



मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्त्व का संस्थान)
Maulana Azad National Institute of Technology, Bhopal
(An Institution of National Importance under Ministry of Education, Govt. of India)

No.: CM/2026/NIQ/ 6281

Date: 22-09-2026

NOTICE INVITING QUOTATIONS

As per the attached document, quotations are invited from the empanelled contractors of the Institute for the following work. The quotations may be dropped in a box (BOX No. 1) placed at the Civil Maintenance Section office up to 29-09-2026, 4:00 PM. The same will be opened on the next working day at 11:00 AM at the Civil Maintenance Section office in the presence of the committee members:-

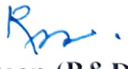
S.No	Name of Work	Estimated Cost (in Rs.)	Completion Period
1.	Hiring of Tractor with Trolley along with Driver and 02 Labour/Helper, including Diesel, Lubricants, Repair & Maintenance and all other incidental charges, for 08 hours per day, as and when required by the Institute.	97,500/-	1 month

Salient Features of Works

1. An agreement will be executed before the work order is issued.
2. The tractor shall be of minimum 35 HP with a structurally sound trolley of 120 cubic feet capacity, unless otherwise specified by the Institute.
3. The contractor shall submit the Tractor RC, valid Insurance, PUC, Fitness/other statutory documents, driver's valid licence, experience documents (if applicable), Non-Blacklisting Declaration, and Labour Law Compliance Undertaking.
4. The contract shall initially be valid for one month from the date of commencement. Extension, if required, may be considered subject to satisfactory performance and approval of the competent authority.

- Note:**
1. The Authority reserves the right to reject any/all quotations without assigning any reason thereof, and may also reduce or enhance the quantity of work.
 2. The quotation must be submitted on the letterhead of the firm, duly sealed and signed on all pages. The envelope containing the quotation should bear the details of the concerned firm, the NIQ number, and the name of the work.
 3. Incomplete quotations will be rejected.

Approved by: Competent Authority


Dean (P&D)


Copy to:-

1. Registrar, for kind information.
2. PA to Director, for kind information of the Director.
3. PIC (Website) for uploading on Institute website.
4. To all empanelled contractors (By e-mail/mobile phone).
5. Display on Notice Board

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL (M.P.)

CIVIL MAINTENANCE SECTION

NOTICE INVITING QUOTATION (NIQ)

No./MANIT/CM/2026/6281

Date : 22.09.2026

Name of Work: Hiring of Tractor with Trolley along with Driver and 02 Labour/Helper, including Diesel, Lubricants, Repair & Maintenance and all other incidental charges for various works within/around the Institute premises.

Sealed quotations are hereby invited from reputed and experienced agencies/contractors/firms for the above work.

1. BOQ / SCHEDULE OF WORK

S. No.	Description of Work	Unit	Approx. Qty.	Rate (₹)	GST (%)	Total Amount (₹)
1	Hiring of Tractor with Trolley along with Driver and 02 Labour/Helper, including Diesel, Lubricants, Repair & Maintenance and all other incidental charges, for 08 hours per day, as and when required by the Institute.	Per Day	_____	_____	_____	_____

2. SCOPE OF WORK

- Transportation of horticulture/garden material, soil, manure, plants, grass, branches, leaves, waste, debris and other permissible materials.
- Shifting/transportation of furniture, materials and equipment as directed by the Engineer-in-Charge.
- Loading/unloading assistance through the provided labour/helper.
- Any other similar work as directed by the Engineer-in-Charge/authorized representative.

3. TRACTOR REQUIREMENT

- Tractor of minimum 35 HP or as specified by the Institute, in good working condition.
- 120 cube feet structurally sound trolley shall be provided with the tractor.
- Tractor/trolley shall have all valid statutory documents as applicable.
- The Institute may inspect the tractor before deployment and may reject an unsuitable vehicle.

4. DRIVER

- One experienced and competent driver with a valid driving licence shall be provided.
- Salary/wages, food, accommodation, travelling expenses and other expenses of the driver shall be borne by the contractor.
- The driver shall follow all traffic, safety and Institute rules.

5. LABOUR / HELPER

- Two labour/helper shall be provided along with the tractor.
- The labour/helper shall assist in loading, unloading, shifting and other related activities.

NIQ – Tractor + Trolley + Driver + Labour + Diesel

- The contractor shall comply with applicable labour laws and minimum wage requirements.

6. DIESEL, LUBRICANTS & MAINTENANCE

- The quoted rate shall be fully inclusive of Diesel/Fuel, Lubricants, Engine Oil, Grease, Tyres/Tubes, Battery, Servicing, Repairs, Maintenance, Breakdown expenses, Driver, Labour/Helper, Insurance, applicable taxes/levies and all other incidental expenses.
- No separate payment shall be made by the Institute towards diesel, fuel, lubricants, repair, maintenance, driver or labour/helper.

