



# राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala  
AGARTALA - 799 046 (TRIPURA)

No.F.NITA/22(6-PUR)/ 2024/8180.

Date: 03 / 12 /2025

## E- Tender Enquiry

### IMPORTANT INFORMATION

Name of the Institute : NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA  
GST Number of the Institute : 16AAAGN0550K1ZG  
PAN of the Institute : AAAGN0550K  
TAN of the Institute : SHLN00719F  
DSIR No. : TU/V/RG-CDE (1053)/2022 dated 18/12/2022  
Institute Bank A/C No. : 030936141729 (IFSC: SBIN0011491) under SBI, NIT Agartala Branch.  
Name of Department / Branch : NIT Agartala  
Enquiry / Reference Number : No.F.NITA/22(6-PUR)/ 2024

Some important/Critical dates:

Uploading on CPP Portal and Department's web-site	Date: 13 / 12 /2025	Time: 5:00 PM
Bid submission start date	Date: 13 / 12 /2025	Time: 5:00 PM
Bid submission end date	Date: 05 / 01 /2026	Time: 3:00 PM
Opening of technical bid	Date: 06 / 01 /2026	Time: 3:00 PM





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## Details of e-tender document.

NIT, Agartala intends to hire of vehicle for financial year 2025-26 & 2026-27 specified in Annexure enclosed and invites quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly submit your offer with prices within the time mentioned above fulfilling all the terms and conditions marked in the bid documents.

Registrar  
National Institute of Technology  
Agartala – 799 046, Tripura

Encl :

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.





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1. Schedule of requirements

Sl. No.	Description of Goods/Service	Quantity
01	Hiring of passenger vehicles on "as and when required" and "round the clock" contract basis for a period of two years to be extendable for further period subject to satisfactory performance.	As and when required and Round the clocks.

2. Specifications and allied Technical Details

Hiring of passenger vehicles on "as and when required" and "round the clock" contract basis for a period of two years to extendable for further period subject to satisfactory performance. (Detailed as per Annexure-A)

3. Estimated Cost

**Rs. 5,00,000.00**

- Quotations should be valid for a period of **180** days from the opening date of the technical bid.
- Bid Security or EMD: 2% of the estimated cost of the tender **or** Bidders should submit "**Bid Securing Declaration Form**" on company letter head as per annexure-E of this tender document.
- Security Deposit: Successful Agency/Service provider should submit 10% of estimated cost as a security deposit within 7(seven) days from the date of received of the contract.
- Please go through the enclosed "bid document" carefully for other bidding instructions.
- For any technical details, you may contact through email-id: [nitatenders@gmail.com](mailto:nitatenders@gmail.com)

Yours sincerely,

Registrar

National Institute of Technology  
Agartala – 799 046, Tripura





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No.F.NITA/22(6-PUR)/ 2024

Date: / /2025

## **BID DOCUMENT**

### 1. Instructions to the bidders

1.1 Bids are invited through e-tender on behalf of the National Institute of Technology Agartala, Tripura, Agartala-799046 from the intending bidders for hiring of vehicles through annual rate contract (01-04-2024 to 31-03-2025) for the Institute as detailed in the enquiry letter.

1.2 Validity of the Contract: Contract for the hiring of vehicle should be valid for 2(two) years which may be extended further on yearly basis from the acceptance of the contract by the service provider subject to satisfactory performance.

### 1.3 **Bidder' Eligibility Criteria:**

Tender should be quoted only by the Vehicle / Transport Agencies.

The bidder must not be insolvent, in receivership, bankrupt or being wound up or not have its affairs administered by a court or a judicial officer, nor have its business activities suspended and must not be the subject of legal proceeding for any of the reasons.

The bidder must not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/suspended/blacklisted/banned/debarred by appropriate agencies of Government of India from participation in Tender Process of all of its entities.

### 1.4 **Bidders' Qualification Criteria:**

- a. Bidder should possess valid Trade License issued by State Licensing Authority/Central Licensing Approving Authority of the respective bidder.
- b. Bidder should have 3(three) years' experience for providing of hired vehicles to Govt. Office(s), Educational Institute, PSU and other offices.
- c. Bidder should submit Valid statutory license / sanction/ registration / permit required to run the business.
- d. Bidder should own minimum 5 vehicles manufacturer on or after 2020 registered as commercial/transport vehicle.
- e. Bidder should have registered office at Agartala, garage should be present within municipal jurisdiction of Agartala.
- f. NITA may depute a team to visit the location of garage to recommendation about quality of services and maintenance parts.





