



राष्ट्रीयप्रौद्योगिकीसंस्थानआंध्रप्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**  
**TADEPALLIGUDEM**

Near National Highway No. 16, Kondrupolu,  
TADEPALLIGUDEM – 534101 West Godavari District, Andhra Pradesh

Ref No: NIT- AP/CSPS/TENDER/BUSES/2019-20

Date:01-02-2020

**NOTICE INVITING TENDERS**

Director, NIT AP invites sealed tenders for the following transport services: -

**“Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, Tadepalligudem on Hire Basis.”** All the buses should have been registered during the year 2018 or later.

The Director, NIT Andhra Pradesh an autonomous Institution established by the Ministry of Human Resource Development, Govt. of India invites sealed tenders through advertised tender enquiry for transport services for **“Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, Tadepalligudem on Hire Basis”** on contract basis. The contract/empanelment shall be initially made for a period of **one year**.

**Tender Form:** Tender document will not be issued in person. The tender document can be downloaded from NIT AP Website [www.nitandhra.ac.in](http://www.nitandhra.ac.in) from 01/02/2020 10.30 AM to 03/03/2020 05.00 PM. Tender documents are in 2 (two) parts viz., Part I (Technical Bid) and Part II (PriceBid).

**Visit of the Campus:** Bidders are advised to visit the NIT AP premises and ascertain the nature and quantum of work before tendering.

**Pre-bid meeting with intending bidders:** There will be a pre-bid meeting at 03.00 PM on 12/02/2020 in purchase section NIT Andhra Pradesh. The intending bidders are requested to read the tender documents and may seek clarifications on the tender conditions.

**Last date for receipt:** The tenders are to be submitted in sealed envelopes super scribing the name of the work clearly so as to reach on or before 11.00 AM on 04/03/2020.

**Opening of Part I of the bid:** Only Part-I (Technical Bid) will be opened at 03:00 PM on 04/03/2020 in the presence of Bidders or their authorized representatives, who are present. Late and delayed tenders will not be accepted.

Details of processing fee, EMD, submission of tender, etc. are indicated elaborately in the tender document.

**Opening of Part II of the bid:** After verification of Part I (Technical Bid), price bids of only those Bidders who satisfy all the eligibility criteria laid down in this notification will be opened.

In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

### Evaluation of tenders:

- After the technical evaluation, the price bids shall be opened and the Lowest Responsive Bidder (L1) will be identified based on the following procedure

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#### **A, B and C are defined in the price bid.**

$$D = 0.8*A + 0.1*B + 0.1*C$$

- The bidder for whom the value for 'D' is the lowest will be considered as L1.
- In case of a Tie, from the bidders among whom there is a tie, the bidder whose value of A is the lowest, will be considered as L1.
- In case of a further Tie, from the bidders among whom there is a tie, the bidder whose value of B is the lowest, will be considered as L1.
- In case of a further Tie, from the bidders among whom there is a tie, the bidder whose value of C is the lowest, will be considered as L1.
- In case of a further Tie, from the bidders among whom there is a tie, the bidder who is having highest average annual turnover in last three financial years (FY 18-19, 17-18, 16-17) will be considered as L1.
- In case of a further Tie, from the bidders among whom there is a tie, L1 will be decided based on Toss of a coin.
- Commercial negotiation will be done with such identified L1 Bidder, if necessary.
- After evaluation, the work will be awarded to the Lowest Responsive Bidder (L1).

The Director, NIT AP, reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever; b) not bind himself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the Bidder shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website [www.nitandhra.ac.in](http://www.nitandhra.ac.in).

Sd/-  
**I/c Registrar**  
**NIT- Andhra Pradesh**

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

**Ref No: NIT- AP/CSPS/TENDER/BUSES/2019-20**

**Date:22-01-2020**

**Name of works:**

**“Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, TADEPALLIGUEDEM on Hire Basis.”** All the buses should have been registered during the year 2018 or later.

01	Download of tender document	01-02-2020
02	Last date for receipt of tender	04-03-2020 11.00 AM.
03	Opening of Part I of the tenders	04-03-2020 03.00 PM.

