



INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research Institute of Department of Science and Technology,
Government of India)

Knowledge City, Sector 81, Mohali – 140306, PUNJAB

Phone No: 0172 – 2297000

Website: www.inst.ac.in

File no:- 5(8)/2015-INST

Date:- 04.03.2022

To,

E-Tender Notice Inviting Quotation for Hiring of Cars

E-Tender are invited from transport agency / owner of the vehicles with commercial registration etc. for hiring of the following types of vehicles by the institute for official duty initially for 1 year on the terms and conditions mentioned below:-

S.No	Vehicle	Make/Model	Nos.	Distance limit in a Quarter (3 months)	Duty Hrs (10 hours)
1	Vehicle-I	Innova (6+1 seater) (Toyota)	1	3000 KM	9 AM- 7 PM or any time slot decided by INST
2	Vehicle-II (Sedan)	Toyota Etios/Honda Amaze/Swift Dzire	1	6000 KM	9 AM- 7 PM or any time slot decided by INST

Critical Dates:

Sr. No.	Description	Date	Time
1	Tender Publishing Date and time	07.03.2022	12:00PM
2	Tender Document download start Date & Time	07.03.2022	1:00PM
3	Bid Submission start Date & Time	07.03.2022	2:00PM
4	Bid Submission End date and Time	28.03.2022	2:00PM
5	Tender opening Date and Time	29.03.2022	3:00PM



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S. No.	Item Description	Qty.	Tender Fee	EMD
1	Hiring of Vehicles	02	Rs. 590/- (Non-refundable)	Rs. 50,000/-

Note: Non-receipt of EMD and Tender Fee will lead to rejection of tender.

Instructions to bidders for submission of Bids

- I. **The e-tenders are being invited for Hiring of Vehicles through e-procurement (Two Bid System)**. All the instructions of e-procurement is applicable. Tender must be submitted through e-procurement website only. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites www.inst.ac.in or <https://eprocure.gov.in/eprocure/app>
- II. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode in <https://eprocure.gov.in/eprocure/app>. The bidders shall upload all the documents as per NIT for Bidders.
- III. Any corrigendum to this tender will be notified through the aforesaid websites only. INST reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
- IV. The Bidder is expected to examine all instructions, eligibility criteria/pre-qualification criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
- V. Bidders have to submit a EMD and tender fee. Bids received without EMD and tender will not be considered and summarily rejected.
- VI. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
- VII. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
- VIII. This office reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.
- IX. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not be held responsible for any error/oversight of his own.
- X. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at purchase@inst.ac.in.



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XI. The online Price BOQ is in INR format.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need



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not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> .In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can



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be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

3) Tenderer are advised to follow the instructions provided in the „Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

b) Eligibility Condition:-

1. The bidder should be the owner of the vehicles.
2. The bidder should have provided vehicles to Central Govt departments/Autonomous Institutes at least for a period of 5 years. (Enclose copy of work order, experience certificate & satisfactory performance certificate.)
3. Self-Certificate that the firm has not been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. should be enclosed.
4. The bidder should have PAN Number.
5. The bidder should have contact address in Tri-city i.e. S.A.S Nagar/Chandigarh/Panchkula.

c) EMD:- EMD of Rs. 25,000/- for each vehicle should be submitted along with bid through bank transfer in favour of “DIRECTOR INST” A/c No. **2452201001102**, Name of Bank & Branch: **Canara Bank, Sector-34-A, Chandigarh, IFSC Code: CNRB0002452.**

d) Terms and conditions:-

1. The vehicle will be hired initially for a period of 1 year, and if the services rendered found to be satisfactory, the contract may be extended further.
2. The lump sum rate quoted will be inclusive of everything i.e. fuel, maintenance of vehicle, driver salary, insurance, taxes etc.
3. Minimum experience of driver should not be less than 10years.
4. Vehicle should be in very good condition on the last date of opening of quotation.
5. Fitness certificate should be provided by the bidder at the time of bid submission.
6. Vehicles supplied should be fitted with all modern features.
7. The bidder should be owner of the vehicle with commercial registration number. In case of selection, the bidder should submit copy of the registration of vehicles with bid or within 15 days of award of the contract.
8. The vehicle duty hours may be changed as and when required by the institute.
9. The institute will pay for extra hours of work/Extra Distance run and night halt charges.



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10. Toll tax/Parking charges will be paid by INST on actual basis on production of receipts along with monthly bill.
11. In case of breakdown of vehicle, absence of drivers, or maintenance of vehicle agency will provide substitute of the same category of vehicle with driver at its own cost.
12. Rates should be quoted in the BOQ form.
13. Maximum Ceiling rates for extra hour, extra distance per KM and Night Halt Charges shall not exceed the details below:

Sr. No.	Vehicle	Ceiling rate for Extra Hour (in INR)	Ceiling rate for Extra Distance per Kms (in INR)	Ceiling rate for Night Halt Charges (in INR)
1	I	Rs. 90/-	Rs. 12/-	Rs. 190/-
2	II	Rs. 80/-	Rs. 9/-	Rs. 190/-

Note: Rates found above the ceiling will automatically be disqualified.

14. Payment will be made monthly on pro-rata basis on production of bill. The payment for 3rd month (Last month of Quarter) will be calculated taking into account the total KM run during the 3 months as per quarterly rates quoted. Payment will be made within 15 days of submission of bills.
15. Reading will be calculated from INST at the start of first duty and will be closed at INST at the end of last duty.
16. The penalty towards traffic violation/challan etc, if any, will be borne by the agency.
17. Log Book of each vehicle will be maintained by the driver and got countersigned from INST Official, daily.
18. Local as well as outstation duties will be counted in the fixed quarterly distance covered.
19. The firm should ensure that the drivers employed hold valid driving license and are well trained, well behaved, conversant with traffic rules / regulations and city roads / routes as well as security instructions.
20. Driver on duty should wear neat and clean uniform with name plate embedded on it etc. provided by the agency.



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21. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Chandigarh/Mohali/Panchkula is required.
 22. The contractor must also ensure that all the required documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.
 23. Since vehicles provided by the contractor would be required to perform duties of Institute's Director and high level officials, vehicles should display prominently **"ON GOVERNMENT OF INDIA DUTY"** on the vehicles hired by INST.
 24. In case the services are not found satisfactory INST reserves the right to discontinue the contract without notice and without assigning any reason thereto. In case the discontinuation is from your side, you will give one month's notice to INST, in order to make arrangement.

Chief Finance and Admin. Officer



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Annexure -1

DETAILS OF AGENCY AND QUOTATION

1. Name of the firm _____

2. Address:- _____

3. Mobile No. _____

4. Email ID: _____

5. PAN No: _____

6. GST No. _____

7. Details of EMD:- a) Amount (For single / both Vehicles)

b) Transaction No. _____ Date _____

c) Drawn on _____

8. Rate should be Quoted in BOQ file:

Sr. No.	Vehicle	Lump sum rate for a Quarter / 3 Months (In figure & words)	Rate for Extra Hour	Rate for Extra Distance per Kms.	Night Halt Charges
1	I	Innova (6+1 seater) (Toyota)			
2	II	Toyota Etios/Honda Amaze/Swift Dzire			

Note: Financial bid evaluation should be done on the basis of lump sum rate for a quarter.



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9. List of Enclosures:-

- Copy of work order of Central Govt departments/Autonomous Institutes: Yes/No
- Experience certificate of Central Govt departments/Autonomous Institutes: Yes/No
- Satisfactory service certificate issued by department Yes/No
- Copy of driving licence of Drivers. Yes/No
- Copy of local office proof Yes/No
- Copy of PAN Card Yes/No
- Copy of GST certificate Yes/No

Signature:

Date:

Name:

Place:

Address: