIE Mumbai.

18) The Agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity *prejudicial* to the interest of the NITIE Mumbai / Govt. of India / any State or any Union Territory.

19) The drivers (not below the age of 18 years) employed by the Agency shall have to be medically fit and kept neat and clean. The Agency shall not employ young children as

prohibited under the law/rules/regulations. A record of this will be maintained by the Agency.

20) **Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents *forming* part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

21) In addition to the prescribed manpower, whenever required, Agency has to provide additional manpower and/or equipment at the rates quoted in the tender.

22) **Validity:** The quoted rates must be valid for a period for **180 days** from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the *same* will be treated as unresponsive and it may be rejected.

23) In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing *any* terms, conditions etc. of their original tender.

24) Anyone or more the *following* action / commission / omission are likely to cause summary rejection of tender: Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time. Any conditional bid or bid offering rebate. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents. Any effort by a bidder to influence the NITIE Mumbai in the bid evaluation, bid comparison or contract award decision.

25) Authority of person signing document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such *other* and if, on enquiry, it appears that the person so, signing had no authority to do so, NITIE MUMBAI may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

26) **Access to SITE:** The Agency shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/regulate/watch/guard/measure/*inspect*, solely or jointly with the Agency.

27) **Safety and Security:** Agency shall abide by the safety code provisions as per safety code framed from time to time by the government.

28) **Work at Risk and Cost:** The institute reserves the right to get the whole or part of the work executed by some other *agency* at the risk and cost of the Agency if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

29) **Payment of Bills:** The payment for services under this agreement shall be made on monthly basis on satisfactory completion of job contract services, through NEFT/RTGS/IMPS (online transfer) to their account. GST (if applicable) will be paid extra as per actual at the time of billing. The final payment shall, however, be reimbursed only after adjusting all the dues / claims of the NITIE Mumbai. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.

30) **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine

restriction or act of God (*hereinafter* referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the NITIE Mumbai as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the NITIE Mumbai shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

- 31) NITIE Mumbai reserves *the* right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
- 32) NITIE Mumbai reserves *the* right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it felt necessary in the benefit of the Institute.
- 33) The decision of the *Director* of NITIE Mumbai will be final in all respect and will be acceptable to all the tenderers.
- 34) **Jurisdiction:** All matters *and* disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Mumbai only.
- 35) Bidders are advised to quote their rate/price after careful study of the tender specifications and other associated requirement as below.
- 36) Only GST REGISTERED agencies are eligible to fill this tender. Interested agencies shall quote their GST Number in their quotation and also attach legible scanned documentary proof of having registered with GST department for such store/items etc. with the technical bid.
- 37) Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
- 38) Submission of online scanned copies of unwanted/irrelevant documents/out of contest document to disturb/misuse the online procurement system will be taken seriously, and stringent action will be taken against such bidders, besides action for rejection of bids and blacklisting of firm will be initiated.
- 39) Conditional tender will not be accepted.
- 40) Optional tender will not be accepted.
- 41) The firm whose rates are accepted will have to deposit Rs. 40,000.00 as Security Money in favour of NITIE Mumbai, drawn on any Nationalized Bank/Scheduled Bank and valid for 180 days beyond the expiry period of contract.
- 42) Security Money shall bear no interest. Security Money should be valid for a period of 180 days beyond the completion of all contractual obligations by the supplier including Warranty/ Guarantee period etc.
- 43) The bidder must quote the price both in words as well as in figures. The option in the rates will not be entertained and the tender will be rejected straightway.
- 44) The Bid shall remain valid for 180 days from the date of opening of the tender.

- 45) In case the firm fails to supply the item within stipulated delivery period, the item will be procured from the open market and the difference of cost, if any, will be recovered from the Security Money or pending bills of the defaulting firm as the case may be, by calling explanation after issuing notice.
- 46) The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
- 47) After examination of the technical bid and price bid, the institute will have discretion to award the contract to more than one firm.
- 48) The payment will be made after receipt/final acceptance of goods in good condition as per prescribed specification. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.
- 49) In case of violation of any clause of contract/agreement deed, the explanation of the firm can be called by issuing show cause notice, if the reply is not found satisfactory. Security money can be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
- 50) Tenderer(s) shall indicate complete specifications and all features of the Server and Software. The legible scanned copy of technical specifications along with literature/brochures of quoted product must attach with the technical bid by the bidder. If required the selected vendor will be called for the presentation of their accounting packages before the management.
- 51) The bidder should carry a comprehensive warranty/guarantee of subjected equipment. The firm should have to submit an undertaking in this regard with the technical bid of the tender.
- 52) The Institute, in order to satisfy itself can order on the spot enquiry to verify the soundness & capability of the item and any other information given by the tendering firms.

REGISTRAR

ANNEXURE-V

ELIGIBILITY CRITERIA

Only those agencies which meet the following minimum criteria will be considered for opening of financial bid:

1. The agency shall remit EMD and tender fee through Tenderwizard.
2. EMD will be exempted for NSIC / MSME Agency/Vendor. However, tender fee is mandatory to submit. Otherwise, bid will be rejected.
3. The agency should have experience of minimum period of 3 years for providing similar product and services in State Govt./Central Government/PSU/Autonomous Body under Government/Govt. Institutions in similar nature. Work order duration of contract and avg. billing value in one year must be enclosed with technical bid to support of this. Experience certificate issued by the said organizations only will be considered, whose contract / work validity period has/ ending after 01.03.2019 and average billing value (any one work / contract) is more than 25 Lakhs per year.