**Instructions to Bidders**

**1. Eligibility Criteria cum Technical Details (Technical Bid Cover PART – I):**

- a. The firm or bidder should possess at least three number of Four-wheeler vehicles registered under commercial - transport as on 31/12/2019.
- b. The date of manufacture of all the above claimed vehicles against Clause 1(a) should be in/after the year 2016 with No objection certificate from Police department on all vehicles.
- c. The Bidder should have experience of having executed / completed similar works during the last 5 years commencing from 01.01.2015 and ending on 31.12.2019 in reputed educational institutions/organizations/Industry.
- d. The experience is valid if and only if the supply of Vehicles is at least 2 number of four-wheeler vehicles for a period of 10 months or above per year in each work claimed against clause 1(c).
- e. Duly filled Annexure – A attached with this tender document
- f. Copy of self-attested tender document with stamp and authorized signature of the firm on all pages
- g. The following documents are mandatory as an attachment with the bid:
  - i) PAN Card of the Firm or Proprietor of the firm.
  - ii) AADHAR card of the Proprietor of the firm.
  - iii) Registration Certificate (RC) of the vehicles claimed in 1(a) above.
  - iv) The work order and completion cum satisfactory performance certificate from the respective clients of the claimed experience at Clause 1(c).

**Note: Experience prior to 01.01.2015 and later than 31.12.2019 will not be considered as experience. “Similar work” means any passenger transportation services/contracts in reputed educational institutions/organizations/Industry on Hire Basis.”**

**2. Submission of tender:** Tender should be submitted in two parts.

**Part I** should consist of all the technical details as mentioned at clause (1)

**Part II** should contain only the price bid.

### 3. Instructions to Bidders:

- i. **Processing fee:** The Tender/bid should be submitted in the prescribed proforma as given in the Annexure 'B' of Tender Document with a Demand Draft for Rs.1000/- (Rupees One Thousand Five Hundred only) drawn in favour of Director NIT Andhra Pradesh, Payable at Tadepalligudem towards processing fee. Tender/bid not accompanied by processing fee stands automatically rejected. Processing fee should be kept in a separate sealed cover super scribed as "Processing Fee".
- ii. **Earnest Money Deposit (EMD):**EMDofRs.1,00,000/-(Rupees One Lakh Only) is must and should be submitted in a separate envelope along with the tender / bid. The EMD is to be furnished only in the form of Demand Draft from any schedule bank drawn in favour of Director NIT Andhra Pradesh, Payable at Tadepalligudem. EMD in any other form will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract. Tenders received without valid EMD stand automatically rejected. EMD should be kept in a separate sealed cover super scribed as "EMD – for **Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, Tadepalligudem on Hire Basis**".
- iii. **Envelopes:** The Technical Bid (Part 1) and Price Bid (Part II), duly signed and sealed, must be submitted in separate envelopes. In addition to this, the Processing Fee and EMD must be submitted in separate envelopes. It means that a total of 4 envelopes (4 separate envelopes for Technical Bid, Price Bid, Processing Fee and EMD) should be submitted. All the four covers / envelopes should be kept in a big single sealed cover super-scribed as "**Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, Tadepalligudem on Hire Basis**". Failure to comply with this instruction renders the tender/bid automatically disqualified.
- iv. Failure to comply with these conditions renders the tender/bid automatically disqualified. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which the bids are liable for disqualification.
- v. The entire tender document should be duly signed & sealed by the Bidder.

### 4. Terms and Conditions of the tender:

- i. **SecurityDeposit:** The successful bidder shall enter into a contract/Agreement initially for a period as mentioned in the Tender Document with the broad terms and conditions given in this bidding document by submitting a security deposit for an amount equivalent to 5% on the Work Order value.
- ii. The Bidder should read the 'General Terms and Conditions' of the NIT AP annexed here to and give the acceptance. The Bidder is advised to visit the NIT AP on any working day between 10.00 hours and 17.00 hours to assess the nature and quantum of work before tendering.
- iii. The tender should be clearly filled or typed and signed in ink legibly giving full address of the Bidder. The Bidder should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the Bidder with full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. 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.
- iv. Failure to fulfil any of the conditions laid down renders the tender invalid.
  - Running 40+1-seater buses for conveyance (04\* no.) at NIT Andhra Pradesh on hire basis, Tadepalligudem.
  - The Institute intends to run buses to operate to-and-fro trips between NIT AP Main Gate and Hostels within the Campus and to-and-fro trips between NIT AP and Tadepalligudem town. It is emphasized that the requirement maybe changed.
  - NIT AP reserves the right to add or cancel one or more trips/buses, based on the requirements.

- v. An affidavit, in original, duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.
- vi. An affidavit, in original, duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.
- vii. The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.
- viii. The workers must be provided with by the contractor from out of his charges. The workers should maintain personal hygiene. They should behave politely and amenable to discipline.
- ix. If in the opinion of the NIT AP authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.

**5. Price bid Details (Financial Bid Cover: Part – B):**

- a. Price bid should be in the format enclosed with tender at Annexure "B". Conditional offer other than the conditions/ format laid in this tender document shall render the bid invalid. No further queries are entertained treating the bid unresponsive.
- b. The tender should be clearly filled or typed and signed in ink legibly giving full address of the Bidder. The Bidder should quote in figures as well as in words the amount tendered by him. Over writings or modifications in financial bid shall be rejected without any information. The tender should be duly signed by the authorized persons. 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. The Bidder should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- d. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.

Annexure "A"

**TECHNICAL DETAILS**

a. Documents details to be mandatorily submitted:

Sl.	Particulars	Fill in the details
1	Name of Firm/Bidder/Company (in block letters)	
2	Permanent Address & Telephone No.	
3	Full Postal Address, Telephone/Fax No./E-mail:	
4	Details of infrastructure persons employed, and number of offices/branches available (attach separate sheet).	[Attach as enclosure & refer here]
5	EMD, Bank Draft No & Date, Banker's Name & Branch.	
6	Copy of all documents and proof against the claim of <b>Eligibility Criteria cum Technical Details</b> mentioned at clause (1) of the respective tender document to which this bid is casted	[Attach as enclosure & refer here]

Date:

Signature of Bidder, Seal & address

## **GENERAL TERMS & CONDITIONS**

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

### **A. GENERALINSTRUCTIONS:**

- a. The Bidder submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
- b. The contract will be for a period of **One year** initially, which can be extended further *on satisfactory performance of the initial* period of the contract. The NIT AP may renew/extend the contract to such further period (s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
- c. In case the Contractor fails in fulfilling the obligations fully and in time, the NIT AP shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
- d. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the NIT AP from any claims in this regard.
- e. The Contractor will be required to post manpower as may be needed to supervise and guide the workers for proper execution of the work as per directions of the Officer-in-charge nominated by Director of the Institute to administer the contract.
- f. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
- g. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims what so ever on the NITAP.
- h. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the NIT AP from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify NIT AP against all claims in this regard.
- i. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
  - i. Employment of Children Act Workmen Compensation Act
  - ii. Employment of Labour/Contract Labour Act Industrial Employment Act
  - iii. Contract Labour (Regulation & Abolition) Act 1970. Minimum Wages Act
  - iv. Employee Provident Fund Act
  - v. Any other act or legislation as may be in force from time to time.
- j. Any liability arising on the NIT AP shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor.

There would be no liabilities towards the workers of the contractor by the NIT AP.

- k. The NIT AP through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
- l. The Contractor is required to appoint his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Director of the Institute) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.
- m. In the event of the contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the NIT AP totally at the cost & risk of contractor besides any suitable fine/penalty.
- n. The contractor shall be liable to pay compensation for any loss and/or damage caused to the property of the NIT AP or its Staff Members/Students/Visitors by the contractor or his workers.
- o. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the worker concerned when instructed by NIT AP authority. The contractor shall observe all the laws and will be responsible for any prosecution of liability arising from breach of any of those laws. The NIT AP will not have any responsibility with regard to staff on the role of the contractor what so ever.
- p. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT AP or any other officer nominated by the Director, NIT AP for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
- q. The services of vehicle should be made available on all the working days and on holidays and on Sundays, if required.
- r. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio- data of each employee posted to the Institute along with photo and thumb impression should be handed over to the designated officer of NIT AP. Any changes should be informed immediately.
- s. The personnel engaged by the contractor should have minimum literacy level i.e. a pass in Standard VIII to the extent possible.
- t. The Contractor shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
- u. The contractor should not be employee of NIT AP, Central or State Government, Autonomous Body, or PSU. He should submit a declaration to this effect.
- v. The contractor and his staff will make their own residential arrangement outside the premises of the NIT AP. No one will be granted permission to stay in the Hostel during night or during non-functional hours.



