

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Ministry of Textiles, Government of India)
Near Gulmohar Park, Hauz Khas,
New Delhi – 110016

निफ्ट दिल्ली परिसर के लिए बस सेवाएं किराये पर लेने के लिए
निविदा दस्तावेज
Tender Document for Hiring Bus services
for NIFT Delhi Campus

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, नई दिल्ली में बस सेवाएं किराये पर लेने के लिए निविदा आमंत्रण सूचना।

Notice Inviting Tender for hiring Bus services at National Institute of Fashion Technology, New Delhi.

Schedule of Tender:

S. No.	Tender related Information	Details
1	Date of Publication of Tender notification	01/07/2026
2	Last Date & Time of submission of Tender document	21/07/2026
3	Date and Time of opening Technical Bids	22/07/2026 (10:00 am)
4	Date and Time of opening Financial Bids	25/07/2026 (10:00 am)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Hauz Khas, Near Gulmohar Park, New Delhi – 110016

1. Introduction:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 19 campuses. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

2. Notice Inviting Tender:

This tender bid is invited from the reputed agencies / firms who are providing bus services. The services will be required at National Institute of Fashion Technology, Delhi Campus, Hauz Khas, New Delhi – 110016. This bid consists of two parts, Technical Bid and Financial Bid. The bidder must ensure all the terms and conditions for the eligibility of this tender bid. **The document for technical bid may be sealed in one envelope and may be super scribed as Technical bid document. The financial bid may be provided in another sealed envelope and may be super scribed as Financial bid document.**

3. Service scope:

The Scope of Service Must Include, But Not Necessarily Limited to the following:

1. a) Hiring of Bus(s) as per defined scope of service by buyer;
2. b) For Buyer the following basic package will be available for hiring as per their requirement:

Local – For one side movement upto 50 kilometres from reporting point will be considered as local.

Outstation – The Bus shall be provided to Buyer and its staff for the movement within the city i.e. local and its outskirts or other places as per the schedule provided by the Buyer.

1. c) A mandatory, detailed contingency plan(s) in the event of mechanical breakdown of each Bus, for each area of operation.
2. d) There shall not be any garage kilometres and therefore the duty hours will start from the reporting point and also service will end at the reporting point.
3. e) Provide Bus on hiring basis with trained drivers holding valid commercial license to support Buyer and its staff movement as per the locations.
4. f) Ensure passenger safety during the performance of services.
5. g) Facilitate Buyer with the Bus in compliance to the defined package and render services under the scope defined in this section for the selected package.

4. Service Provider's Obligations:

1. Service provider agrees to provide quality services.
2. Service provider will be required to accept the order within 48 hours of the order being placed
3. Service provider shall ensure that assigned Bus and driver report as per schedule provided by user department / buyer / individual user.
4. Service provider to ensure that all maintenance works related to assigned Bus shall be carried out in off duty hours.
5. Service provider shall ensure that Bus deployed shall arrive at designated location on time and with full or sufficient tank of fuel.
6. The service provider shall ensure that the Bus deployed by him are maintained well, cleaned thoroughly both internally and externally, boot kept clear off dust, rubbish, oil and any personal belongings of the driver.
7. All Bus shall be equipped with an emergency medical kit and a fire extinguisher.
8. In the event of any break-down, servicing and repairs of Bus, the service provider at his own cost shall make alternate arrangement by providing similar or higher class of Bus for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
9. All Buses provided, should carry a valid insurance & fitness certificate along with other necessary documents
10. Drivers should possess valid commercial licenses as required by the transport department.
11. The manpower so employed by the Service Provider shall solely be the employees of the Service Provider and the Service Provider shall discharge all statutory liability or pay dues in respect of the Provident Fund, Employees State Insurance, Workman's compensation and other liability due, if any, of such employees.
12. The Service Provider shall take all precautionary measures in order to ensure the safety of the persons / children traveling in the vehicle
13. Any theft or damages caused by the Service Provider's personnel shall be borne by the Service Provider

5. Buyer's / Consignee Obligations:

1. The toll charges, Parking fee or entry Taxes payable locally or outstation shall be reimbursed by the Buyer subject to submission of actual Original Receipt / Bill.
2. Buyer shall be responsible for making the payments to the service provider as per the payment cycle.
3. The Buyer shall ensure that the terms, conditions, and technical specifications stipulated by the Buyer for procurement of the present services, are in accordance with the applicable laws / notifications/ Government guidelines / Court orders / rules / regulations / circulars / notifications, etc.

6. Service Specific STC:

- (i) The Service Provider shall not be allowed to sub -let the Contract.
- (ii) The ownership of hired Bus will remain with the Service Provider, and Buyer shall be entitled to use the Bus within the scope of service specified under this contract.
- (iii) Service Provider shall ensure that proper inspection of Bus has been done before deploying it to the Buyer/ Consignee location as per the contract.
- (iv) During the contractual period, the Buyer may increase or decrease the quantity of Bus.
- (v) The drivers/staff of the Bus deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
- (vi) The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time.
- (vii) In an event that service provider fails to deliver or fails to carry out tasks as per schedule then buyer shall have right to recover damages as per the provisions of the contract.
- (viii) All payments shall be made as per the billing schedule notified in order. The payments shall be processed after deducting relevant penalties / damages as per provisions of the contract.
- (ix) The Payment Procedure shall be governed by the standard clause of payment as specified in the General Terms and Conditions
- (x) The contract can be terminated for convenience by giving at least three months prior notice in writing by both the parties
- (xi) Notwithstanding any of the above, if the services of the Service Provider are not found satisfactory or in the event of sub-contract to a third party, the Service Provider will be issued one month's notice by buyer or consignee to terminate the contract without prejudice to any right accruing to either party prior to such termination.

7. Service Level Agreement (SLA):

In case of non-compliance of Service obligation, penalty per default will be imposed as per SLA. The penalties as per the SLA is defined as follows:

Sl. No	Service Level Agreement	Default Details	Penalties for breach of SLA			Remarks
			1st Instance	2nd Instance	3rd Instance	
1	Non deployment of Bus/driver (replacement provided)	Non deployment for 30 min or more, replacement provided within to 2 hours	Warning	Penalty of 10% of daily Bus hiring cost	Penalty of 15% of daily Bus hiring cost	After 3rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3rd instance.
2	Delay in arrival of Bus/ driver	For 30 mins or more	Warning	Penalty of 5% of Bus hiring cost	Penalty of 8% of Bus hiring cost	After 3rd instance, the buyer may continue to impose the same penalty as imposed for 3rd instance
3	Misbehavior by driver/ unacceptable behavior by driver	Any instance	Penalty of Rs. 1000/-	Penalty of Rs. 2000/-		After 2nd instance, the service provider will have to replace the driver
4	Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-			After 1st instance, the service provider will have to replace the driver
5	Failure to address deficiencies pointed out at inspection	Any instance	Penalty of Rs. 500/-	Penalty of Rs. 800/-	Penalty of Rs. 1000/-	After 3rd instance, the buyer may continue to impose the same penalty as imposed for 3rd instance

8. Period of Empanelment:

The bidder shall be empaneled to provide bus services at NIFT, Delhi campus initially for a period of one year and this contract may be extended up to 2 more years (Total 3 years) on satisfactory performance, requirement and mutual acceptable terms and conditions.

9. Requirement of bus:

The requirement of bus may vary from month to month. There might be no requirement of bus in a particular month. During another month, the requirement may be for more than 1 bus at a time. The bus request will be intimated as per the requirement of the institute in a particular month. The rates quoted by the bidders will be valid during the period of contract.

10. Escalation clause:

The rates quoted by the bidders will be valid during the period of contract. However, the rates may be increased during the extension of the contract i.e. between 3-5% keeping in view the price escalation including the rates of petrol/diesel/CNG etc during the said period.

11. Performance Security:

The successful bidder shall have to deposit a Performance Bank Guarantee (PBG) / Security Deposit (Refundable) of 15000/- within two (2) weeks of the receipt of the Order. The performance security deposit will be furnished in the form of Demand Draft / Fixed Deposit / Bank Guarantee / Online drawn in favor of National Institute of Fashion Technology, New Delhi and payable at New Delhi. The performance security deposit should be valid for sixty days beyond the date of completion of all contract obligations/warranty period. In case the performance security is not submitted by the successful bidder it will be presumed that the successful bidder is not fulfilling obligation of the contract. In case the performance of the successful bidder is found unsatisfactory during the period of contract or if there is any breach of terms and conditions of the contract due to his/ her fault the performance security will be forfeited and the contract for remaining period shall be cancelled. The Performance Security will be returned without any interest to the bidder after successful completion of entire contract period. The date of DD / FD / BG will be after the publication of this tender.

The bidder may submit the Performance Security through online in NIFT account as per bank details given below :-

Name of Beneficiary	:	National Institute of Fashion Technology
Bank	:	Union Bank of India, Yusuf Sarai Branch, New Delhi 110016
IFSC/RTGS Code	:	UBIN0534064
Saving Bank A/c no.	:	340602050000029

12. Earnest Money Deposit:

The bidder may submit EMD of Rs. 10,000/- for participation in the tender in the form of Demand Draft / Fixed Deposit / Bank Guarantee / Online drawn in favour of National Institute of Fashion Technology, New Delhi and payable at New Delhi.

EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD.