AGENCY/FIRM/ COMPANY PROFILE

Tender Document Fee (non-refundable)	UTR No. _____ dated _____ for Rs.1000/- (Rupees One Thousand only) (name of the Bank) _____ paid on the name of NITIE, Mumbai payable at Mumbai through online mode only.
Earnest Money Deposit (EMD)	UTR No. _____ dated _____ for Rs.40,000/- (Rupees Forty Thousand only) (name of the Bank) _____ paid on the name NITIE, Mumbai payable at Mumbai through online mode only. _____

AGENCY/FIRM/COMPANY PROFILE		
	Required information	Description
1	Name of the agency / firm / Company etc.	
2	Address of the agency / firm /company	
3	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof)	
4	Name, designation, telephone nos. of the contact person Fax No. E-mail id	
5	Month and Year of commencement of passenger/tourist vehicle hiring business	

6	Statutory details (Photocopies to be attached) : 1. Registration number of the firm. (As per shops and establishment act.). 2. PAN No. 3. GST- Registration number.	
7	Existing total passenger/tourist vehicles owned in the name of agency / firm / company {Minimum 2} (Attach Registration Certificate	

Sr. No.	Name of the organization with complete postal Address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID.	Period for which the contract is/was awarded	No. of passenger vehicles deployed by your firm on site

4. The agency must have a minimum average annual turnover of Rs.25.00 Lakhs (Rupees Fifty Lakh Only) during of the last three years. The agency must submit duly signed certificate clearly showing financial year-wise turnover with audited profit & loss statement.

Financial Year	Total Turnover In INR
2018-19	
2019-20	
2020-21	

5. The bidder should not be blacklisted by any Government agency and no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency). An undertaking on agency letterhead should be attached.

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :

(Signature of the bidder with seal)

ANNEXURE – VI

AGENCY DETAILS (TECHNICAL BID PART)
AGENCY/FIRM/ COMPANY PROFILE

Tender Document Fee (non-refundable)	UTR No. _____ dated _____ for Rs.1000/- (Rupees One Thousand only) (name of the Bank) _____ paid on the name of NITIE, Mumbai payable at Mumbai through online mode only.
Earnest Money Deposit (EMD)	UTR No. _____ dated _____ for Rs.40,000/- (Rupees Forty Thousand only) (name of the Bank) _____ paid on the name NITIE, Mumbai payable at Mumbai through online mode only. _____

AGENCY/FIRM/COMPANY PROFILE		
	Required information	Description
1	Name of the agency / firm / Company etc.	
2	Address of the agency / firm /company	
3	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof)	
4	Name, designation, telephone nos. of the contact person Fax No. E-mail id	
5	Month and Year of commencement of passenger/tourist vehicle hiring business	
6	Statutory details (Photocopies to be attached) : 4. Registration number of the firm. (As per shops and establishment act.). 5. PAN No. 6. GST- Registration number.	
7	Existing total passenger/tourist vehicles owned in the name of agency / firm / company {Minimum 2} (Attach Registration Certificate	

Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place:

Date:

(Signature of the bidder with seal)

ANNEXURE – VII

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

The Director
NITIE Mumbai

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: NITIE/Tender/_____dated _____

Name of Tender / Work:

Dear Sir,

1. I/We have downloaded / obtained the tender document (s) for the above mentioned 'Tender/Work' for the web site(s) namely: _as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No..... to..... (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totally / entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE - VIII

UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for at NITIE Mumbai. I/We agree to all these conditions and offer to provide security services at NITIE MUMBAI.

I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. No other charges would be payable by Client. There would be no increase in rates during the Contract period except provision under the terms & conditions.

I/We have inspected the institute premises (NITIE Mumbai) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place:

Signature of Authorised Signatory

Date:

Address:.....

.....

.....

Mob:.....

Email ID:.....

PART II
FINANCIAL BID (to be sent in Excel)

1. Name of the agency / firm / Company:
2. Address of the agency / firm / Company:.....

3. Tel. No..... Email id :.....
4. Details of Vehicle (AC) Category:

Small Cars Below 1200 CC	Medium Cars Above 1200 & below 1500 CC	Premium Cars Above 1500 & below 1700 CC	MUV-I	MUV-II
Indica/ Wagon R/ EECO etc.	Indigo/Dzire/Accent/Logan / Urban Cruiser/ Etios etc.	Honday City/Verna/ Maruti SX4/Vento etc.	Scorpio	Innova/ XUV 500

5. Flat / fixed rates for all type of vehicle category for the below specified transport requirements:

Particulars	Flat/ Fixed Rates for				
	Small cars (AC)	Medium cars (AC)	Premium cars (AC)	MUV-I (AC)	MUV-II (AC)
Pick-up from Domestic Airport to NITIE, Mumbai					
Drop from NITIE, Mumbai to Domestic Airport					

Particulars	Flat/ Fixed Rates for				
	Small cars (AC)	Medium cars (AC)	Premium cars (AC)	MUV-I (AC)	MUV-II (AC)
Pick-up from: International Airport to					
Drop from: NITIE, Mumbai to International Airport					

Vehicle Category	Rate for 8 hrs. / 80 kms	Rate for 4 hrs. / 40 kms	Rate Per Extra Km	Rate Per Extra Hour	Outstation Rate per km (min 250 kms)	Driver's allowance (only for Outstation Duties)
Small Cars - AC						
Medium Cars - AC						
Premium Cars -AC						
MUV-I - AC						
MUV-II - AC						

- All prices quoted above should be in INR.

Payment Terms:

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

Place:

(Signature of Bidder with seal)

Name:

Seal:

Date: