

NOTICE INVITING QUOTATION

Hiring of 01 Vehicle on Lease for NIT Delhi



NIQ NUMBER: NITD/03/Stores/670/2024-25

NATIONAL INSTITUTE OF TECHNOLOGY DELHI
An autonomous Institute under the aegis of
Ministry of Education (Shiksha Mantralaya), Government of India
Plot FA7, Zone P-1, G T Karnal Road
Delhi - 110036

National Institute of Technology (NIT) Delhi is an autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Government of India. The Institute is **inviting quotation (NIQ) for the hiring of vehicles on lease basis, as per details provided below.**

QUOTATIONS NEED TO BE SUBMITTED THROUGH POST/ BY HAND /EMAIL IN THE FOLLOWING ADDRESS:-

**The Store & Purchase Section,
3rd Floor, Room No. 301, Administrative Block,
National Institute of Technology (NIT) Delhi
Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036.
Email: centralstore@nitdelhi.ac.in**

The bidders are requested to read the details carefully and ensure compliance with all specifications/instructions. Non-compliance instructions mentioned in this document may lead to disqualification of the bidders.

The Competent authority of NIT Delhi reserves the right to accept/reject the offer or to accept/reject any bid wholly or partly or to cancel the complete purchase process without assigning any reason whatsoever. Incomplete bids or late bid submissions are liable to be ignored and rejected.

The Quotations are hereby invited on behalf of THE DIRECTOR, NATIONAL INSTITUTE OF TECHNOLOGY (NITD) DELHI from the bidders with respect to the following categories:

HIRING OF 01 VEHICLE ON LEASE BASIS

S. No.	Description	Quantity	EMD Amount
1	Innova Crysta GX Plus (Diesel) 7-Seater	01	₹1,30,000/-
2	Innova Crysta VX (Diesel) 7-Seater		
3	Innova Crysta ZX (Diesel) 7-Seater		

Note: One best value-for-money model will be selected out of above models.

SECTION 1- IMPORTANT DATES

- 1. Last date for receiving quotation: 24th October 2024 (Up to 03:00 PM)**
- 2. Tentative Date of opening quotations: 24th October 2024**

SECTION 2- EMD & PERFORMANCE SECURITY

EMD: EMD (Refundable) shall be deposited in the Institute Bank Account. The details of the Institute Bank Account are mentioned below: -

Bank Name: - ICICI Bank
Bank Account Name: - DIRECTOR NIT DELHI RECRUITMENT
Account no.: - 092901001915
IFSC Code: - ICIC0000929
MICR: - 110229103

The EMD amount should be deposited in the Institute on or before the last date of bid submission. The transaction details of the same in scanned format also need to be submitted (F-2 Format attached).

Exemption shall be given to the bidders as per Government of India norms. All Quotations submitted without requisite EMD document shall be rejected. No interest is payable on EMD. The EMD should be submitted/ deposited in NIT Delhi on or before last date of the Bid submission.

The EMD amount would be returned to unsuccessful bidder(s) (without any interest) after the award of order to the successful bidder(s). EMD would be returned to successful bidder(s), without any interest, subject to submission of required Performance Security. EMD shall be forfeited if the bidder withdraws the quotation during the period of quotation-validity as specified in the document.

Following categories of Sellers shall, however, be exempted from furnishing Bid Security:

- i. The bidder seeking EMD exemption must submit the valid supporting document for the relevant category. Under MSE category, only Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
- ii. Start-ups as recognized by the Department of Industrial Policy and Promotion (DIPP).
- iii. Other categories (as applicable) as per Government of India norms.

PERFORMANCE SECURITY: The successful bidder shall be required to deposit an amount equivalent to 5% of order value as Performance Security in shape of DD, FDR, Bank Guarantee etc. duly pledged in the name of the Director, NIT Delhi General **valid for period of lease plus 60 days within 30 days from the issue of Work Order.**

- I. Performance security will be discharged after compliance of successful bidder's performance obligation under the warranty / guarantee period.
- II. If the successful bidder fails or neglect any of his obligations under the warranty / guarantee period, it shall be lawful for Director, NIT Delhi to forfeit either whole or any part of performance security furnished by the bidder as a compensation for any loss resulting from such failure.

