

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

**21 Aug 2006**

**Subject: Tender for Empanelment of Contractors for providing Transport Services**

**Dear Sir(s),**

1. Sealed tender in two bid system for the subject work is invited from eligible Tenderers/Bidders by National Institute of Training for Standardization (NITS), A 20-21, Institutional Area, Sector 62, NOIDA up to 1500 h on or before 11 Sep 2006. The tender document (two bid system) is to be submitted in two separate envelopes each sealed and clearly identified as to envelope number and contents as indicated below and addressed to "Section Officer (Admn)" with address as above. Both the envelopes "**Envelope 1-Technical**
2. **Bid and Envelope 2-Price Bid**" shall be contained in a large envelope super scribed "**Tender for Empanelment of Contractors for providing Transport Services.**
3. The tender document may be either downloaded from our website < [www.bis.org.in](http://www.bis.org.in) > or may be purchased from our office at the above-mentioned address on any working day i.e. Monday to Friday during 1100h-1500h on payment of Rs. 50.00 in cash or DD in favour of "**Bureau of Indian Standards**" payable at Delhi/Noida.
4. The Technical Bids shall be opened on the closing/last day for submission of tenders at 1600 hrs or the next working day. The representatives of the Tenderers may be present at the time of opening of the tender, if interested. Price Bids of only successful tenderers/bidders qualifying in the Technical Bid shall be opened. The date and time of opening of price bids shall be intimated to all those successful tenderers/bidders.

**Section Officer**

**TENDER DOCUMENT  
FOR  
EMPANELMENT OF CONTRACTORS FOR PROVIDING  
TRANSPORT SERVICES  
AT**

**National Institute Of Training For Standardization, A 20-21 Institutional Area,  
Sector 62, NOIDA(UP)-201 307**

**Tender Due Date : 11 Sep 2006**

**Technical Bid Opening Date : At 1600 hrs on 11 Sep 2006 or next working  
Day.**

This tender document contains the following chapter:

1. Chapter -1 Instructions of bidders
2. Chapter -2 Conditions of contract
3. Chapter- 3 Schedule of requirements
4. Chapter -4 Nature and Scope of Work
5. Chapter -5 Schedules of Rates (to be utilized by the bidders for quoting their  
Prices) both for AC & Non-AC

Tender Document issued to \_\_\_\_\_

Signature of the Issuing Authority

## **CHAPTER – 1: Instructions to Bidders**

1. Technical Bid of Tender Document: Each page shall be duly signed by the tenderer as a token of their acceptance of the Technical and Contractual details, including tender form duly filled in, complete details and description, including all data to be supplied by the tenderer as specified in the information and instructions to the tenderers. The Envelope No. 1 shall also contain Earnest Money Deposit in the form of crossed Demand Draft of Rs. 10 000.00 in favour of Bureau of Indian Standards, payable at New Delhi/Noida and forwarding letter of the contractor.
2. The Tenderer/Bidder shall have at least 3 years experience in this field and shall submit the self attested copies of the following documents along with the Technical Bid:
  - 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 March 2006.
  - b) Number of each type of vehicle of Model 2003 (or later) available 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.
3. The vehicles to be provided to NITS shall be of model 2003 or afterwards.
4. The vehicles to be provided shall be kept in perfect running conditions with covers and curtains neat and clean.
5. 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.
6. General Terms and Conditions of the Contract (enclosed) shall be fulfilled by the Tenderer/Bidder.
7. Nature and Scope of Work to be done at NITS is enclosed.
8. Tenderer will have to return all the documents issued to them while submitting their tender duly stamped and signed as per General Terms and Conditions enclosed.

## **CHAPTER -2: General conditions of Contract**

1. The Earnest Money deposited by the successful tenderer shall be retained and it will be adjusted against the performance security deposit. Performance security deposit shall be 5% of the annual payment and shall have to be deposited immediately after award of work by the successful bidder.
2. No interest shall be paid on performance security or earnest money.
3. NITS reserve the right thereto without assigning any reason:
  - a. Accept or reject any or all tenders in whole or in part;
  - b. Increase or decrease the quantities of any item of the work and the successful tenderer shall perform the same at the rates quoted.
4. **Time period of contract will be for two years from the date of award of empanelment contract.**
5. TDS and any other taxes as applicable from time to time shall be recovered by NITS from the bills submitted by the contractor. Any change in the rate of TDS shall be to the contractor's account.
6. If the services rendered by the contractors or performance of the persons deputed by the contractor is not found to be satisfactory by NITS, the NITS reserves the right to terminate the contract by giving 15 days notice without assigning any reason.
7. Successful bidder will be required to submit the Letter of Acceptance within a period of 15 days of receipt by him of notification of empanelment. The Letter of Acceptance will be deemed as binding Contract between Contractor and NITS in respect of all terms and conditions contains in this tender document.
8. Sealed tender shall be delivered in person as specified above and tenders sent by registered post shall not be accepted.
9. The rates shall be quoted for all vehicles from garage to garage.
10. Distance from garage to BIS HQ, 9 BSZ Marg, New Delhi as well as from garage to NITS, Noida shall be indicated.
11. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.

12. 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.
13. The rates shall be inclusive of the charges of driver, repairs and maintenance of vehicle, petrol/diesel, all taxes like toll tax, chungi etc. and also any other incidental expenses. However, service tax, as applicable will be paid extra by NITS.
14. Escalation in the cost of operation due to hike in petrol/diesel rates or the cost value of the vehicle or the taxi fares shall be absorbed by the successful bidder.
15. Parking charges, on actual basis, will be paid by NITS.
16. A daily record indicating time and mileage for each vehicle shall be mentioned which shall be countersigned by NITS authorities.
17. Successful tenderers/bidders shall be required to sign the contract/agreement within 15 days of receipt of notification of award of work by him.
18. If the empanelled Contractor fails to provide required number of qualified vehicles, the tenderer/bidder (Contractor) shall be liable to pay penalty to NITS at double the notified rates in force for the category of vehicles concerned.
19. The successful tenderer/bidder (Contractor) shall submit the bill every month.
20. In case of any accident, all the claims arising out of it shall be met by the Contractor.
21. If the vehicle is out of order, a substitute vehicle shall be provided by the 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 Contractor.
22. Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by workman of Contractor or any other person, whether in the employment of the 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.
23. The drivers shall not misbehave with any of NITS staff members and shall not enter into any unlawful activities in the premises.
24. The successful tenderer/bidder (Contractor) shall be responsible for all other LABOUR LAWS as applicable and also shall be responsible for their compliance.
25. 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.
26. The Contractor and drivers provided shall be bound to carry out the instructions of NITS.

27. In the event of any dispute (s), the decision of the Head of Training Instt., Bureau of Indian Standard shall be final and binding.

This envelope shall be super scribed  
**“Envelope No. 1 – Technical Bid for Annual Contract for  
providing Transport Services”.**

**CHAPTER – 3: Schedule of requirements : All AC/NON AC**

<b>Sl.No.</b>	<b>Description</b>
1.	Maruti Van
2.	Ambassador
3.	Qualis
4.	Inova
5.	Tata Indica
6.	Maruti Esteem
7.	Ford
8.	Ikon
9.	Toyata
10.	RTV 16 Seater
11.	2x2 Deluxe Bus 30 Seater- for local visit from NITS, Noida to Delhi and back
12.	2x2 Deluxe Bus 30 Seater from NITS, Noida to Agra & Back (same day) (via Faridabad)
13.	2x2 Deluxe Bus 35 Seater- for local visit from NITS, Noida to Delhi and back
14.	2x2 Deluxe Bus 35 Seater from NITS, Noida to Agra & Back (same day) (via Faridabad)

