



National Institute of Solar Energy

(An Autonomous Institution of MNRE, Govt of India)
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TENDER DOCUMENT

Sealed Tenders are invited by National Institute of Solar Energy (NISE), Gurugram for providing bus services of one 40 seater 2 x 2 and one 20 seater 2x2 Deluxe AC and Non-AC CNG buses of Tata / Ashok Leyland / Swaraj Mazda / Eicher / Tempo Traveler make of 2014 onwards model on hire basis from reputed Bus Service Providers / Transporters.

Proforma for providing monthly rate of an AC / Non-Ac CNG deluxe Bus on hire basis.

Name of the place from where the Bus will start and destination.	Time of starting of Bus	Seating Capacity of the proposed Bus.	Distance in KMs.	Rates* for Buses per month for 5 days a week (Monday to Friday) (Rs per month)	
				AC	Non-AC
Guru Dronacharya Metro Station, Gurugram to NISE Campus at Gwal Pahari, Gurugram NISE, Gwal Pahari, Gurugram to Guru Dronacharya Metro Station, Gurugram.	09.00 AM 5.30 PM	40 Persons	10 KM (One Way)	In figures: In Words:	In Figures In Words
Guru Dronacharya Metro Station, Gurugram to NISE Campus at Gwal Pahari, Gurugram NISE, Gwal Pahari, Gurugram to Guru Dronacharya Metro Station, Gurugram.	09.00 AM 5.30 PM	20 Persons	10 KM (One way)	In figures: In Words:	In Figures In Words

*The requirement of AC (April – Sept) and Non-AC (Oct-Mar) buses would be for six months period each in a year.

An EMD of Rs 20,000/- is to be deposited along with the Tender. Last Date to Submit the Bid is 31.01.2017; 1300 Hrs. Terms and Conditions of the Tender enclosed at Annexure-I

Signature : _____

Name and Address with Seal

Contact No. of Office: _____

Mobile No. _____

E-mail : _____



Terms and Conditions

1. The Buses will have to pick up the Officers / Staff of the Office / students from Guru Dronacharya Metro Station, Gurugram in the morning for NISE Campus at Gwal Pahari, Gurugram-Faridabad Road, Gurugram and will drop them at the same point in the evening on all 5 working days in a week (or on any non-working days as and when required for which extra payment will be made on pro-rata basis).
2. Rates quoted should be inclusive of all Taxes excluding Service Tax.
3. No escalation will be considered except Government levies on production of original receipt alongwith the Bill.
4. Bank Draft or Bankers Cheque of Earnest Money Deposit (EMD) of **Rs. 20,000/- (Rupees Twenty Thousand Only)** in favour of **National Institute of Solar Energy** payable at Gurugram issued by any Nationalized Bank must be deposited in the National Institute of Solar Energy, Gurugram alongwith Sealed Tender Form.
5. The bids submitted shall be valid for atleast 60 days from the date of Bid Opening. No Tender will be accepted without EMD, cost of tender document and after expiry of scheduled date and time upto 1300 Hrs. on **31.01.2017**. The bidders will be informed about opening of the bids well in advance and bidders, if interested, may be present at the time of opening of tenders.
6. Billing Period shall be on monthly basis (1 to 30th or 31st). Payment will be released within 15 days of satisfactory performance during the period of Bill and on receipt of pre-receipted bill. No advance / extra payment will be made. In case the price of Fuel increase or decrease the rates offered will not be affected for the period of one year of the contract, however revision of rates can be considered after 1 year.
7. Income Tax applicable will be deducted at source from the monthly payment.
8. The office will impose 15% penalty plus forfeiture of entire EMD on the transporter or as deemed fit for any of the following reasons.
 - (i) Misbehavior of the Bus Driver / Conductor, non-cooperation during the period of journey with the officers / staff or official visitors.
 - (ii) Late arrival of Bus at the pickup points as the time stipulated in the tender documents.
 - (iii) Providing Bus in bad condition.
9. Director General, NISE reserves the right to accept or reject any or all tenders without assigning any reason.
10. In case tenderer fail to execute the work after work order is given, shall make the party liable for debarment for a period of 1 year in addition to forfeiture of EMD.

11. Withdrawal of offer after opening of the tender shall make whole offer invalid and shall attract forfeiture of the Earnest Money (EMD).
12. In case of exceptional unsatisfactory service, NISE may cancel the contract in addition to penalty as stated at Clause No. 8 above.
13. The decision of the Director General (NISE) will be binding on transporters in case of any dispute and action with regard to cancellation of contract / black listing may also be taken against the transporter.
14. The legal jurisdiction will be the Court of Delhi / New Delhi / Gurugram.
15. Contract will be initially for a period of 1 year and extendable for 3 years on year to year basis on the basis of the services and conditions of the Bus.
16. Tenders in the prescribed form duly filled, signed and stamped in a sealed cover supper scribed on it “**Tender for Hiring of Bus Services**” should be sent by post or be dropped in the Tender Box kept at the Reception of Aditya Bhawan (i.e. Old Building), National Institute of Solar Energy (NISE) Campus on or before **13:00 Hrs. on 31.01.2017**. Incomplete / conditional tender or tender received after due date and time shall summarily be rejected.
17. Transporter will be required to cater to the demand for higher seating capacity bus if required on working days or non-working days for which prior intimation will be given to the transporter before 2-3 days and extra payment will be made on pro-rata basis.
18. In case this Office / Transporter wish to terminate the contract, one month prior notice will be required.
19. Copy of Registration Certificate / Road Fitness Certificate / State Road Tax payment / Pollution Certificate are required to be furnished.
20. The Transporter claiming Service Tax will have to submit the copy of said Tax deposit receipt as a proof thereof.
21. If the proposed buses are not registered in the Tenderer or his Transport Company’s name, if so, Tenderers will have to submit a copy of memorandum of understanding in proper form and signed between owner of the vehicle and transporter who is tendering.

The terms and condition given above are acceptable to me / us.

Signature

Name and Address with Seal of Transporter

Contact No. Office _____

Mobile No. _____

Email : _____