SECTION 3 -SUBMISSION OF BID

- i. All the BID & NIQ documents duly signed and stamped by the bidder (every page) needs to be submitted by the Bidder.
- ii. Bidder is advised to submit the BID strictly in accordance with the terms & conditions and specifications contained in the BID documents and not to stipulate any deviation or condition. Institute reserves the right to reject any BID containing deviations to the terms & conditions and requirements stipulated in the BID documents.
- iii. BID shall be submitted in two folders: Folder I – Technical Bid and Folder II - Financial Bid. In case, any of the documents are missing, the bid is liable to be rejected.
- iv. The bids received after the due date and time will not be accepted.
- v. The BID must contain the name, address and contact details of business of the person or persons submitting the BID and must be signed and sealed by the Bidder with his signature on every page of the BID. The same should be accompanied with complete specifications and drawings, Manufacturer's name, address etc, if applicable.
- vi. The Bidder's firm name stated in the BID shall be exact legal name of the Firm/ Company /Corporation etc. as registered or incorporated. All changes/ alterations/ corrections in the BID shall be signed with date in full by the person or persons signing the bid. No erasing and/or over writing are allowed.
- vii. The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The Financial bids of only those bidders will be opened whose technical bids are declared qualified by the Committee constituted by the Competent Authority for the purpose. Technically qualified firms will be notified / informed about the financial bid opening date and time.
- viii. The bidder shall be required to submit an undertaking to the effect that the terms/conditions mentioned in the NIQ against which the rates are being submitted is acceptable to them. In case the firms do not give this undertaking, their rates may not be considered.
- ix. BID by a partnership firm/consortium of firms must furnish names of all partners and be signed in the partnership name, followed by signatures and designations of authorized partners or other authorized representatives. The copy of partnership deed/consortium agreement should also be furnished and submitted in such a case.
- x. The bid needs to be submitted via email at centralstore@nitdelhi.ac.in or post in hardcopy in an organized and structured manner to the Institute in original. The postal address for submitting the required documents in hard copy:

The Store & Purchase Section,
3rd Floor, Room No. 301, Administrative Block,
National Institute of Technology (NIT) Delhi
Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036.
- xi. The validity of the bid shall be 90 days from the date of opening of Bid(s).
- xii. In the event of specified date of opening of quotations (technical or financial bid) is declared as holiday, the same shall be opened at the same place and same time on the next working day.

- xiii. The bidder should quote all the rates for NATIONAL INSTITUTE OF TECHNOLOGY, Delhi (NIT Delhi) on F.O.R. basis. The rates quoted by the bidder should be all inclusive (i.e. including any freight/loading/ unloading/ insurance charges etc.) and nothing extra over and above the quoted rates shall be payable by the Institute. It will be duty of the bidder to deliver the vehicle at NIT Delhi at the quoted rates only.
- xiv. In case there is any change in the name (or any other major change) of the organization and the experience certificate/previous WO/PO submitted by the firm pertain to the old credentials of the organization. Then the bidder is required to submit relevant document(s) duly certified by Registrar of Companies in support of the claim being made.
- xv. Exemption may be given to MII/ MSE/Start Up India registered firms as per Government of India norms.
- xvi. Defective and sub-standard quality of vehicle supplied will not be accepted. If quality of any brand found inferior, the concerned supplier may be blacklisted for future supplies. Suppliers shall have to take back and replace the rejected materials at their own cost within 15 days of the rejection, failing which action as deemed fit will be initiated. The Institute shall not be responsible for the safe custody of the rejected materials.
- xvii. The price quoted by the bidder should be the lowest available in the market. Bidder will not provide the services of AMC, on a rate, lesser than our Contract prices to any other Govt. Institutions. If the same is found, then proportionate recoveries will be made from the bidder/ authorized dealer. Moreover, any violation of this cause shall make the vendor and /or OEM liable for blacklisting.
- xviii. The Director, NIT Delhi shall not be bound to accept the lowest or any quotation (s) and reserves the right to reject any quotation (s) without assigning any reasons thereof.
- xix. Preference may be given to the bidders belonging to Delhi NCR area.
- xx. For any clarification, you may contact centralstore@nitdelhi.ac.in

SECTION 4 - DOCUMENTS TO BE SUBMITTED

Documents to be submitted by the bidders:

1. EMD Details on bidder's letter head as per format F-1.
2. Declaration regarding acceptance of all the terms & conditions of the NIQ document as per Format F-2 on the bidder letter head.
3. **Bidder should be either a Manufacturer or OEM Authorized Vendor/Distributor/Dealer. Necessary documentary evidence in support of the same (OEM/ Authorization Certificate/MAF) shall be required to be submitted by the bidder.**
4. The bidder should not have been Debarred/Blacklisted by any State Government / Central Government institution/department for any reason. **Latest affidavit on Rs.100/- Stamp Paper in this regard should be submitted by the bidder.**
5. List of Government /Semi-government /PSU /Govt. Undertaking/ Autonomous bodies/ Educational institutes of national repute/etc., for which **similar services** have been provided/ delivered by the bidder along with the contact details of such organizations and **Purchase Order/ Work Order copies** in support of the claim.
6. The bidder should submit the documents in support of firm's registration with appropriate authorities.
7. **Rates shall be required to be quoted by the bidders in BOQ sheet (Annexure F-3) as well breakup of the rates also to be submitted by the bidder.**

