



National Institute of Fashion Technology
(A statutory body under the NIFT Act 2006 and setup by Ministry of Textiles, Govt. of India)
NIFT Campus, Gh-0 Road, Gandhinagar-382 007.
Phone No. 079-23240832, 23240834 Fax No. 079-23240772
Website : <http://www.nift.ac.in/gandhinagar>

**TENDER FOR ANNUAL CONTRACT FOR PROVIDING
CLASS SUB 4 METER SEDAN CAR TAXI (AC, DIESEL) SERVICES ON MONTHLY
BASIS AT NIFT, GANDHINAGAR**

TENDER NOTICE NO. 8057(47)ARC-TAXI-A/ADM/18

Sr. No. _____

Date & Time for Issue	:	10.01.2019
Last Date & Time for Issue	:	11.02.2019 up to 3:00PM
Last Date & Time for Submission	:	11.02.2019 up to 3:00PM
Date and Time of Opening of Technical Bid	:	11.02.2019 up to 4:00PM
Date and Time of Opening of Price Bid	:	Will be notified to the technically qualified tenderers

Details of EMD (to be submitted in separate sealed cover) :

Amount	Rs. 20,000/- (Twenty Thousand only) / Rs. 30,000/- (Rupees Thirty Thousand only) in case tenderer does not own vehicles as per tender requirements with undertaking.
In favour of & payable at	NIFT, Gandhinagar ; Payable at Ahmedabad.
D.D. / Pay Order No. & Date	
Drawn on	

Date : _____

Norvan

OSD



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

NIFT Campus, Gh-0 Road, Gandhinagar-382 007

Tender notice for hiring of Class sub 4 meter Sedan Taxi (Ac, Diesel) Services on monthly basis at NIFT, GANDHINAGAR

Tender Enquiry No 8057(47)ARC-TAXI-A/ADM/18

NIFT invites sealed tenders in two bid system from interested contractors having experience of similar works to organizations of similar repute with statutory registrations for providing **Class sub 4 meter Sedan Taxi (AC, Diesel) services on monthly basis.**

Name of work : - **Class sub 4 meter Sedan Taxi (AC, Diesel) services on monthly basis at NIFT, Gandhinagar.**

EMD in Rs.	Tender fee in Rs.	Validity of Contract	Last date & time for issue of Tender	Last date & time for submission of Tender	Date & Time for opening of Technical Bid
Rs. 20,000/- Rs. 30,000/- (In case tenderer does not have vehicles as per tender requirements and wants to provide newly purchased vehicle with undertaking.)	100/- + 18/- (GST@ 18%) = <u>118/-</u>	For One Year extendable for a further period of 02 Years.	11.02.2019 up to 3:00PM	11.02.2019 up to 3:00PM	11.02.2019 up to 4:00PM

(a) The interested firms should apply in prescribed tender form which is available on NIFT Gandhinagar Website www.nift.ac.in/gandhinagar submit their tender and the bids along with scanned copies of all the relevant certificates, documents, Scanned copies of DD of Tender Fee, EMD etc. in support of their bids from 10.01.2019 to 11.02.2019 up to 3.00 P.M. Tender documents.

(b) Due date for submission of sealed tender form is 11.02.2019 upto 3.00pm. Tenders will be opened on 11.02.2019 at 4.00pm. Institute reserves the right to award the work in part or in full or reject any or all tenders without assigning any reason.

(c) EMD:

- I. All the bidders should also submit a Demand draft / Banker's Cheque of Rs. 20,000/- (Rupees Twenty Thousand Only) drawn in favour of "National Institute of Fashion Technology, Gandhinagar" payable at Ahmedabad / Gandhinagar.
- II. In case, tenderer does not have vehicles as per tender requirements and tenderer wants to provide newly purchased vehicle, in such case tenderer must deposit the Demand draft / Banker's Cheque of Rs. 30,000/- (Rupees Thirty Thousand Only) as an EMD along with undertaking to provide vehicles as per requirement within 20 days after award of the contract.) as the non-interest bearing Earnest Money Deposit in separate sealed cover superscribed "EMD Cover."

(d) Duly filled tenders with all supporting documents should be submitted in separate envelopes as per instructions given below:

- I. Technical Bid Envelope:



- 1.1 Tender Document including **technical bid duly signed** (without financial bid papers) with all supporting documents to be submitted. This envelope must be superscribed as "**Technical Bid Envelope**"
 - 1.2 Original DDs of EMD & Tender Fee must be submitted in sealed cover superscribing "**Tender Fees & EMD**"
2. **Financial Bid Envelope:**
Financial bid (Annexure – B) to be filled in prescribed document and submitted duly signed and sealed. This envelope should be superscribed as "**Financial Bid**"

All three envelopes as above duly sealed to be packed and sealed in one big envelope superscribing as "Class sub 4 meter Sedan Taxi (AC, Diesel) services on monthly basis at NIFT, Gandhinagar" and to be submitted at below mentioned address.

