

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION, NOIDA

Our Ref: TI/ G-50:5:1

**TENDER DOCUMENT
FOR
ANNUAL CONTRACT FOR PROVIDING BUS SERVICES
National Institute Of Training For Standardization, A 20-21 Institutional Area, Sector
62, NOIDA(UP)-201 307**

Tender Due Date : 17 Feb 2006

**Technical Bid Opening Date : At 1600 h on 17-02-2006 or the next working
Day**

Tender Document issued to _____

Signature of the Issuing Authority

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION, NOIDA

ENVELOPE 1 : TECHNICAL BID

(This envelope shall be super-scribed – ‘Envelope 1’ – Technical Bid for Annual Contract for providing Bus services)

Name of the work: Providing of Bus Services, at NITS, A-20&21, Institutional Area, Sector – 62, Noida – 201 307

Tender Reference: TI/G-50:5:1

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A. Eligibility:

1. The Tenderer/Bidder shall have at least 3 years experience in this field and shall process the statutory permission from Road Transport Authority to ply buses in the States of U.P. Delhi and Haryana. The bidder shall have registered in his name a minimum of 3 deluxe buses 2x2 style of capacity 30 seater and 35 seater. (**under no circumstances sub-contracting of work to other transporters shall be permissible**)

B. Documents to be submitted

1. The self attested copies of the following documents shall be submitted along with the tender documents:
 - a. Details of works of similar nature carried out in Central or State Govt. Bodies/Departments, Public Sector Undertakings, in the last 3 years ending on 31 December 2005.
 - b. Number of deluxe buses of 2x2 style of capacity 30 seater and 35 seater in actual ownership of the bidder and date of registration and validity of insurance with their registered No.
 - c. List of any Govt/Public Sector Orgn. to whom you are providing such services. If provided, a copy of letter from such orgn. indicating their satisfaction level with their services.
 - d. Permit of Road Transport Authority
2. General Terms and Conditions of the Contract (enclosed) shall be fulfilled by the Tenderer/Bidder.
3. Sealed tender shall be delivered in person as specified above and tenders sent by registered post shall not be accepted.
4. Nature and Scope of Work to be done at NITS is enclosed.

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS)

NOIDA

Our Ref: TI/G-50:5:1

Subject: Annual Contract for providing Transport Services

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Validity of offer : Offer shall remain valid for 90 days from the date of opening of tender.
2. Period of Contract : Twelve months from the date of award of Contract.
3. The tenderer/bidder (Contractor) shall provide the following vehicles:

Sl. No.	Description
1	2 x2 Deluxe Bus of 30 seater from Noida/New Delhi for local visit and Visit to Agra/Fatehpur Sikri & Back same day.
2	2 x2 Deluxe Bus of 35 seater from Noida/New Delhi for local and Agra/Fatehpur Sikri & Back same day
3.	2x2 Deluxe Bus of 30 Seater- for visit from NITS, Noida/Ghaziabad/Faridabad/Gurgaon and back
4.	2x2 Deluxe Bus of 35 Seater- for visit from NITS, Noida/Ghaziabad/Faridabad/Gurgaon and back

4. Each page shall be duly signed by the tenderer/bidder as a token of its acceptance of the Technical and Contractual details, scope of work, including all data to be supplied by the tenderer/bidder as specified in the tender document. Envelope No. 1 shall also contain the forwarding letter (enclosed) from the tenderer/bidder.
5. Canvassing in any form shall entail disqualification/rejection of tender/bid.
6. NITS reserves the right thereto without assigning any reason to accept or reject any or all tenders in whole or in part.
7. **NITS reserves the right to extend the validity of the contract by another twelve months at the same rates and terms and conditions of the contract.**
8. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
9. Dedicated vehicles and drivers must be provided and changes shall only be allowed in exceptional circumstances. The vehicles shall be available at any time on any day as desired by the NITS.

10. **The rates shall be inclusive of the charges of driver, repairs and maintenance of vehicle, petrol/diesel, all taxes like toll tax, chungu etc. and also any other incidental expenses. However, service tax, as applicable will be paid extra by NITS.**
11. **Parking charges, on actual basis, will be paid by NITS.**
12. A daily record indicating time and mileage for each vehicle shall be mentioned which shall be countersigned by NITS authorities.
13. **If the services rendered by the successful tenderer/bidder (Contractor) or performance of the persons deployed by the successful tenderer/bidder (Contractor) are not found to be satisfactory by NITS, then NITS reserves the right to terminate the contract by giving 15 days notice without assigning any reason.**
14. Successful tenderer/bidder shall be required to sign the contract/agreement within 15 days of receipt of notification of award of work by him.
15. If the successful tenderer/bidder (Contractor) fails to maintain required number of qualified vehicles, the successful tenderer/bidder (Contractor) shall be liable to pay penalty to NITS at double the notified rates in force for the category of vehicles concerned.
16. The successful tenderer/bidder (Contractor) shall submit the bill every month.
17. In case of any accident, all the claims arising out of it shall be met by the successful tenderer/bidder (Contractor).
18. If the vehicle is out of order, a substitute vehicle shall be provided by the successful tenderer/bidder (Contractor) immediately. In case vehicle does not report in time or does not report at all, NITS shall have a right to hire a vehicle from the market and the additional cost incurred by NITS shall be borne by the successful tenderer/bidder (Contractor).
19. Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by workman of successful tenderer/bidder (Contractor) or any other person, whether in the employment of the successful tenderer/bidder (Contractor) or not; while in or upon the said works or site of the same, the NITS shall not be bound to entertain any claim or such claim brought under the Workman's Compensation Act.
20. The drivers shall not misbehave with any of NITS staff members and shall not enter into any unlawful activities in the premises.
21. The successful tenderer/bidder (Contractor) shall be responsible for all other LABOUR LAWS as applicable and also shall be responsible for their compliance.
22. Required documents shall be submitted strictly as prescribed. Original documents may be required for verification of the above claims at the time of opening of the technical bids.
23. TDS and any other taxes as applicable from time to time shall be recovered by NITS from the bills submitted by the successful tenderer/bidder (Contractor). Any change in the rate of TDS shall be to the successful tenderer/bidder (Contractor)'s account.