SECTION 5 - IMPORTANT TERMS AND CONDITIONS OF LEASE

1. **The lease shall be valid up to 1,20,000 Kms./ 5 years basis.**
2. Only brand-new vehicles shall be considered for lease. **(Model Year: 2024)**
3. Insurance shall be provided by the lease provider only. Insurance cover shall be zero debt. The Institute shall not pay for any claims made during the period of service(s) hired.
4. Fuel for hired vehicle(s) shall be provided by NIT Delhi.
5. Driver for hired vehicle(s) shall be provided by NIT Delhi.
6. On time Servicing / Maintenance of the vehicles as a whole shall be the responsibility of the vehicle provider. Institute shall not pay any service charges and the same shall be borne by the service provider only.
7. The Annual Pollution Control for the vehicle shall be done by the bidder at the commencement of the lease in the first instance. Thereafter, the annual pollution control shall be done by the Institute for the subsequent years.
8. The service provider shall be required to ensure that the provided vehicle(s) will meet all the necessary compliance of statutory requirements like pollution, emission, noise etc.
9. The bidders shall quote their rates (including per Km rate in case Km > 1,20,000 Kms/ 5 years) regarding the lease after reading all the terms and conditions thoroughly. The bidder must be a service provider at other Govt. Institutions/ Organizations.
10. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance along with PO/WO copies of prominent organizations relevant to this requirement.
11. The bidder should submit the documents in support of firm's registration with appropriate authorities.
12. **Rates shall be required to be quoted by the bidders in BOQ sheet (Annexure F-3) as well breakup of the rates also to be submitted by the bidder.**
13. Any other terms and conditions of the bidder applicable shall be clearly mentioned in the bid document.

SECTION 6 - DELIVERY PERIOD/ TIMELINES

1. **Maximum Delivery Period of the vehicle should be 10 days.**
2. The delivery period being provided by the bidders should be clearly mentioned in the bid documents.
3. The vehicle should be supplied as per the requirement /specification and shall be delivered within the period as quoted by the bidder or as mentioned in the NIQ (whichever is earlier) and be ready for use within time frame as instructed by the Institute.
4. If the bidder fails to deliver the vehicle within stipulated delivery period (as per above), penalty at the rate of 0.5% per week or part thereof of the total order value subject to the maximum of 10% of total order value will be liable to be deducted by the Institute.

SECTION 7 - PAYMENT TERMS & CONDITIONS

1. Payment shall be made on monthly basis (i.e. end of each month) on receipt of the original bills in triplicate completed in all respects duly signed and stamped by the authorized representative of the user department.

SECTION 8 - OTHER TERMS AND CONDITIONS

- 1. Purchaser's Right to vary Quantity:** NIT Delhi reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions. Moreover, NIT Delhi also reserves the right to remove any item altogether while placing the final order with the successful bidder(s), if required.
- 2. Corrupt or Fraudulent Practices:** NIT Delhi requires that the bidders participating in this NIQ have highest standards of ethics. NIT Delhi will reject bid(s) if it is found that the bidder(s) has/have engaged in any corrupt or fraudulent practices while competing for this contract.
- 3. Interpretation of the NIQ Document:** In case of any ambiguity/ dispute in the interpretation of any of the Sections in this NIQ, Director-NIT Delhi's interpretation of the Sections shall be final and binding on all parties. In the event of any dispute or difference(s) between the Institute (NIT Delhi) and the bidder(s) on any section of this NIQ, the matter shall be referred to "The Director, NIT Delhi", who may decide the matter himself or may appoint arbitrator(s). The decision of the arbitrator shall be final and binding on both the parties.
- 4. Indemnities:** The bidder(s) shall indemnify, protect and save NIT Delhi against all claims. NIT Delhi reserves the right to recover the cost towards any damage/loss caused due to the negligence on the part of the bidder. The bidder shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the bidder's failure to fulfil such statutory obligations. The bidder shall alone be liable to pay any compensation, in case need arises, in such a case.
- 5. Jurisdiction:** Any dispute will be subject to the territorial jurisdiction of Rohini District Court Delhi only.

CONTACT DETAILS

For Technical Queries (Vehicle Related): Name: Dr. Mahesh Kumar Singh Email id: kmaresh@nitdelhi.ac.in Mobile: 8707734653	For any other Queries Name: Jitender Singh Bisht Email: centralstore@nitdelhi.ac.in Phone : 011-33861026
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(On Bidder's Letter Head)

DETAILS OF EARNEST MONEY DEPOSIT

Transaction Number	
Dated	
Amount	
Account details to which the EMD should be returned	

Date: -

**Signature of the Bidder or
His /Her authorized signatory
With Seal of the bidder**

**DECLARATION BY THE BIDDER
(On Bidder's Letter Head)**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the NIQ document.

It is also certified that all the terms and conditions of the NIQ document are fully acceptable to me/us, I/We will abide by all the terms & conditions mentioned in the NIQ document and all the documents submitted by us are genuine and not a work of forgery in anyway.

It is to confirm that in if we are selected as L1 bidder, everything to be supplied by us hereunder shall be new and free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the activities of the institute for which they have been procured, as specified in the NIQ document.

Signature:

Date:

Name:

Designation: On behalf of: (Company Seal)

Address:

GST Number

S.No.	Vehicle Description (One best value-for-money model will be selected out of below models)	Quantity	Basic Monthly Rate in Figures to be submitted by the Bidder in Rs. (With GST)	Total Amount in Rs. (With GST)
1	Innova Crysta GX Plus (Diesel) 7-Seater	1		
2	Innova Crysta VX (Diesel) 7-Seater	1		
3	Innova Crysta ZX (Diesel) 7-Seater	1		

Note: The bidder is required to provide the rates of the vehicle as per the above-mentioned table along with the complete breakup as well as bifurcation of the quoted rates.