

TENDER

FOR

Vehicle for Official Purposes

FOR

Muzaffarpur Institute of Technology, Muzaffarpur

Tender No.: 02/2024-25

Tender Start date: - **Date of Advertisement**

Last Date of submission: - **Till 15 days from date of advertisement**

OMAY
12/6/24

Principal
Muzaffarpur Institute of Technology
Muzaffarpur

Chy
12.06.24

Muzaffarpur Institute of Technology, Muzaffarpur

Tender Notice For Vehicle

Tender Notice no. 02/2024-25

Sealed Technical and Financial bids are invited from any service provider or owner for providing vehicle round the clock for the MIT Muzaffarpur for annual contract period of 11 months, by Registered post /speed post /Hand delivery.

Last date of submission: Till 15 days from date of advertisement

Opening of tender: 3rd July 2024 at 11:00 A.M. at Conference room, MIT Muzaffarpur, Any Change in date will be intimated through Website.

INSTRUCTIONS TO BIDDERS

All interested vendors are requested to send their sealed quotation for supply of the above item under two bid systems in the following manner:

- a) Envelope — I: Technical Bid.
- b) Envelope — II: Financial Bid.

NOTE: The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted.

Both the envelopes should be sealed, signed, marked and kept in a bigger envelop super scribed with the Tender Reference No. and Tender notice detail as appended hereunder.

TENDER for Vehicle

TENDER REF. NO.: FOR LAST DATE
SUBMISSION:

From:
M/S
Contact/ Mobile no:
Email ID:

To, The Principal
Muzaffarpur Institute of
Technology
Muzaffarpur

Terms & Conditions for Vehicle

1. Any person/owner/registered travel agent may apply. They have to submit all documents as per format of Technical Bid and financial Bid.
2. The vehicle should be in good condition and it should not be more than three year old.
3. The tender fee of Rs. 500/- (Five Hundred Rupees only) and E.M.D. of Rs. 10,000/- (Ten Thousand Rupees) only in the shape of Demand Draft/Multi City Cheque separately on any nationalized bank in favour of **Principal, MIT Muzaffarpur** payable at **Muzaffarpur** should accompany tender paper. Without E.M.D. will be ignored straightway.
4. The comparatively new vehicle and of higher model will be given priority.
5. The contract will be kept valid for a period of 11 months which can be extended on mutual consent basis on the same terms and conditions for further 11 months (max three times).
6. Vehicles deployed should be good running condition and should have commercial registration, current comprehensive insurance and road tax coverage, permit, fitness and driving license of driver etc.
7. Owner should keep the vehicles in neat, clean and good running condition with sheet cloth covers, which should be replaced with another set of washed covers once in a week. The owner should carry out the periodical maintenance of the vehicles supplied and insure them always in good condition.
8. All payment towards lubricants, repairs, insurance, any taxes etc and any other expenditure related to vehicles is the owner's/ travel agent's sole responsibility, all payment to the driver towards their salary, overtime etc is also the owner's/ travel agent's responsibility.
9. Payment will be made on submission of bills.
10. The agreement can be terminated by giving one month's notice in writing by either party. In case of breach of terms and condition, MIT Muzaffarpur, reserves the right to terminate the agreement without giving any notice.
11. In case of accident etc. MIT Muzaffarpur has no responsibility whatsoever towards, Police/RTA, Court of law, injured parties, damages to the vehicle or property or any claim made for the loss etc. All these are entirely the owner's/ travel agent's responsibility.
12. Any deviation/Violation or breach of the said terms and condition will be viewed seriously, and the agreement will be terminated without prior notice.
13. The maximum limit for quoted amount will be 40,000/- (Including GST) per month including fuel for 1200 Km, Insurance, lubricants, taxes & duties as per norms, maintenance cost etc.
14. In case the owner refuses to supply vehicles ordered by MIT Muzaffarpur, it will be viewed seriously, and contract will be terminated without giving any notice and their security money will be seized.

15. The person/owner/travel agents etc. are directed to submit Technical & Financial Bid in separate envelope. The Financial Bid will be open only to technically qualified vendor.
16. The evaluation of tender will be done by the committee on the basis of weightage to Technical and Financial part.
17. The breakdown of weightage will be as Technical -50 % and Financial -50%, Technical (Age of Vehicle 30%, Price of Vehicle- 20%). The detailed breakdown of marks is provided in evaluation sheet in sections follows.
18. After evaluation of Bid, the successful bidder will be informed separately.
19. The agencies must put their initial on each page submitted. All pages must be numbered and a note of this should be mentioned on covering letter. The Terms & Conditions duly signed should be attached with tender paper.
20. The supply of vehicle has to start services within 07 days of intimation. The tenderer may change vehicle of Quoted in tender by comparatively newer and higher model.
21. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.
22. The award of work shall be done on QCBS basis (Quality and Cost Based Selection approach) among the technically qualified consultant after Technical Evaluation. The lowest financial proposal (Fm) shall be given a financial score (Sf) of 50 points. The financial score of the proposals shall be computed as follows:
$$Sf = 30 \times Fm/F$$

(F - Amount of financial Bid).
23. **Formula for final score = F + T**
Where, T= Marks awarded for Technical Proposal and F= The marks awarded for financial proposal
The Bidder scoring highest Combined Score shall be declared as preferred Bidder for award of Contract.
24. In case two or more bidders achieve same combined score, the bidder whose Financial Proposal shall result in least cost to MIT Muzaffarpur shall be declared as selected bidder eligible for award of Contract.
25. The undersigned reserves the right to rejects any or all the tenders without assigning any reason thereof.
26. The owner is required to submit an agreement on stamped paper as per the format to be supplied by the Institute.

II The evaluation parameters will as follow:

A. Technical: Total Marks: 50

1. Age of Vehicle: 30 Marks					
Criteria	If Age of Vehicle < 01 (One Months)	If Age of Vehicle between 01 months to 12 Months)	If Age of Vehicle between 12 months to 24 Months)	If Age of Vehicle between 24 months to 36 Months)	More than 36 Months
Marks	30	20	10	05	0
Marks obtained:					
2. Price of Vehicle					
Criteria	If Price of Vehicle (on road) is more than 15 Lakhs	If Price of Vehicle (on road) between 12 Lakhs to 15 Lakhs)	If Price of Vehicle (on road) between 10 Lakhs to 12 Lakhs)	If Price of Vehicle (on road) between 8 Lakhs to 10 Lakhs)	Less than 8 Lakhs
	20	15	10	5	0
Marks obtained:					
Sub Total (Technical)					
B. Financial evaluations Total : 50 Marks					
Total Marks Obtained based upon clause 24					
Grand Total as per Clause 25					

Technical bid documents

S.NO	Enclosure	Enclosed Yes/No
1	Copy of Motor vehicle registration Certificate	
2	Copy of Latest Pollution Test	
3	Copy of Road Tax	
4	Copy of Vehicle fitness Copy of Road Tax	
5	Proof of Price of Vehicle (invoice)	
6	Income Tax PAN of Agency/Individual	
7	EMD Details	

(Signature & Seal)

Note: In case of new vehicle which is proposed to be supplied Sl. No. 1 to 4 is not mandatory. However it needs to be provided before supply of vehicle. In this respect a declaration need to be given.

Annexure III

Financial Bid for supply of Vehicle (Please provide in a separately sealed envelope)

Financial Bid+A1:F6				
Name of Bidder				
Sl. No	Description	No.	Unit	Quoted Rate (in Rs.) per month inclusive of all expenses(Fuel + lubricants + Taxes + Driver+ Insurance+ Maintenance etc)
1	2	3	4	5
1	Vehicle for Official use including Diesel/Petrol for 1200 Km of Travel per month	1	Per Month	

(Signature & Seal)