24. The Contractor and drivers provided shall be bound to carry out the instructions of NITS.
25. The vehicles to be provided to NITS shall be of model 1999 or afterwards.
26. The vehicles shall be kept in perfect running conditions with covers and curtains neat and clean.
27. The drivers to be provided by the successful tenderer/bidder (Contractor) shall have minimum 3 years experience with valid driving license and shall be disciplined, polite and courteous.
28. In the event of any dispute (s), the decision of the Head of Training Instt., Bureau of Indian Standard shall be final and binding.

<p style="text-align: center;">This envelope shall be super scribed “Envelope No. 1 – Technical Bid for Annual Contract for providing Transport Services”.</p>

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS)

NOIDA

NATURE & SCOPE OF WORK

Deluxe Bus of 2x2 style of capacity 30/35 seater for requirements as under:

1. 6 to 12 times in a year from NOIDA to Agra/Fatehpur Sikri and back same day. (This may increase depending on requirements).
2. Local journeys (NOIDA/Delhi/Ghaziabad/Faridabad/Gurgaon) including sight seeing – 20 to 30 times in a year. (This may increase depending on requirements).

During the period of 3 months from September to November for International programmes, more number of vehicles may be required, particularly during Saturdays/Sundays and in the evenings of working days. Bus services may also be required for local sight seeing and visit to Agra/Fatehpur Sikri.

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION NOIDA

ENVELOPE 2 : PRICE BID

Name of the work: Providing of Transport Services at NITS, A 20-21, Institutional Area, Sector 62, Noida

Tender Reference : TI/G-50:5:1

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1. Envelope No. 2 shall contain only Price Bid of Tender Document, i.e. the copy of schedule of rates duly filled in and signed by the tenderer/bidder. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.
2. Please read the general terms and conditions, scope of work and technical requirements before quoting rates in price bid.
3. The rates should only be quoted in the manner as required in the schedule of rates enclosed).
4. The rates to be quoted shall be inclusive of all taxes including chungli, toll tax and other taxes. However, service tax, as applicable, and parking charges on actual basis will be paid by NITS in addition to agreed rates.
5. The rates shall be quoted for all vehicles from garage to garage.
6. Distance from garage to BIS, HQ at ITO as well as from garage to NITS, Noida shall be indicated.

This envelope shall be super scribed
“Envelope 2 – Price Bid for Annual Contract for providing Bus Services”.

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS)

NOIDA

SCHEDULE OF RATES

(To be enclosed with price bid in a separate cover marked “Envelope 2”)

**Name of the work : Providing of Bus Services, at NITS, A 20-21, Institutional Area,
Sector 62, Noida for Twelve months**

Sl.No.	Description	Vehicle Model with Registration No.	Rate for 80 km and 8 hours	Rate for 40 km and 4 hours	Rates for additional distance beyond 80 Km/ 40 Km	Rates for additional hours beyond 8 hours/4 hours
1.	2x2 Deluxe Bus 30 Seater- for local visit from NITS, Noida to Delhi and back					
2.	2x2 Deluxe Bus 30 Seater- for visit from NITS, Noida to Ghaziabad/ Faridabad/Gurgaon and back					
3.	2x2 Deluxe Bus 30 Seater from NITS, Noida to Agra/Fatehpur Sikri & back same day (via Faridabad)					
4.	2x2 Deluxe Bus 35 Seater- for local visit from NITS, Noida to Delhi and back					
5.	2x2 Deluxe Bus 35 Seater- for visit from NITS, Noida to Ghaziabad/Faridabad/Gurgaon and back					
6.	2x2 Deluxe Bus 35 Seater from NITS, Noida to Agra/Fatehpur Sikri & back same day (via Faridabad)					

TENDER TO BE SUBMITTED ON OR BEFORE 17 Feb 2006 by 1500 h

Subject: Tender for Annual Contract for providing Transport Services

The Section Officer (Administration)
National Institute of Training for Standardization
Bureau of Indian Standards
A-20-21, Institutional Area
Sector – 62,
Noida 201 307

Dear Sir,

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by you on behalf of the National Institute of Training for Standardization, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to undertake the subject work of providing Bus Services strictly in accordance with the contract documents .

We also agree to submit the bill on monthly basis and accept the payment accordingly.

Thanking you,

Yours faithfully,

Name of the Partner of the Firm

Or

Name of person having Power of Attorney to sign the Contract.

(Copy of the power of Attorney to be submitted
which will be compared with the original in case
the Tender is awarded).