- w. The contractor shall supply all necessary tools required by his personnel for carrying out work. The repairs and maintenance of tools will be borne by the contractor.
- x. The Contractor's Supervisor will maintain Daily Attendance Registers to keep record of the trips made by each vehicle.
- y. The Contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Contractor shall make alternate arrangement immediately failing which a penalty i.e. wages at double the rates would be deducted per day per person of absence.
- z. In case of accident the supplier shall have to get the vehicle repaired as early as possible. In that case supplier must be in a position to arrange alternate vehicle in good condition for the Director, and the supplier has to pay for the accident victims, legal charges, police cases, insurance claims and other payments. The Institute shall not be responsible and/or obligated for any payment to whom so ever in connection with the accident or for repair of the vehicle.
- aa. If it is observed at any stage that the quality of the work is not satisfactory, the contract order as a whole may be terminated and security deposit forfeited. The contractor will have no claims what so ever on the NITAP.
- bb. The Contractor/NIT AP reserves the right to terminate the contract without assigning any reason by giving a notice of three months.
- cc. The successful bidder shall have to enter into the agreement with the Institute.
- dd. The contractor shall not appoint any sub-contractor to carry out any obligation under this contract.
- ee. The NIT AP with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.
- ff. The contractor shall pay his workers' wages not less than the higher of the minimum wages fixed by the Central Govt. or State Govt. and all other statutory dues like EPF, ESI, bonus, etc., throughout the tenure of contract.
- gg. In the event of local problems arising while discharging the functions in NIT AP, the contractor will deal with them appropriately and he will not bring NIT AP on the scene for such matters.
- hh. Uniforms: 2 (two) Sets of Uniforms to his workers as approved by the NIT AP authority while on duty from out of his charges. Sufficient number of uniforms would have to be provided so that the worker is always with neat and tidy uniform. It will be strictly monitored and fine may be imposed and deducted from the charges of the contractor if the worker is found without uniform.
- ii. Identity Cards: The contractor will issue identity cards to his workers/supervisors after getting them verified by the NIT AP. Any worker found without identity card will not be permitted to enter the premises. He will post a supervisor at a specific point to receive & manage complaints & instructions.
- jj. The contractor or his representative shall daily report to the concerned Section, NIT AP to supervise the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
- kk. The contractor or his representative should approach the concerned Section, if he needs any

instructions /help or has any difficulties.

- ll. The contractor or his representative should all the time be available at work site during the course of his work.
- mm. The Supervisor employed by the Contractor shall be responsible to coordinate, daily attendance, grant of weekly off, discipline, manage work, interaction with office-in-charge for the day to day work.
- nn. The persons deployed by the contractor should be reliable, trust worthy, alert and efficient.
- oo. The contractor's personnel should be well disciplined, polite with good behaviour. In case of any complaint or any unusual behaviour of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute.
- pp. The contract personnel shall undergo medical examination at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Institute.
- qq. The contractor shall not lease or sub-contract the whole or any part of the contract to anybody.
- rr. The contractors should make payment to the workers on or before 7<sup>th</sup> of every month and there should be no linkage between this payment and settlement of the contractor's bill from the NIT AP.

#### **7. Terms and conditions of the contract payment conditions:**

- a. The Contractor will submit, on or before 3rd day of the month, monthly pre-receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for pro-rata payment. The officer on the receipt of the bill will check the work record and there after process the bill for payment. All bills should be submitted on printed forms, duly signed and pre- receipted.
- b. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the attendance sheets and certificate of satisfactory performance of work from the concerned officer of the NIT AP. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
- c. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the NITAP.

#### **8. Commencement of work:**

The Contractor is required to start the work with effect from the date of acceptance of the contract. In case it is found that the work has not been taken up from the above date, the NIT AP at its sole discretion may cancel the work order and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.