7. WORKING HOURS

- The tractor shall normally be deployed for **08 hours per day**. However, the actual working hours may vary depending upon the work requirements and instructions of the Engineer-in-Charge/Authorized Representative.
- In case the tractor is operated for less than or more than 08 hours on any particular day, the shortfall/excess hours shall be adjusted against the working hours of the following day(s) or any subsequent day(s), as per the requirement of work and directions of the Engineer-in-Charge. No separate payment shall be made for such excess hours where the same are adjusted against the shortfall of hours on other day(s).
- The contractor shall maintain proper records/logbook of the actual hours worked, and the adjustment of hours shall be subject to verification and approval by the Engineer-in-Charge/Authorized Representative.

8. BREAKDOWN / ALTERNATE TRACTOR

- In case of breakdown, the contractor shall immediately arrange a suitable replacement tractor.
- No payment shall be made for the period during which the tractor is unavailable.
- Repeated breakdowns/non-availability may be treated as poor performance and may attract penalty/termination.

9. SAFETY

- The contractor shall be responsible for the safety of his driver and labour/helper.
- All safety instructions issued by the Institute shall be strictly followed.
- Necessary PPE/safety equipment shall be provided by the contractor wherever required.
- The contractor shall be responsible for accidents arising due to negligence of his driver/worker.

10. DOCUMENTS TO BE SUBMITTED

- PAN Card; GST Registration Certificate, if applicable; Firm/Proprietorship/Company Registration, if applicable.
- Tractor Registration Certificate (RC), valid Insurance Certificate and valid PUC Certificate.
- Valid Fitness/other statutory documents wherever applicable.
- Valid Driving Licence of the proposed driver.
- Experience certificate/work order, if applicable.
- Non-Blacklisting Declaration and Labour Law Compliance Undertaking.
- Any other document specifically required by the Institute.

11. EXPERIENCE

- The bidder should preferably have experience in providing tractor/vehicle hiring services to Government Departments, PSUs, Autonomous Bodies, Educational Institutions, reputed organizations or similar establishments.
- Experience criteria may be modified as per the estimated value and applicable procurement rules of the Institute.

12. PAYMENT TERMS

- Payment shall normally be made on a monthly basis subject to satisfactory performance.
- Monthly bill shall be accompanied by the duly verified daily logbook/work record.
- The logbook shall contain date, starting time, closing time, work performed, location and signature of the authorized Institute representative.
- Payment shall be made only for actual days of satisfactory deployment/work certified by the Engineer-in-Charge.
- No advance payment shall be made.
- Statutory deductions including TDS/GST-TDS or any other applicable deduction shall be made as per rules.

13. PENALTY / DEDUCTION

- Non-deployment of tractor on a scheduled working day: no payment shall be made for that day.
- Delay in reporting without valid reason may attract appropriate deduction.
- In case of breakdown, payment shall not be made for the period of non-availability.
- Failure to provide an alternate tractor within a reasonable time may attract penalty as decided by the competent authority.
- Damage to Institute property due to negligence of contractor/driver/labour shall be recoverable from the contractor.

14. CONTRACT PERIOD

- The contract shall initially be valid for One Month from the date of commencement.
- Extension, if required, may be considered subject to satisfactory performance and approval of the competent authority, as per applicable rules.

15. TERMINATION OF CONTRACT

- The Institute reserves the right to terminate the contract for poor performance, repeated non-deployment, repeated breakdown/non-availability, safety violations, false documents/information, violation of terms and conditions or other reasons as per applicable rules.

16. GENERAL TERMS & CONDITIONS

- The quotation must be submitted in the prescribed format and rates shall be quoted clearly in figures and words.
- Conditional quotations are liable to be rejected.
- The contractor shall not sublet/transfer the work without prior written approval of the Institute.
- The contractor shall comply with all applicable Central/State Government laws and regulations.
- The Institute shall not be responsible for loss/damage to the contractor's tractor, trolley, tools or equipment.
- The tractor shall be maintained in clean and safe working condition.
- The Institute reserves the right to accept or reject any or all quotations without assigning any reason, subject to applicable procurement rules.

17. INSPECTION & CONTROL

- The tractor, trolley, driver and labour/helper shall remain under the administrative control of the Engineer-in-Charge/authorized representative during deployment.
- The Engineer-in-Charge may inspect the tractor/trolley at any time for compliance with specifications and safety requirements.

18. LOGBOOK

- A daily logbook shall be maintained by the contractor/driver and verified by the authorized Institute representative. The logbook shall form the basis for certification of monthly bills.

19. DECLARATION BY THE BIDDER

1. I/We have read and understood all the terms and conditions of the NIQ.
2. I/We agree to provide Tractor + Trolley + Driver + 02 Labour/Helper with Diesel, Lubricants, Repair & Maintenance as specified.
3. The tractor proposed by me/us shall be in good working condition and shall have valid statutory documents.
4. I/We shall comply with applicable labour laws and statutory requirements.
5. I/We have not been blacklisted/debarred by any Government Department/PSU/Autonomous Body/Institute, to the best of my/our knowledge.
6. All information and documents submitted by me/us are true and correct.
7. I/We agree to abide by all terms and conditions of the NIQ.

Name of Firm	
Name of Proprietor/Authorized Signatory	
Mobile No.	
GSTIN	
PAN	
Signature	
Seal of Firm & Date	


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