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- g. Bidder must have average minimum Turnover not less than of Rs. 10 lakh (Rupees ten lakhs only) or more during last three financial years {Proof of TDS (tax deduction at source) should be attached along with technical bid for last financial year}.
- h. **Bidders are required to quote strictly as per specification/requirement of the car.** In case of any Deviations the same must be given separately in deviation statement.
- 1.5 The bidders should quote their rates in clear terms without ambiguity.
- 1.6 The last date & time for submission of the bid is marked in the enquiry.
- 1.7 The bids should be submitted online through [www.eprocure.gov.in](http://www.eprocure.gov.in) before the last date & time of submission specified in tender document.
- 1.8 Bids received after the deadline of receipt indicated in para 1.6 above, shall not be taken into consideration.
- 1.9 Each bidder shall submit only one bid **against one enquiry**. A bidder, who submits more than one bid against single enquiry, shall be disqualified and considered non-responsive.
- 1.10 The bidder has to enclose a check list at per Annexure - C duly filled in along with all relevant/supporting documents while submitting technical bid through [www.eprocure.gov.in](http://www.eprocure.gov.in).
- 1.11 Opening of Bids by the Purchaser will be done as per the provisions of the e-procurement system.
- 1.12 At any time prior to the due date for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 1.13 All prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

Yours sincerely,

Registrar

National Institute of Technology  
Agartala – 799 046, Tripura





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## 2. General Terms & Conditions:

- 2.1 The contract arising out of this tender will be known as "Hiring of passenger vehicles on "as and when required" and "round the clock" with licensed driver on hiring basis". The contract will be initially for a period of two (02) years and extended further on yearly basis from the acceptance of the contract by the service provider subject to satisfactory performance.
- 2.2 **The quoted rates should preferably be on basic price, GST and all other incidental charges.**
- 2.3 Rate of hiring of vehicle has to be filled through CPP portal as per BOQ (<https://www.eprocure.gov.in>). The scanned copy of Price Bid, dully filled in, has to be uploaded on the above e-procurement site. The prices filled in the e-procurement site will be treated final and shall be binding to the vendor.
- 2.4 The agency/bidder should own minimum 05 vehicles from 2020 and model not older than 2020 registered as tourist/transport vehicles in their name for use of commercial vehicles. The proof of ownership or lease should be submitted with qualifying/technical bid document.
- 2.5 The vehicles on demand of model not older than 2020 will be produce for inspection by lowest bidder. If NITA is satisfied with the condition of the vehicles, contract order will be placed. If lowest bidder is not able to produce, EMD will be forfeited and contract order not be issued.
- 2.6 The agency/bidder will submit proof of ownership. In case of leased vehicles /on power of attorney necessary affidavit for use by the bidder will be submitted.
- 2.7 The agency/bidder should have prior experience of at least three years in supply vehicles to Central Govt. Institution / State Govt. Institution / PSU.
- 2.8 GST registration should be submitted along with the bid.
- 2.9 Bidder should submit registration certificate of commercial vehicle of at least 03-04 vehicles.
- 2.10 All drivers should have valid driving license, proof of same along with police verification need to be submitted.
- 2.11 No vehicles on LPG/LNG will be supplied /used under any circumstances.





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- 2.12 All vehicles should have valid fitness certificate, pollution certificate, registration certificate, comprehensive insurance, interstate permit and road tax etc.
- 2.13 Vehicles have comprehensive insurance against all aspects (including driver and occupants). Insurance policy to be renewed before due date.
- 2.14 All vehicles/driver to be in possession of all documents at all time.
- 2.15 All traffic violation, RTO issue will be responsibility of bidder including accident and its FIR.
- 2.16 Driver should have sufficient cash to cater for parking charges, toll charges. Claim with supporting documents need to be submitted for reimbursement.
- 2.17 Loading/Boarding, transportation of driver will be responsibility of bidder.
- 2.18 All vehicles must have portable fire extinguisher service to be provided.
- 2.19 Provision of registered commercial vehicle with license driver on hiring basis for vehicle on call basis running in State of Tripura.
- 2.20 If for official purpose vehicle have to go to adjoining states that arrangements will be made by contractor. Any tax levied by other state will be borne by the bidder and all vehicle should have All India Permit.
- 2.21 For regular requirement, one day in advance will be instructed from the Institute in writing or same provider record requisition slip by hard copy or email from vehicle I/C. No vehicles are to be provided without requisition slip without signature of Competent Authority as fixed by NITA. A tele/verbal intimates should be followed by email confirmation or by requisition slip.
- 2.22 Distance will be calculated garage to garage but chargeable distance would be limited to maximum 30 km.
- 2.23 No mileage will be allowed for lunch/breakfast or for filling fuel.
- 2.24 No hike in rates will be allowed of there in hike in fuel price or spare parts.
- 2.25 NITA reserve to counter after price against the price quoted.
- 2.26 Non delivery of vehicle will incurred penalty of Rs. "1000/-" per occasion and no payment will be made for the trip. Vehicle should be made available on call any day of the week at any hours.
- 2.27 Delayed reported, non-replacement within 1 hour in case of breakdown will result in imposition of penalty of Rs. "500/-"