**Officer on Special Duty,
National Institute of Fashion Technology,
NIFT Campus, GH – 0 Road, Near Infocity,
Gandhinagar – 382007 (Gujarat)**



Sd/
OSD

National Institute of Fashion Technology
NIFT Campus, Gh-0 Road, Gandhinagar-382 007.
Phone No. 079-23240832, 23240834 Fax No. 079-23240772

Date: _____

NATIONAL INSTITUTE OF FASHION TECHNOLOGY GANDHINAGAR

Tender Document for providing Class sub 4 meter Sedan Taxi (AC, Diesel) services on monthly basis at NIFT, Gandhinagar

The NIFT Gandhinagar Centre requires the Taxi, **Class sub 4 meter Sedan Taxi (AC, Diesel) services on monthly basis**. It has been decided to engage the contractor for providing this Services on the following terms and conditions:

1. Tender shall be submitted in prescribed tender document in physical mode only. No other mode of application (such as email, fax etc.) will be considered & application will not be accepted. If submitted in any other form, the same shall be summarily rejected.
2. Tenders received without prescribed earnest money and Tender fee shall not be considered.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender:
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise, the tender is liable to be ignored.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
 - (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of power of attorney should be attached along with the tender papers. In case of partnership, where no authority to refer



dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.

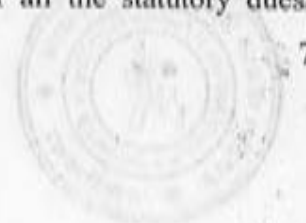
- (v) The vehicle should have been registered in the name of the tenderer only.
8. The tenders will be opened on **11.02.2019** at 4P.M. at Centre in the presence of such of the tenders who have submitted the bid & who may wish to be present, either by themselves or through their authorized representatives.
 9. Separate Demand Draft / Banker's Cheque of Rs. 118/- (Non-refundable) in favour of NIFT-Gandhinagar payable at Ahmedabad/Gandhinagar against Priced Tender Form Fee shall be attached with Technical bid in case the tender document is downloaded from the website.
 10. The Bidders are required to furnish Earnest Money Deposit (EMD) along with their qualifying bid in the form of Demand Draft /Banker's Cheque drawn on any Bank favoring National Institute of Fashion Technology, Gandhinagar payable at Ahmedabad/Gandhinagar for Rs.20,000/- (Rupees Twenty thousand only/-) in sealed cover. In case, tenderer does not have vehicles as per tender requirements, tenderer must deposit the Demand draft / Banker's Cheque of Rs. 30,000/- as an EMD along with undertaking to provide vehicles as per requirement within 20 days after award of the contract in separate cover.
 11. The Price Bid of the qualified bidders will only be opened. The EMD of the bidder will be forfeited if the bidder misleads NIFT during the course of evaluation of the tender by providing false and misleading information. If party become L1 and is not willing to accept the offer, EMD will be forfeited and he will be blacklisted for future.
 12. NIFT, during and/or after Compliance bid evaluation, may send representatives to visit the offices of the bidder. All such visit shall have to be facilitated by the bidder, if required.
 13. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions:
 - (i) An Agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.
 - (ii) Back-outs after award of work order.
 - (iii) The Service will commence within 10 (Ten) days of the receipt of the letter awarding the contract.
 14. The bids should be valid in the case of all the tenders for at least 90 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
 15. Correction if any must be attested.
 16. Late tenders will not be considered.



17. Director National Institute of Fashion Technology, Gandhinagar reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons. The Institute also does not bind itself to accept the lowest bid.
18. Every firm is required to submit details regarding the following information/documents:-
- (a) No. of vehicles available with their models and make.
 - (b) No. of employees.
 - (c) Full address of the office with telephone Nos.
 - (d) List of clients etc. of past three years.
 - (e) Contact persons & their mobile Nos.
 - (f) PAN card.
 - (g) GST registration certificate
- This information is required to be submitted duly signed by the authorized signatory with the Tender.
19. The tenderer should have, at the time of submitting the tender, minimum 2 year experience of providing taxi services to similar placed institute / Government undertakings or any private organisation.
20. The drivers of the Firm should possess sound health and be free from any diseases, especially contagious and frequently occurring diseases and hang a valid Identity card issued by the Company while on work/visit.
21. The drivers engaged by the contractor will not smoke, chew tobacco product, gutkas or consume liquor / alcoholic drinks. If the driver misbehaves or found guilty of any kind of misconduct, the agency will require to replace the driver without interrupting the service. Any such incident will be considered an infringement of acceptable behaviour, and NIFT will issue a written warning. In case of more than two such warnings NIFT reserves the right to terminate the contract immediately and also impose appropriate fin / penalty.
22. The driver engaged by the contractor should always carry a mobile phone, which has to be provided by the contractor, All drivers sent with vehicle during the contract should have a valid Commercial Driving License from the RTO and should be regular employee of the Agency.
23. The Firm will, prior to the commencement of the operation of Taxi Services contract, make available to NIFT the particulars of all the employees who will be deployed on the work at NIFT.
24. A. The contract shall remain valid for a period of One year from the date of acceptance of work order and it may be renewed on mutually acceptable terms and conditions for a further period of two years, provided the services are found satisfactory by NIFT authorities.
- B. The contract once awarded can be terminated by the contractor after giving three month notice to the institute. NIFT can terminate contract by giving one months' notice. Nevertheless, NIFT may terminate the contract of the Firm without any notice in case the Firm commits a breach of any of the terms of the contract. NIFT's decision



- that a breach has occurred will be final and shall be accepted without demur by the Firm.
- C. Neither party shall be bound to give any reason for termination of the contract as provided in para (B) above.
- D. Escalation clauses shall not be accepted on any ground during the pendency of contract.
- E. The rates quoted shall be considered inclusive of all taxes & levies.
25. The Firm shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Gujarat.
26. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the firm will indemnify NIFT in case of any damage or liability, which may arise on account of action of firm.
27. The firm shall be responsible to provide taxi services without any obstacle within 30 minutes of a call.
28. The firms are required to quote rates as per **Annexure-B**. The Bidder shall quote the rates in figures. The figures should be clearly written and there should be no overwriting. L1 agency will be decided on the basis of lowest rates quoted at Sr. no.1 among stated in Financial Bid as per the final decision of the Competent Authority.
29. Any dispute arising with regards to any aspect of this agreement shall be resolved by mutual discussions and consultations between the parties to the Agreement. However, decision of the Director will be binding to the contractor
30. The firm shall at all times indemnify and keep indemnified the owner and its officers, servants and agents for and against all third party claims whatsoever including claim not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Firm any sub-firm(s) and or the owner and the Firm shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
31. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the contractor. NIFT have no liability whatsoever.
32. The contractor is / will be liable for any legal dispute / cases / claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by contractor. NIFT will not be liable for any loss, damages, etc. suffered / to be suffered by contractor or third party as the case may be.
33. The contractor is / will be responsible for compliance of all the laws / rules / regulations and Government instructions that are/ will be applicable to and aimed to protect the interest of the employees / workers engaged by it and shall ensure payment of all the statutory dues/



liabilities as may have arisen during the past 'or' may arise during the course of performance of this contract.

34. If the vehicle met with any accident during the service the agency will be responsible for the insurance claim & any litigation relating to it NIFT will not be responsible in any case.
35. The vehicles will report at a specific time at the place of visiting faculty/officials as per instructions given by the designated officials.
36. The contractor shall comply with all existing labour legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation etc. in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the contractor.
37. The contractor shall not at any time engage any minor to carry out the work under the contract.
38. The contractor shall undertake that any act of omission or commission including theft, by his staff will be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively. The taxi Agency shall also ensure to depute only such drivers on duty at NIFT who are diligent in work and behave politely and courteously.
39. Non compliance of any term and conditions enumerated in the contract shall be treated as breach of contract.
40. The payment shall be released on monthly basis on submission of bill in duplicate by the firm. The bills should be accompanied with monthly logbook duly signed by users. Income Tax (TDS) as applicable at prevailing rate will be deducted at source. The PAN No. must be written on all the bills.
41. The Firm shall deposit Rs.40,000/- (Rupees Forty thousand only) as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the firm to NIFT.
42. The Drivers employed by the firm shall have no relation whatsoever with National Institute of Fashion Technology. Any act on the part of the bidder to influence anybody in NIFT would make him liable for rejection of his tender
43. The vehicles to be provided to NIFT having Taxi Passing & should be in excellent conditions and manufactured not earlier than 2017.
44. The vehicle should be insured fully including third party insurance.



45. The time & mileage will be from starting point and closing point of vehicle on the basis of official trips from the contractor's official location either from Ahmedabad or Gandhinagar. In case of dispute in calculation of kms, final decision will be of competent authority.
46. Parking charges at Airports/Parking lots, Toll Tax etc. will be borne by NIFT on production of original bills / slips.
47. All Challans/Transport Authority payments will be borne by the contractor.
48. If the rates of fuel increases / decreases by $\pm 5\%$ in a contract period, approved rates will be increased / decreased accordingly. This effect in contract rate will be given after considering fluctuation in Diesel charges (increase / decrease) by 5% from time to time.
49. The contractor will maintain monthly payment data.
50. The log book for supply of the taxis to NIFT will be maintained by the contractor. The meter readings at the start and close will be entered both in the log book and the slips. Any cheating in both the readings will be treated as violation of the agreement and will invite penalty @ Rs.500/- per case. NIFT reserves the right to decide the violation and will not be challenged by the contractor. The log book will be certified on monthly basis by the transport In charge of NIFT. A copy of the log book should be submitted along with the bill.
51. The Contractor shall provide well behaved drivers in proper uniform with mobile having knowledge of different routs as well as repair of cars and valid Driving License. The reporting time, place, address etc should be strictly followed by Contractor.
52. The vehicle provided by the Contractor should be manufactured in 2017 or after that year and should be in excellent condition and must have proper & complete documents. If the vehicle provided at any time during the contract period is not in excellent condition, NIFT shall reject the vehicle and a penalty of Rs.1000/- for each day shall be imposed which will be deducted from the monthly payment.
53. The vehicles will be required generally for six days a week (except Sunday) and minimum 12 hours a day basis as per the requirements of the Institute. Driver will be paid overtime of Rs. 100/- for 3 hrs. or part of completed hrs. for duty perform beyond 12 hrs. For calculation of duty by time of reporting from starting point to end point. One day weekly off (generally Sunday) may be used for routine maintenance and repairs of the vehicles. However, if Institute do not allow weekly off due to any reason, contractor have no right for any claim.
54. In case of failure of vehicle or non-availability of the vehicles for any reason during any working days, the contractor will have to arrange for the alternative vehicle of similar nature.
 - (a) If the Institute arranges for the alternative vehicle from market, in case contractor fails to provide vehicle, the actual rental cost incurred by the Institute + penalty of 25% value of rental cost will be deducted / adjusted from the monthly bill of the contractor.



- (b) If institute engages its own vehicle in case contractor fails to provide vehicle, actual cost of expense incurred for use of vehicle + 25% amount will be recovered as penalty & will be adjusted in bill.
55. Firms submitting tender would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tenders.
56. The contractor shall maintain LOG book for every trip requisition duly signed by the user which would be included the opening and closing reading with time and date at the point of starting/ending journey by the user.
57. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.



Undertaking by the Taxi Transport Contractor

I/We have carefully gone through the various terms and conditions listed in the tender document of Annual Rate contractor for Taxi Services at NIFT on monthly basis. I/We agree to all these conditions and offer to provide Taxi Services at NIFT. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I / We have acquainted myself/ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place :

Name & Signature of Transport Contractor

Date :

Address : _____

Seal of Transport Agency

Phone No. (O) : _____

(R) : _____

(M) : _____



DECLARATION

I/We having our office as mentioned under declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature

Name

Designation

Name of the Agency

Address of the tenderer

Seal of tenderer

Date

Place



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

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Phone No. 079-23240832, 23240834 Fax No. 079-23240772

Website : <http://www.nift.ac.in/gandhinagar>

TECHNICAL BID

TO BE SUBMITTED IN SEALED ENVELOPE

1. Tenderer Type : (Proprietor/Partnership/Company/Cooperative Society)
2. Name of Tenderer :
3. Address of Tenderer :
4. Name and contact number of Authorized person of Tenderer : (O) (R)
(M) (Fax)

Details of vehicle offered by the contractor

Sn.	Type of Vehicle	Type of Fuel	Year of Manufacturing	Vehicle Registration No.	Name of Owner
1.					
2.					
3.					

* Attached attested copies of above along with RC book copy (ies)

Please list below details of taxi services you are at present providing or have provided in the past to any institutes / Government undertakings. Please attach copies of work orders.

Sr. No.	Name of the Institution	Year in which such services provided	Name and Phone No. of the contact person
1.			
2.			
3.			
4.			
5.			

Date :

Place :

(Signature with Seal)
Name & Address of the firm



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FINANCIAL BID

TO BE SUBMITTED IN SEALED ENVELOPE

My quote is as under :-

1. Name & Address of Tenderer :

2. Name and contact number
of Authorized person of Tenderer : (O) (R)
(M) (Fax)

Details of Rates :

Sn.	Particular of Work	Rates for Class sub 4 meter Sedan Taxi (Ac, Diesel) Services on monthly basis.
1.	Monthly minimum upto 3000kms. (AC)	Rs. _____/- (In Words) Rs. _____
2.	Rate for extra km beyond 3000kms. (AC)	Rs. ____/- Per Km. (In Words) Rs. _____ Per Km
3.	Night Halt Charges for Driver	Rs. _____/- (In Words) Rs. _____
4.	Amount for Driver Bhattha (Duty beyond 00:00hrs.)	Rs. _____/- (In Words) Rs. _____

Note. :

1. L1 agency will be decided on the basis of lowest rates quoted at Sr. no.1 among stated in Financial Bid
2. GST will be paid as per prevailing rates of Government of India and TDS / Income Tax will be deducted as per rule from payment.

Date :

(Signature with Seal)

Place :

Name & Address of the firm