#### **9. Penalties:**

A point system will be in operation under which operational failures, depending on type and frequency, will entail point penalties. The liability of the contractor will not only be in terms of these points but also to the extent of the recommendations of the institute. Every point will entail a financial obligation of Rs. 100/- on the part of the contractor subject to a maximum of Rs. 1,00,000/- or 15% of the gross payment to the contractor/bidder in a month, whichever is less.

#### 10. Points Allocation:

Sl. No.	Particulars	Penalty points (units) per day
1	Non-availability of a Complaint book or Not providing the book for registering a complaint such as cleanliness, uniform etc.	10
2	Low Responsiveness (Not resolving the complaint within 2 days)	10
3	Unprofessional behavior/improper hygiene of driver or lack of cleanliness in vehicle	10
4	Late arrival or early departure	10
5	Complaint about different type of facilities not working properly in the vehicle	10
6	Complaint about non wearing of specified uniform by the Driver	20
7	Change of Vehicle without the consent of the Institute's Administration	30
8	Rough/rash driving reported	30
9	Misbehavior by contractor's employees with NIT AP students/faculty/staff members/Guests/Visitors etc.	50
10	False Billing	10% of the gross payment of that vehicle of that month

#### 11. Cancellation of Contract:

Notwithstanding any other provisions in this contract, the NIT AP reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the NIT AP shall be forfeited without any claim whatsoever on NIT AP and the contractor is liable for action as appropriate under the existing laws.

**LETTER OF ACCEPTANCE**

I/We have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I/We agree to abide by the same.

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

Contractor's Seal & Signature

Address for Correspondence:

**ANNEXURE "B"**

**PART – II: PRICE BID for SERVICE - B**

**Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, TADEPALLIGUDEM on Hire Basis.** The buses should be of 2018 or later models.

TO BE FILLED BY THE CONTRACTOR

**RATE PER BUS PER MONTH FOR 1500 KMS/MONTH (16 Hours a day)**

Description	Rate
Rate per bus per month for 1500 KMS/MONTH and 16Hrs/Day(A)	Rs. _____(A) In words:
Charges for extra service:(B)	Per KM beyond 1500 KMs per month :Rs. _____(B)
Charges for extra service:(C)	Per hour beyond 16Hrs/Day :Rs. ____ (C)

Note:

- A. The Price includes fuel, oil and any other consumables required.**
- B. Registration, fitness certificate, insurance, uniform to Drivers and other staff, Driving Licence and all other related costs will be borne by the Contractor.**
- C. NIT Andhra Pradesh will reimburse only the following 3 (three) items of expenditure:**
  - 1. Taxes/Statutory levies:** Applicable Tax and statutory levies, if any, will be refunded by NIT AP on production of proof of payment.
  - 2. Permit charges:** Charges paid to concerned RTA for plying vehicle in one or more Districts other than West Godavari District will be reimbursed by NIT AP on production of proof of payment. Similarly, charges for plying vehicle outside Andhra Pradesh will also be reimbursed by NIT AP on production of proof of payment.
  - 3. Toll, Entry and Parking charges:** NIT AP will reimburse Toll charges, Entry charges and Parking Charges on production of proof of payment.
- D. Measurement of distance covered:** The starting point of service on each day is Hostel and therefore the distance covered each day will be measured from the Hostel and will end at Hostel. **NOTE:** The starting point may vary according to the requirement on a particular day. In such cases the distance covered will be calculated accordingly.

Signature of the Bidder with Seal & Address

Date:

*[To be submitted on Contractor's letter head]*

### **UNDERTAKING BY CONTRACTOR**

I/We hereby certify that:

Full manpower and buses will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions issued by NIT AP. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.

I/We agree that the payment will not be made for the work not carried out.

I/We agree to pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7<sup>th</sup> day of every month. Substitute workers/Supervisor will be made available as and when required. Two sets of Uniforms, Identity Card, and 1 pair of shoes will be issued to all the workers within 15days of award of work and it will be replaced as and when required and all the expenditure will be borne by me/us.