Technical Bid Performa**(A) Particulars of the Bidders:**

S. No.	Information Sought	Details to be Furnished
1.	Name of the Company / Firm	
2.	Address of the Company / Firm	
3.	Contact no. of the Company / Firm	
4.	E-mail ID of the Company / Firm	
5.	Concerned / Authorized Person of the Company	
6.	Contact no. of the concerned person	
7.	Mail Id of concerned person	
8.	Incorporation status of the firm (public limited / private limited / proprietorship etc.)	
9.	GST Registration No.	
10.	PAN No.	
11.	MSME / Udyog / NSIC Registration No.	
12.	Registration no. of Startup / DPIIT (If applicable)	

(B) Documents required:

S. No.	Document to be submitted	Proof Submitted (Yes /No)
1.	The bidder must have successfully executed minimum one similar type of service in Government/ Semi Government/ Autonomous Organizations/ Public Sector Utilities/ Universities / Institutions / Libraries in India during the last three years i.e. 2022-2023, 2023-2024 & 2024-2025. Copy of the Work Order / Purchase Order should be attached	
2.	Company / Firm Registration Certificate / GST certificate	
3.	Copy of the Company's PAN no.	
4.	MSME / NSIC Registration Certificate(If Any)	
5.	STARTUP Certificate (If Any)	
6.	Copy of the Certificate of Non-Debarment / Blacklist anywhere in Central Govt. / State Govt. / PSU / Institutions etc. (Annexure –II)	
7.	Undertaking Certificate regarding Litigation or Arbitration (Annexure – III)	
8.	Bid Acceptance Letter (Annexure - IV)	

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
National Institute of Fashion Technology,
Hauz Khas, New Delhi – 110016

Dear Sir,

We hereby confirm and declare that we, M/s _____
, is not blacklisted/ De-registered/ debarred by any Central / State Government department/ Public
Sector Undertaking/ University / Institution / Private Sector/ or any other agency for which we have
Executed/ Undertaken the works/ Services during the last 5 years.

For _____

Authorized Signatory

Date:

Place :

UNDERTAKING REGARDING LITIGATION / ARBITRATION

To,
National Institute of Fashion Technology,
Hauz Khas, New Delhi – 110016

Dear Sir,

We hereby confirm and declare that we, M/s _____, does not have any litigation / Arbitration History with any Central / State Government department/ Public Sector Undertaking/ University / Institution / Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For _____

Authorized Signatory

Date:

Place :

Bid Acceptance Letter

To
National Institute of Fashion Technology,
Hauz Khas, New Delhi – 110016

Subject : Acceptance of terms and condition of tender.

Name of Bid : _____

Dear Sir,
I/We have downloaded / obtained the bid document (s) from bid No. _____
_____.

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents form page no. _____ to _____ (including all documents and annexure) which form part of the contract / agreement and I/we shall abide hereby by the terms and conditions / clauses contained therein. The corrigendum(s) issued from time to time by your department / Institute too has also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender documents(s) / corrigendum(s) in its totality / entirely.

In case any provisions of this tender are found violated, then department / institute shall without prejudice to any other right or remedy be at liberty to reject this tender / bid.

Yours faithfully

(Signature & designation of the Bidder /
authorized signatory with official seal)

Name : _____

Designation : _____

Office Seal : _____

Place : _____

Financial Bid

S.No.	Destination to and fro	Rate of 52 seater Non-AC Bus	GST as applicable	Total
1.	Local Delhi/New Delhi			
2.	Noida			
3.	Greater Noida			
4.	Ghaziabad /Sahibabad (UP)			
5.	Pilakhua (UP)			
6.	Faridabad (Haryana)			
7.	Gurugram (Haryana)			
8.	Manesar (Haryana)			
9.	Rohatak (Haryana)			
10.	Jhajhar (Haryana)			
11.	Sonipat (Haryana)			
12.	Panipat (Haryana)			
13.	Agra (UP)			
14.	Mathura (UP)			
15.	Neemrana (Rajsthan)			

S.No.	Destination to and fro	Rate of 20 seater Tempo Traveller	GST as applicable	Total
1.	Local Delhi/New Delhi			
2.	Noida			
3.	Greater Noida			
4.	Ghaziabad /Sahibabad (UP)			
5.	Pilakhua (UP)			
6.	Faridabad (Haryana)			
7.	Gurugram (Haryana)			
8.	Manesar (Haryana)			
9.	Rohatak (Haryana)			
10.	Jhajhar (Haryana)			
11.	Sonipat (Haryana)			
12.	Panipat (Haryana)			
13.	Agra (UP)			
14.	Mathura (UP)			
15.	Neemrana (Rajsthan)			

Terms & condition

1. The payment for hiring of bus will be made within 20 days after receiving the bill.
2. No Waiting charges and cancellation charges will be paid by NIFT.
3. Toll Charges shall be paid as application upon proof of payment.
4. No Advance will be paid by NIFT.
5. GST as applicable under GST Act.
6. Parking charges will be paid extra, if applicable.
7. The quoted rates will be paid for a period of one year which can be further extended for 02 years on mutual terms & conditions.

Seal and Signature of the bidder

In separate sealed envelope