


OFFICE OF THE PRINCIPAL
JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY (JIST)

No. JIST/Quotation/ 2024/ 1776

Dated: 09/05/2024

Short Notice Inviting Tender

Sealed tenders affixing non-refundable Court Fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five only) are invited from persons/contractors/travel agent/handling & carrying agent for providing 2 (*two*) buses on hire. Detailed Bid Document along with terms and conditions may be obtained from the Office of the Principal, JIST, Sotai, P.O. Chenijan, Dist. Jorhat -10 on cash payment of Rs. 500.00 on working days upto 2 pm of 21/05/2024. The bid document can be downloaded from the official website www.jist.ac.in/tender/. The downloaded bid document shall only be accepted provided the bidder submits the amount of Rs. 500/- as cost of bid document in the form of demand draft in favour of Principal, JIST along with the Bid. The Bid document will be received upto 2.00 PM of 22-05-2024 and opened at 3 PM on the same day.


Principal, JIST
PRINCIPAL
JORHAT INSTITUTE OF SCIENCE & TECHNOLOGY
JORHAT 16

JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY (JIST)

Sotai, P.O. Chenijan, Dist. Jorhat -10

BID DOCUMENT FOR PROVIDING PASSENGER VEHICLES (BUS) FOR
TRANSPORTING STUDENTS

(To be used for furnishing tenders by the eligible person / firms)

Rs.500.00

Address for communication

Office of the PRINCIPAL

JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY (JIST)

Sotai, P.O. Chenijan, Dist. Jorhat -10, Assam

Schedule to the Invitation of Tender:

1. Time and date of issue of Bid Documents..... 10:30 Hrs. of 10/05/2024
2. Last date for issue of Bid Documents 14:00 Hrs. of 21/05/2024
3. Time and last Date of depositing Bid Documents 14:00 Hrs. of 22/05/2024
4. Time and date of opening of Bid Documents 15:00 Hrs. of 22/05/2024
5. Place of opening Tender..... O/o of the Principal, JIST, Sotai, Jorhat-10
6. Service to be provided Hiring of Bus
7. Duration of contractThree Years from the date of award of contract.
8. Bid Security.. **Rs.20,000/-** in the form of Bank Guarantee
in favour of “Principal, JIST, Sotai, Jorhat-10.”

Intending eligible bidders may obtain Bid Document form **Office of the Principal, Jorhat Institute of Science & Technology, Jorhat - 785010, Assam** on payment of Rs. 500/-(Rs. Five Hundred only) (non refundable) **in the form of Demand Draft or banker cheque** (in favour of “Principal, JIST”) **with minimum 90 days** validity from the date of issue of the **Tender** document.



Principal

Jorhat Insittute of Science and Technology
Sotai, P.O.: Chenijan, Dist.: Jorhat – 785010

ASSAM
PRINCIPAL
JORHAT INSTITUTE OF SCIENCE & TECHNOLOGY
JORHAT-10

SCOPE OF WORKS AND TERMS AND CONDITIONS

1. ELIGIBILITY OF BIDDERS:

- a) The bidder must be a registered under Service Tax of Central Excise Department (Supporting documents must be attached).
- b) The buses offered shall be registered in the state of Assam only as commercial vehicles and are in good condition.
- c) The buses that are proposed to be provided, for which he is submitting the bid must not be older than 5 years (Copy of R/C must be submitted with the bid) and should be in his/her name, or in favour of his/her firm name or, with power of attorney in favour of the his/her name or, power of attorney in favour of his/her firm name (Supporting documents must be attached).
- d) The supplier must have at least one spare registered bus of similar capacity not be older than 5 years (Copy of R/C must be submitted with the bid) and should be in his/her name, or in favour of his/her firm name or, with power of attorney in favour of the his/her name or, power of attorney in favour of his/her firm name (Supporting documents must be attached).
- e) If the bidder's proposed buses are older than 3 years, then an affidavit needs to be submitted by the bidder stating that the seats of the buses are in good conditions. The JIST Transport Monitoring Committee (TMC) will verify the seats and certify the same before taking over the buses.
- f) The Bidder shall have to submit income tax return for the last 3 years. (Supporting documents must be attached).
- g) The Bidder/or Bidder's firm must have an experience of working in Govt. Department/or in any public sector Undertaking/Firm. (Supporting documents must be attached).
- h) The bidder must deposit a sum of Rs 20,000.00 as bid security in the form of demand draft in favour of Principal, JIST with a validity of 180 days from the date of opening of the bid.
- i) The bidder/bidder's firm must not be blacklisted/terminated out of turn by any Govt. Department/or by any PSU in the past. An affidavit to this effect must be attached.
- j) Interested and eligible Bidders are required to submit the Bid accompanied by bid security and court fee stamp of Rs.8.25 as specified in this Bid Document by the prospective Bidder. The Bid Security should be included the detailed terms and conditions. The Bid Security

must be delivered to the Office of the PRINCIPAL, JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY (JIST), Sotai, P.O. Chenijan, Dist. Jorhat -10 in an Envelope.

k) The Bid Envelope will be opened on the specified date and time in presence of Bidders or their authorized representative who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday for PRINCIPAL, JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY (JIST), Sotai, P.O. Chenijan, Dist. Jorhat -10 the due date for submission and opening of bids will be on the following working day at the appointed times.

l) The intending bidder should have his/her GST Registration. (Supporting documents must be attached).