Place:

Date:

Contractor's Signature and seal

## Letter of Consent

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

To  
The Director  
NIT Andhra Pradesh

Tender Ref.No. \_\_\_\_\_

Name of Work: **Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, Tadepalligudem on Hire Basis.**

Sir,

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 60 (Sixty) days from the date fixed for opening the Part-I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted.

I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to Director, NIT AP will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also here by agree to abide by the rules and regulations of the NIT AP, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by NITAP.

A sum of Rs..... (Rupees..... ) only is hereby forwarded as Earnest Money in the form of Demand Draft /Bank's Pay Order drawn in favour of Director, NIT AP from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

I /We do not execute the contract documents within 7 (seven) days after getting information from NIT AP, or I / We do not commence the work within 15 (fifteen) days after getting information from NIT AP.

Acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Bidder(s) with Stamp, Address

Note: The formats have been made available for the convenience of Bidders in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the Bidders except filling-up details. In case any change is made in the content of the formats, except filling- up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

**BID SUBMISSION PROFORMA (Commitment of the bidder)**

Tender No. NIT AP/10/TENDER-Buses/2018-19/....

Bidder's Address: \_\_\_\_\_

To,  
The Registrar,  
NIT ANDHRA PRADESH  
Chennai-Srikakulam Highway,  
Near Kondrupolu (Vi),  
Tadepalligudem -534 101 (A.P)

Dear Sir/s

1. I/We hereby offer to supply the services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the price given in the said Schedule and agree to hold this offer open till 30<sup>th</sup> April, 2020.
2. I/We have understood and complied with Eligibility and experience of the bidder as Section A, General Terms and Conditions as Section B and Scope of Work, Technical Specifications and Special Conditions of Contract as Section C and am/are fully aware of the nature of the services required and my/our offer is to provide services strictly in accordance with the requirements.
3. The following number of pages have been added to and form part of this tender:
4. Bidding documents and submission of Tender has been duly signed and attached herewith.

Yours faithfully,

Signature of Bidder

Address

Dated



## PROFORMA CERTIFICATE FOR 'NO RELATION' WITH NIT AP EMPLOYEE

This has reference to our proposed contract for '**Supply of 40+1-SEATER BUSES FOR CONVEYANCE (04\* No.) for NIT ANDHRA PRADESH, Tadepalligudem on Hire Basis** to be entered into with NIT Andhra Pradesh.

- (i) I/We am/are not a relative/blood relation of any key managerial person of NIT Andhra Pradesh.
- (ii) We are not a firm in which any key personnel of NIT Andhra Pradesh or his/her relative is a partner;
- (iii) I/We am/are not a partner in a firm in which any key managerial person of NIT Andhra Pradesh or his/her relative is a partner.

### Signature of Contractor

Place:

Date:

### **PROFORMA FOR BANK GUARANTEE**

To

WHEREAS \_\_\_\_\_ ( Name of Bidder ) (hereinafter called "the Bidder " has submitted its BID dated \_\_\_\_\_ (Date) for the supply of (Name of Contract and/ or description of the goods) \_\_\_\_\_ (hereinafter called "the BID") in favour of \_\_\_\_\_ (hereinafter called the " Client ");  
KNOW ALL MEN by these presents that we, \_\_\_\_\_ Bank, having its Registered Office at \_\_\_\_\_ (address of bank) (herein after called "the Bank") are bound unto \_\_\_\_\_ (name of the Client) for the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these presents; Sealed with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws its BID during the period of BID validity specified in the BID Form; or Does not accept the correction of errors in accordance with the bidding documents;
- 2) If the Bidder having been notified of the acceptance of his BID by the Client during the period of BID validity;
  - a) Fails or refuses to execute the contract, if required; or
  - b) Fails or refuses to furnish the performance Guarantee or security Deposit, in accordance with of Terms and Conditions of this BID.

We undertake to pay to the Client up to the above amount upon receipt of his first written demand without the Client having to substantiate his demand, provided that in his demand the Client will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein, our liability under this Bank Guarantee shall not exceed Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

The Bank Guarantee is valid upto \_\_\_\_\_ and we are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (mention period of the Guarantee as found under clause (ii) above plus claim period)

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ .

**SEAL & SIGNATURE OF THE BANK**