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- 2.28 In case driver is found to be intoxicated / injected of drugs penalty of Rs. "2000/-" will be imposed. In addition to penal action depending upon the situation.
- 2.29 Log book shall be maintained and usages details therein shall be certified by an authorized officer/official on daily basis.
- 2.30 **The selected firm(s) shall not be allowed to transfer, assign, pledge or subcontract its rights and the contract will be valid from the date it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.**
- 2.31 If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover /Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded with technical bid.
- 2.32 If the bidder is a Start-up, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded with technical bid.
- 2.33 National Institute of Technology, Agartala is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15<sup>th</sup> June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself. A self-declaration as per Annexure- H should be enclosed in the technical bid.
- 2.34 Bidders are required to upload a declaration on letter head stating that the bidder has not been black-listed & holiday listed by any Ministry/Department/Organization. A self-declaration as per Annexure- H should be enclosed in the technical bid
- 2.35 **The Institute will not pay any interest towards the amount of EMD/Bid Security submitted against the tender.**





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- 2.36 Force Majeure: Notwithstanding the provisions of clauses relating to Extension of Time, Penalty and Termination for Default the Supplier shall not be liable for forfeiture of its Performance Security, Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 2.37 The successful bidder(s) may be required to execute the contract on the basis of offer Rate as per annexure(s) (where is applicable).
- 2.38 NIT Agartala will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- 2.39 The bidder has to furnish up to date GST and Income Tax return of last financial years along with valid trade license.
- 2.40 Payment: **100% will be made in INR (Indian National Rupees)** after certified the bill by the concerned officials/department/section.
- Note:** All payments due under the contract shall be paid after deduction of statutory levies at source (like ESIC, IT (TDS), GST, LBT / Octroi etc.), wherever applicable.
- 2.41 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Competent Authority, National Institute of Technology, Agartala shall be final.
- 2.42 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.43 Competent Authority of National Institute of Technology, Agartala reserves the right to cancel the entire e-tendering process at any stage of the procurement process without mentioning any reason.
- 2.44 Legal disputes, if any with NIT Agartala will be restricted within the jurisdiction of Agartala only.
- 2.45 Vehicles should be Registration under Government of Tripura.
- 2.46 Fitness certificate, in respect of the hired vehicles, issued, within 15 days by the Agency authorized by government.
- 2.47 The vehicle will perfect sound condition properly clean in outside and inside, seats will have white cover. Driver will be well dressed and well behave.
- 2.48 Police verification certificate as to whether the vehicle is not involved in any criminal offence.





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- 
- 2.49 Valid driving license of the Driver of the vehicle.
  - 2.50 Driver should wear white uniform at the time of duty.
  - 2.51 Vehicle to have water bottle, tissue paper/napkins, first aid kit, mobile charger point, fire extinguisher etc.
  - 2.52 While on duty the vehicle should display "On Govt. of India Service (NIT Agartala)" on wind screen.
  - 2.53 Qualification of the driver of the vehicle should be minimum 10(ten) class pass.
  - 2.54 Character certificate of the driver issued by Government Agency.

Yours sincerely,

Registrar

National Institute of Technology  
Agartala – 799 046, Tripura





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### 3. Special Terms & Conditions:

- 3.1 Acceptance of Technical bid strictly depends on National Institute of Technology, Agartala's requirements credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background, commercial terms & conditions etc. of the supplier(s).
- 3.2 Detailed Specifications, brand, make, Sl. No., registration No. Insurance Policy no. etc. of the vehicles should be mentioned with supported leaflet and list of supplier for acceptance of technical bid.
- 3.3 The technical bid and the financial bid should be submitted through [www.eprocure.gov.in](http://www.eprocure.gov.in). The technical bids shall be opened and evaluated by the competent committee/authority. At the second stage, financial bids of only the technically qualified offers shall be opened for further evaluation and recommendations for awarding the purchase order/contract.  
  
It may specifically be mentioned whether quotation is strictly as per terms and conditions of the tender. Deviation, if any, must be spelt out specifically in technical bid. In the absence of this, the quotation may be rejected.
- 3.4 Penalty: If Vehicle service provider don't provide vehicle services as per NIT Agartala requirement within the contract period, NIT Agartala will arrange the alternative and total cost should be borne by the vehicle service provider/contractor and same will be deducted from the security deposit or monthly bill. A penalty of 10% on total bill will also impose to the contractor.
- 3.5 Arbitration: All disputes should be attempted to be resolve mutually between the National Institute of Technology, Agartala and the suppliers through discussion and arbitration. The arbitrator shall be appointed by the Director, NIT Agartala. Falling which, all disputes shall be under the jurisdiction of Courts at Agartala only.
- 3.6 Bidders are requested to provide valid e-mail ID and phone number for further communication.
- 3.7 Bank A/C in the Exact Name of Bidder/Firm/Supplier with Name, A/C No., IFSC code must be furnished with technical bid.