#### **CHAPTER – 4: Nature & Scope of Work**

- NITS intends to empanel 2 to 3 Contractors for providing the transport services on daily basis.
- All the types of vehicle listed in Chapter 3 may be hired depending upon requirements.
- The vehicles may be utilized within NCR or for out-station visits.
- On an average 2-3 cars may be hired in a day, estimated based on past usage.
- There is however no guarantee whatsoever of minimum services.
- On average buses may be hired on 20-25 occasions in a year including outstation visits to Agra. However, there is no minimum guarantee.
- Provided the quality of services and vehicles remains satisfactory, the utilization of services shall be equitably divided among empanelled contractors. However, NITS management shall reserve the sole right to choose to award the work to any one or two contractors on the basis of quality of services and the remaining contractors shall not be entitled to make any claim or representation in this regard.



## **CHAPTER – 5:**

### **ENVELOPE 2 : PRICE BID**

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

### **CONTENTS**

Envelope No. 2 Tender Document, that is, the copy of schedule of work and prices duly filled in and signed by the tenderer. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer in this envelope, otherwise the tender shall be summarily rejected. This envelop shall be super scribed “**Envelope 2 – Price Bid for Empanelment of Contractors for Transport Services**”.

2.      **The rates quoted shall be firm throughout the period of contract (two years).**
  
3.      Schedule of rates to be filled by the tenderer is enclosed.

<p style="text-align: center;">This envelope shall be super scribed “<b>Envelope 2 – Price Bid for Annual Contract for providing Transport Services</b>”.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **SCHEDULE OF RATES**

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

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

**NON-AC**

<b>Sl.No.</b>	<b>Description</b>	<b>Rate for 80 km and 8 hours</b>	<b>Rate for 40 km and 4 hours</b>	<b>Rates for additional distance beyond 80 Km/ 40 Km</b>	<b>Rates for additional hours beyond 8 hours/4 hours</b>
1.	Maruti Van				
2.	Ambassador				
3.	Qualis				
4.	Maruti Esteem				
5.	Tata Indica				
6.	Ford				
7.	Ikon				
8.	Toyata				
9.	Inova				
10.	RTV 16 Seater				
11.	2x2 Deluxe Bus 30 Seater- for local visit from NITS, Noida to Delhi and back				
12.	2x2 Deluxe Bus 30 Seater from NITS, Noida to Agra, Fatehpur Sikri & Back (same day) (via Faridabad)				
13.	2x2 Deluxe Bus 35 Seater- for local visit from NITS, Noida to Delhi and back				
14.	2x2 Deluxe Bus 35 Seater from NITS, Noida to Agra, Fatehpur Sikri & Back (same day) (via Faridabad)				

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

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

**AC**

<b>Sl.No.</b>	<b>Description</b>	<b>Rate for 80 km and 8 hours</b>	<b>Rate for 40 km and 4 hours</b>	<b>Rates for additional distance beyond 80 Km/ 40 Km</b>	<b>Rates for additional hours beyond 8 hours/4 hours</b>
1.	Maruti Van				
2.	Ambassador				
3.	Qualis				
4.	Maruti Esteem				
5.	Tata Indica				
6.	Ford				
7.	Ikon				
8.	Toyata				
9.	Inova				
10.	RTV 16 Seater				
11.	2x2 Deluxe Bus 30 Seater- for local visit from NITS, Noida to Delhi and back				
12.	2x2 Deluxe Bus 30 Seater from NITS, Noida to Agra, Fatehpur Sikri & Back (same day) (via Faridabad)				
13.	2x2 Deluxe Bus 35 Seater- for local visit from NITS, Noida to Delhi and back				
14.	2x2 Deluxe Bus 35 Seater from NITS, Noida to Agra, Fatehpur Sikri & Back (same day) (via Faridabad)				

**TENDER TO BE SUBMITTED ON OR BEFORE 11 Sep 2006 by 1500 h**

**Subject: Tender for Empanelment of Contractors for providing Transport Services**

The Section Officer  
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 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 Transport Services as indicated in the Tender Document 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).