2. BUS DETAILS:

- a. Number of Buses: 02 (two)
- b. Bus Type: Non - AC
- c. Seat Capacity: 30 to 35 seats

3. PERIOD OF CONTRACT:

The contract will be for a period of minimum 3 (three) years or will be as per agreement.

4. DUTY HOURS:

The duty hours of the bus for hiring will be on daily basis and will depend on the transporting of students to college and back.

5. PLACING OF INDENT

- a) Telephonic Requirement should be considered as notice.
- b) One day advance notice for off-duty requirement.
- c) Maximum one and half hour notice for additional requirement during office hours.

6. REPORTING PLACE:

Reporting place may be at any place within Jorhat district.

7. MAINTENANCE OF LOG SHEET:

- a) The driver of the bus shall maintain the Log sheet.
- b) The bidder should ensure that the mileage meter of the bus is working properly.
- c) The driver of the bus must ascertain that the LOG SHEET is dully filled and signed by the Principal's Office.
- d) In case the KM reading is found to be faulty on checking, a penalty of Rs. 500/- shall be imposed and the bus meter will have to be replaced.

8. TAXES AND OTHER DUTIES:

- a) Payment of any Govt. TAX/DUTY for plying the bus shall be the liability of the bidder.
- b) Parking charges, if any, may be claimed by the bidder producing the parking slip duly initialled by the user.
- c) INCOME TAX will be deducted from the hire charge of the bills as per INCOME TAX NORMS.

9. BREAK-DOWN OF BUSES

- a) In case of break-down, buses have to be replaced within one hour. For a particular bus if the number of break-down exceeds three times in a month, the bus shall be withdrawn and replaced by the bidder.
- b) No cost will be borne by the user for any repairing of bus using for the journey.

10. FORCE MAJEURE

If any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by any reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fire, natural calamities like storm, flood etc., explosion, epidemic/quarantine restriction, strike, lockout, any such eventuality is given by either party to the other within 10 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance under the contract.

11. POL (Petroleum Oil & Lubricants)

- a) The selected bidder shall have to place buses with sufficient POL.
- b) The selected bidder shall have to provide sufficient fund to the driver to meet the expenditure for POL required for each separate journey.

12. SPECIAL TERMS AND CONDITIONS:

- a) In circumstances the hired bus is involved in an accident resulting in loss or damage to property or life with respect to bus driven passenger or any third party as per the liability under relevant sections of Motor Bus ACT, 1986 as amended time to time and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law.
- b) The engagement and employment of drivers and payment of wages to them as per existing provision of various Labour Laws and Regulations is the sole responsibility of the bidder and any breach of such laws or regulations shall be deemed to be breach of this contract.

c) The bidder shall assign the job of driving of the offered hired buses only to qualified, experienced and licensed drivers for ensuring safe driving and assuming full responsibility for the safety of the officers/staff/students while on the bus. The Principal, JIST shall have no direct or indirect responsibility arising out of such negligent, rash and impetuous driving which is an offence under IPC and any resultant loss/damage caused to the officers/staff/students have to be compensated by the bidder.

d) The bidder shall send the bus for periodical servicing at his/her cost. JIST, Jorhat will not pay any mileage for such servicing nor any bills shall be raised for the duration involved for such servicing.

e) The bidder shall have the responsibility for arrangement of food and accommodation of the driver. The Principal, JIST will not bear any cost for providing accommodation and food during the period for which the bus is hired.

13. BID VALIDITY PERIOD:

Bids shall remain valid for a period of 30 days from the date of opening of bids.

14. PRICE SCHEDULE:

a) Bids Price shall have to be quoted exclusive of GST (GST should be shown separately) and as per Annexure-I in the bidder's letter pad/quotation form and should be submitted in commercial bid.

b) The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.

15. EARNEST MONEY:

The bidder shall have to submit bid security for Rs. 20,000/- in the form of Demand Draft from a Nationalized Bank drawn in favour of Principal, JIST

16. SIGNING OF AGREEMENT:

Upon acceptance of the rates the Principal, JIST reserve the subject to select a single bidder. The bidder will be intimated from the Principal Office to sign an agreement and accordingly the bidder will have to sign the agreement. In case, if the successful bidder refuses to sign the agreement or do not respond to the intimation, the earnest money deposited will be forfeited without any prior information.

17. DELIVERY CHALLAN/BILL:

a) The Bidder will submit Bill of every month to the Principal, JIST in first week of the succeeding month for payment duly signed by the Bidder.

b) The Principal, JIST will have the right to modify in the bill submitted by the bidder if any discrepancy is found.

Annexure-1

TENDER PAPER

NIT No. _____

1. Name of the work: Hiring of Bus (BUS)
2. Name of the Bidder / Firm:
3. Address – Vill:.....
P.O.....
Dist.....
State.....
Ph. No.....
4. PAN No:-
5. GST Registration No.: -
6. R.C. No. of Bus:-

7. Details :-

Sl.No.	Particulars (Type of Bus, With seating Capacity)	Rate per Km. for POL (Petroleum Oil & Lubricants) (figure in words)	Haltage Charge per month	Remark

Rates should be quoted excluding of GST. GST should be shown separately

Rate should be quoted including cost of Driver

Name & Signature of the contractor