Yours sincerely,

Registrar

National Institute of Technology  
Agartala – 799 046, Tripura





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## **Annexure-A**

### **CLASSIFICATION OF VEHICLE**

Sl. No.	Small Car	Medium Car	Premium Car	MUV
1.	Below 1200 cc (WagonR/ Alto etc.)	Above 1200 cc and below 1500 cc (Dezire/ Ascent etc.)	Above 1500 cc and below 1700 cc (Honda city/ Verna/SX4/Bolero /Ciaz etc.)	Ertiga/XUV/Innova/ Innova Crysta

### **SCOPE :**

1. As and when required:- Procure of vehicle service for NIT Agartala as and when required by authorized official of NIT Agartala.
2. Round the clock :-Procure of vehicle service for stand by duty at NIT Agartala (round the clock)

*[Handwritten signature]*





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## ANNEXURE – B

### PRICE BID

As per BOQ

Travel	Small Car	Medium Car	Premium Car	MUV
Pick up from Agartala airport to NIT Agartala				
Drop from NIT Agartala to Agartala Airport				
Pick up from Agartala Railway station to NIT Agartala				
Drop from NIT Agartala to Agartala Railway station				

### LOCAL JOURNEY

Travel	Small Car	Medium Car	Premium Car	MUV
04 (Four) hours /40 km				
08 (eight) hours /80 km				
Rate / extra km (if distance excess 80 km)				
Rate / Extra Hour (if time excess 8 (eight) hours)				

### OUTSTATE JOURNEY (WITHIN 250 KM)

Travel	Small Car	Medium Car	Premium Car	MUV
Rate / km (including driver allowance)				





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## ANNEXURE - C

### Documents for Comprising the Bid

Sr.No.	TENDER REQUIREMENT	COMPLIANCE	Document Submitted
1	Name of the Firm / Agency with full address including contact number and email id etc.	Yes / No	Yes / NA
2	Valid Trade License issued by Government / Statutory Body or Company Registration on the item(s) related to this tender.	Yes / No	Yes / NA
3	GST Registration of the Supplier/Firm/Bidder.	Yes / No	Yes / NA
4	PAN Registration of the Supplier/Firm/Bidder	Yes / No	Yes / NA
5	Document in support of Turnover	Yes / No	Yes / NA
6	Annual Turnover	Yes / No	Yes / NA
7	Last filled GST return	Yes / No	Yes / NA
8	Last Filled Income Tax Return	Yes / No	Yes / NA
9	"Bid Security Declaration form" on Company Letter Head (Scanned copy to be uploaded along with Technical bid).	Yes / No	Yes / NA
10	Service Support details (if applicable)	Yes / No	Yes / NA
11	Certification of non-black listing (Self Certification)	Yes / No	Yes / NA
12	Certification as per memorandum No. F.18/37/2020-PPD dated 8 <sup>th</sup> February 2021, Dept. of Expenditure, Ministry of Finance, Govt. of India (Self Certification)	Yes / No	Yes / NA
13	Proprietary Certificate from OEM to be uploaded along with the Technical Bid in case of Proprietary items	Yes / No	Yes / NA
14	Certificate under MSME, NSIC, Make-in-India & Startup as per Govt. of India Norms	Yes / No	Yes / NA
15	Experience, if any, with govt. sector /Public Undertaking /Private sector (if applicable) (May be relaxed for MSME, NSIC & Startup as per Govt. of India Norm)	Yes / No	Yes / NA
16	Supplier/Firm/Bidder should accept all Terms & Conditions and specification of the items given in the Tender Document.	Yes / No	

(Signature of the bidder)





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## **Annexure-D**

### **Bid Securing Declaration Form**

Date:..... Tender Ref. No: ..... Tender ID: .....

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)





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## Annexure -E

### Self-Certification on the letterhead of the company

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020,

we hereby certify that ..... (Supplier name) are local supplier meeting requirement of minimum local content..... % defined in as above orders for the material against Enquiry / Tender No ..... dated.....

Details of the location at which local value addition will be made are as follows:

.....  
.....  
.....  
.....

We also understand false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permitted under law.

Date:

Place:

Signature:

Name and Designation:

Mobile no:

Office Telephone No:

Email ID: Office Seal





# राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

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Date:        /        /2025

## Annexure -F

### NON BLACKLISTING SELF CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / University / Institute on any account.

I/We also certify that firm will provide material as per the specification given by NIT Agartala and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and NIT Agartala may impose any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder/Supplier: