

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG**  
**Ministry of Textiles, Government of India**  
**NOTICE INVITING E-TENDER (TWO BID) FOR PROVIDING OF TRANSPORTATION OF**  
**BUSES**

**AT NIFT PERMANENT CAMPUS UMSAWLI, MEGHALAYA**

**Tender Value:-30, 00000/-**

**Tender No:- 11722(2)/Pur/NIFTSHL/Tender/Vehicle&Bus Services/2016**

Date of publication of tender notification	09.1.2020
Sale of tender document commences from	09.1.2020
Pre-bid meeting	21 .1. 2020(3:00 PM)
Last date for sale of tender document	30.1.2020 (12:00 PM)
Last date for receipt of duly filled in tenders	30 .1.2020 (02:00 PM)
Date and time of the opening of Technical bid of tenders	30 .1.2020 (3:00 PM)
Date and time of the opening of Financial bid of tenders	<u>To be informed to technically qualified bidders separately</u>

**Pre-BID Meeting” with the intending bidders shall be held on 21.01.2020 at 3:00 PM at NIFT, Campus Shillong .**

Note: This tender document contains 17 pages and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscribed with (i) “Tender for Supply **Providing of Transportation** - Technical Bid” and (ii) “Tender for Supply of **Providing of Transportation** Financial Bid”. The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with “Tender for **Providing of Transportation of Buses**,

**Tender No. 11722(2)/Pur/NIFTSHL/Tender/Vehicle&Bus Services/2016**

and addressed to:

Purchase Officer,  
National Institute of Fashion Technology,  
Ministry of Textiles, Govt. of India  
NIFT, Permanent Campus , Umsawli -  
793012, Meghalaya

Tender Fee (to be attached with tender form if downloaded from website) along with EMD draft should be put in the Technical bid envelope. In case if it is submitted along with Financial Bid, the same will be rejected.

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## 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 16 centers. 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. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar. National Institute of Fashion Technology (NIFT) was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management & Technology. NIFT **Shillong** was established in 2008.

NIFT, Shillong invites **E-tendering for Providing OF Transportation at NIFT** Campus Shillong, Meghalaya

## 2. Submission of Bids

(a) The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from 09-1-2020 to 30.1.2020 up to 2.00 P.M. Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>

(b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted. However, the firm should submit application/document as described in clause No. (d)

(c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- Registration Charges of **Rs. 2000+360/-**(Inclusive GST) =2360/-(Two Thousand Three Hundred and Sixty Only - non-refundable).
- Bid Processing Fee charges **of Rs. 2400+ 18% GST** through online payments only.

(d) The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by 30.1.2020 up to 2.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application.

(e) The sealed hard copy of the tender shall be submitted in one big envelope superscripting “**Providing of Transportation for buses**” containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to The Director, National Institute Of Fashion Technology, NIFT Permanent Campus Umsawli, Mawpat -793012 The hard copies of sealed tenders documents must be dropped in the tender box kept at NIFT Shillong on or before 30.01.2020 up to 2.00 PM .

(f) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - I Towards Earnest Money Deposit (refundable but non-interest bearing) of Rs. 90,000/- (Rupees Ninety thousand Only) favoring National Institute Of Fashion Technology and payable at Shillong with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.

(g) The technical bid will be opened at NIFT, Shillong on 30.01.2020 at 3.00 P.M. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

(h) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

(i) Any further clarifications can be sought from the NIFT office on Telephone No.0364-290971, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus,Shillong.

**And For online procedure: For More enquiries / For Helpdesk officers: - :-**

**Mr.Sandeep Bhandari,**

**E-mail:- [sandeep.bhandari@ciindia.com](mailto:sandeep.bhandari@ciindia.com)**

**Phone No.:- 0124-4302033 & 36 +918826814007**

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**(j) Amendment to tender:**

At any time prior to the last date of submission of bids, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing corrigendum/addendum. Corrigendum/addendum to this tender shall be published in the site [www.nift.ac.in/shillong](http://www.nift.ac.in/shillong) & <https://nifttenders.eproc.in> Prospective bidders are advised to regularly visit the website: <https://nifttenders.eproc.in> & [www.nift.ac.in/shillong](http://www.nift.ac.in/shillong) to keep track of corrigendum, if any.

**GENERAL TERMS AND CONDITIONS: -**

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No. tenderer shall be issued more than one tender form.
2. **Earnest Money Deposit:** The bidder shall be required to submit an amount of Rs. 90,000/- (Ninety Thousand Only) as refundable Earnest Money Deposit (EMD) through demand drafts only drawn in favour of “National Institute of Fashion Technology, Shillong”. The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid along with the tender document cost which is refundable.
3. NO paper shall be detached from the tender
4. 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.
5. The tender should be filled and submitted strictly in accordance with the instructions laid down herein; otherwise, the tender is liable to be disqualified.
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:
  - a. A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - b. 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.
  - c. Director or Principal Officer duly authorized by the Board of Directors of the company.
  - d. 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 firm, 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

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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.

- e. The vehicle would be registered in the name of the tenderer or he should have Power of Attorney to operate the same.
8. The tender submitted in sealed envelope super-scribed "Tender for the providing **Providing of Transportation**" should be addressed to the Purchase Officer, National Institute of Fashion Technology, NIFT Campus, Shillong, and Meghalaya-793001. The Technical bid in the prescribed format as given in Annexure A & the price bid same in the prescribed format given in Annexure BI, BII, BIII & BIV should be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as "Tender for **'Providing of Bus Transportation'**" for NIFT Permanent Campus Umsawli, in the Tender Box available at, Purchase Dept NIFT Campus, Shillong. The tenders (technical bids) will be opened on 30/1/2020 at 03.00 PM in N.I.F.T., Campus, Shillong in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
9. Tenders received after the specified date and time due to any reasons, including postal delay, will not be considered. The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry verbal or written shall be entertained in respect of acceptance/rejection of the tender. The date, time and venue of opening of "Price bid" shall be communicated to the qualified bidders of Technical Bid separately.
- 10. PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD DEPOSIT ARE LIABLE TO BE REJECTED.**
11. A Demand Draft of Rs.90, 000/- (Rupees Ninety Thousand only) is required to be deposited as earnest money deposit (EMD) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Shillong. The earnest money deposit of the successful tenderer can be forfeited on any of the following ground:-
  - A. Misleads NIFT during the course of evaluation of the tender by providing false and misleading information.
  - B. Withdraws tender offer before finalization of the same.
  - C. Fails to accept the tender, if his/their tender is accepted by NIFT Shillong .
  - D. If party become-L1 and is not willing to accept the offer.
  - E. Fails to execute the agreement in the prescribed form provided by NIFT within 20 (Twenty) days of the receipt of the letter awarding the contract.
  - F. Fails to commence the **Providing of Bus Transportation** Services within 20 (Twenty) days of the receipt of the letter awarding the contract. Failing this, NIFT reserve the right to cancel the letter awarding the contract.
  - G. Fails to complete the work satisfactorily.

**12. EMD shall be returned without interest:-**

- A. To the unsuccessful bidders after the award of contract.
- B. In case bidding process is terminated by NIFT for any reason.

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13. The bids should be valid in the case of all the tenders for at least two months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
14. Any conditional offers made by the tenderer or any alterations/ corrections made in the tender from will not be considered. Similarly incomplete and unsigned tender will also not be considered. Each page of the tender form should be signed and stamped for the purpose of the tender offer.
15. National Institute of Fashion Technology, Shillong reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.
16. The Price Bid of the technically qualified bidders will only be opened.
17. The Security Deposit of the successful tender shall be liable to be forfeited:-
  - A. If the tenderer breach the terms and conditions of the contract after the accepting the work order.
  - B. If the tenderer fails to commence the services within 20 (Twenty) days of the receipt of the letter awarding the contract.
18. Correction, if any, must be attested.
19. The contractor shall provide Vehicle models not older Jan 2018 in excellent condition and has not completed 40,000 km in total as per requirement. The vehicle shall be provided at the office of NIFT, Campus at Shillong and when required on monthly basis.
20. The Contractor shall provide Six Buses as when required of the desired description with eight drivers for day time and one additional driver for night duty and one AC bus as and when required.
21. The drivers of the Firm should possess sound health and be free from diseases, especially contagious and frequently occurring diseases and hang a valid Identity card issued by the Company while on work/visit.
22. Drivers should have valid identity card issue by the Firm and must wear it on duty.
23. The particulars of all the drivers who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the drivers should be enclosed.
24. All the drivers engaged by the contractor for carrying out asks under this contract, shall be deemed to be the employees of the contractor's Agency. The Agency shall be solely responsible for their wages, fringe benefits, duty roster, leave-records, relievers, dress etc.
25. All the drivers should have valid Commercial Driving License from the DTO/RTO.
26. Drivers must wear uniform when ever in duty as per NIFT Dress code.
27. The Firm owner will, prior to the commencement of the operation of Taxi and buses Services contract, make available to NIFT Shillong the particulars of all the employees

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who will be deployed on the work at NIFT Shillong . The taxies & Buses should have all valid & required documents.

The contract shall remain valid for a period of One year from the date of its conclusion and can be extended from year to year basis maximum upto 3 years. The contract once awarded can be terminated by the party after giving one month notice to NIFT Shillong. 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.

28. Escalation clauses shall not be accepted on any ground during the pendency of contract.
29. The rates quoted shall be considered inclusive of all taxes & levies.
30. The Firm shall be liable with regard to compliance of all the laws, regulation, rule and directions given by any statutory authority with regard to safety, labor laws or any other laws in force in the State of Meghalaya.
31. The successful bidder will have to provide Buses as and when required to NIFT on the rate decided in Annexure B-II. This is in addition to vehicle required by NIFT as indicated in Tender vide Annexure-B-I & B-II.
32. 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.
33. The meter reading & time will start from the pickup point and close at dropping point in case of additional vehicle as and when required.
34. The firms are required to quote the vehicle specifications as per Annexure-A. The specifications should be clearly written and there should be no overwriting.
35. The firms are required to quote as per Annexure-B-I, B-II, The Bidder shall quote the rates in figures as well as in words so that interpolation is not possible. The figures should be clearly written and there should be no overwriting.
36. 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. In case the dispute remains unresolved through consultation, it shall be referred to an Arbitrator, to be appointed in consultation by the two parties involved in the dispute, as per provisions governing Arbitration Act of the Meghalaya.
37. 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.
38. The Firm shall deposit a Demand Draft/Bank Guarantee of value equivalent to 5% of

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- the Annual Contract Value as Performance Guarantee 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.
39. 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.
40. Parking charges at Airports/Parking lots will be borne by NIFT on production of original bills/slips.
41. All Challans/Transport Authority payments will be borne by the contractor.
42. The contractor will maintain monthly payment data.
43. The log book for supply of the Vehicle to NIFT will be maintained by the contractor. The meter readings at the start and close will be entered in the log book. Any cheating in both the readings will be treated as violation of the agreement and will invite penalty @ Rs.1000/- Per Day. 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 concerned officer of NIFT. A copy of the log book should be submitted along with the bill.
44. The Contractor shall be responsible for the payment of wages and allowances as per Minimum Wages Act of Central Govt. to drivers and all statutory dues to the persons employed by him for providing Vehicle Services. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by NIFT under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Contractor shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.
45. 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 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. If any of these are not required by the bidder then a self – signed declaration in this regard should be submitted.
46. The payment shall be released on monthly basis on submission of bill in duplicate by the firm within 30 days. The bills should be accompanied with (i) monthly logbook and A copy of logbook should be enclosed. (ii) The PF and ESI deposit slips of the Drivers deployed in NIFT. (iii) Income Tax (TDS) as applicable at prevailing rate will be deducted at source. (iv). The PAN No. must be written on all the bills.
47. All the charges on repairs including spares, labour, fuel, lubricants and drivers wage and any other charges towards the maintenance of the vehicle shall be borne by the tenderer and in case of break-down of the vehicle in the middle of the journey, the tenderer shall provide standby vehicle of the same category without extra charge. If



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- the tenderer fails to provide stand by Vehicle, during the breakdown or for any other reason fails to provide vehicle a penalty of Rs.5000/- will be imposed per day. In case the contractor is regular defaulter his contract will be terminated and the security deposit will be forfeited from the date of acceptance.
48. The Contractor shall provide well behaved drivers in proper Dress Code approved by NIFT **Shillong** with mobile having knowledge of different routes as well as repair of cars and valid Commercial Driving License. The reporting time, place, address etc should be strictly followed by Contractor. In case of non availability of requisitioned car, it will be the responsibility of the contractor to provide equivalent or upgraded model not older than 2017 and has not completed 40,000 km in total at the same rate with prior consent of NIFT, Change of drivers would not be allow once duty is allotted to the vehicle if change is needed approval must be taken from the NIFT, Authority Change of drivers and vehicle will led to penalty of 10,000/- per change.
49. In case of Misbehavior of the Drivers or Conductors of the Buses with the Students, A penalty of 3000/- per complain shall be imposed.
50. The vehicle provided by the contractor must be in excellent condition and must have proper & complete documents. If the vehicle provided is not in an excellent condition and beyond 2017 manufacture, NIFT, shillong shall reject the vehicle and a penalty of Rs. 5000/- shall be imposed which will be deducted from the monthly payment.
51. Vehicles should be available in the campus 24 hrs basis and one driver for taxis for night duty in case of emergency
52. In case of failure of vehicle or non availability of the vehicles (rental and additional vehicles) for any reason during any working days, the contractor will have to arrange for the substitute vehicle, the rental charges paid by the Institute will be deducted/adjusted from the monthly bill of the contractor. If on any day the vehicle does not report, on the specified time and place, a penalty of Rs.7000/- Per day shall be imposed.
53. Drivers must not Drink on Duty, If found Drunk on Duty a penalty of 3000/- per finding Shall be imposed
54. The vehicle once in the service of NIFT shall not be used for private-personal use etc. of the contractor.
55. The contractor/driver shall get entries of the Milo-meter/Odo meter of each vehicle at the security gate, in the prescribed register, each time it leaves the Institute for duty and at the time of arrivals from the outside.
56. 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.
57. All the documents are required to be in English, if not, certified translation in English may be submitted.
58. National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding.
59. The contractor will be fully responsible for the drivers, petrol-diesel, maintenance,

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DTO/RTO formalities, Insurance etc. The vehicles must be in the name of the contractor or its firm or Power of Attorney (POA).

60. The tenderer 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, Bonus etc. For any lapse or breach on the part of the tenderer in respect of non-compliance of any Labour Legislation in force during the validity of the contract, the tenderer would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the tenderer. If any of these are not required by the bidder then a self – signed declaration in this regard should be submitted.
61. National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding.
62. In case the vehicle (As per annexure) is not required, NIFT, Shillong will be informed to the service providing company.
63. Bill once submitted will be release within 30 days from the received of the bills.

**Security Deposit**

- (a) The contractor shall be required to deposit an amount of **Rs. 1,50,000/-** (Rupees One Fifty Thousand Thousand) only , EMD shall be adjusted with this deposit) as security deposit immediately on acceptance of Work Order in the form of demand draft of nationalized bank/schedule bank only in favour of NIFT, Shillong payable at Shillong. No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only after three months of expiry or termination of the contract, subject to clearance of all dues by the contractor.
- (b) If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the tender, the Security Deposit will be forfeited without prejudice to the NIFT Management's right to proceed against the contractor for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

**Termination of the Contract**

- (a) The Contract can be terminated by either party, i.e., NIFT or the Contractor, after giving 10 days notice to the other party extendable by mutual agreement till alternate arrangements are made. However, NIFT reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. NIFT's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

**64. Technical and Qualifying Criteria:**

- A- Registration of Firm. (Kindly attached a copy of Registration no. of the firm)
- B- The Firm should have registered or the undertaking stated that the vehicle owner have authorize the firm for the use of the Buses in the name of firm/proprietary owner. (Also attach a copy of the same with the Technical Bid).
- C- The vehicles should be registered as commercial vehicle with bus permit (Also attach a copy of the same with the Technical Bid).
- D- The Vehicle should be insured fully including third party insurance. (Also attach a copy of the same with the Technical Bid).
- E- The Tenderer should have valid PAN Card. (Also attach a copy of the same with the Technical Bid).
- G- The tenderer must enclose a demand draft of Rs. 90,000/- toward EMD.
- H- The Tenderer should provide the number of employees. (Also attach a copy of the same with the Technical Bid).
- I- Annual turnover of Rs. 20 Lakhs and submit ITR of Last three years.(Local Vendor should enclosed the exemption certificate for ITR duly signed by the CA)
- J- The tenderer should have local office in Shillong, in case a firm/Company/Agency is operating from outside Shillong on getting the tender, the Vendor shall have a local regional office and NIFT shall have all correspondence with the local office.

**65. Price Bid**

(1)-The Bid of only those bidders will be decided at the times of finalization of tender who have quoted rates as per Annexure – B-I, B-II However the Price Bid will be finalized on the basis of lowest rates quoted by the bidder for B-I,B-II taken together. There will be no L-I rate for individual vehicles.

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**UNDERTAKING**

I/We .....S/o .....R/o  
..... (local address  
Permanent address) solemnly state that I/We have not so far been black listed by any  
of the institutions/offices in which I/We have worked/run mess.

Date this day of

Signature of contractor

(Full signature of the Tenderer with seal of the Agency)

Date:

Place:

**UNDERTAKING BY THE CONTRACTOR**

We have carefully gone through the various terms and conditions for provision of hiring of taxi services. We agree to all these conditions and offer to **Providing of Transportation** of Buses services at NIFT. 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. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Name & Signature of Contractor

Address: \_\_\_\_\_

Seal of the Agency\_\_\_\_\_

Phone No.

(O): \_\_\_\_\_

(R): \_\_\_\_\_

## TECHNICAL BID

No.	Descriptions	
1.	Name of Firm/Company/Agency	
2.	Trading license from KHADC	
3.	DD for Earnest of Rs 90,000/-	
4.	Registration No. of Firm/Company/Agency	
5.	Local Address of the firm along with Telephone No.	
6.	Year of Registration of vehicles (Use separate sheet if required) A copy of RC of these vehicles to be enclosed.	Name of Vehicle: Registration No.: Year :
7.	A copy of All India Permit of these vehicles.	Name of Vehicle: Registration No.: Year :
8.	A copy of insurance of these vehicles.	Name of Vehicle: Registration No.: Year :
9.	A copy of reflecting the number of employees of the firm/company/Agency	
10.	GST No. (Proof to be attached)	
11.	PAN No.(Proof to be attached)	
13.	Attested copy of PF registration and ESI registration.	
14.	Total number of Buses registered or undertaking from the owner which allowed the vehicle to be use by the Agency,(with copies of RCs to attached by the firm)	
15.	Name, Address and Telephone Number of the proprietor	
16.	Bank Account Number with IFC Code.	
17.	Annual Turnover of Rs.20 Lakhs in each last three years(2016-17,17-18& 18-19) Document to be attached certified by CA	

Note: if any of the above document like, PF, ESI and other is not applicable to the bidders then a self signed declaration in this regard to be attached.

Date:

Place:

(Signature of the Authorized person)

Name  
Designation  
Company Sea

**FINANCIAL BID**

<b>Bus model</b>	<b>Per Km</b>	<b>Rate</b>
Bus (30 seater)		
Bus (35 seater )		

<b>Bus model</b>	<b>Monthly Hire Including GST.</b>
Bus (30 seater)	
Bus (35 seater )	

Rates in works (including GST).....

- Note: 1.The driver shall be available along with the Bus in NIFT Campus,Shillong .  
2. The rate quoted should be all inclusive NIFT will not pay any other charges other than toll charges while on duty with NIFT officials  
3. L1 would be decided from the rate quoted in BI & BII.

**Quoted Price (in rupees**

I/We accept the terms and conditions stipulated in your above quoted tender and agree to abide by the same.

Date:

Place:

(Signature of the Authorized person)

Name: .....

Designation:..... Company Seal: .....

## FINANCIAL BID

## FINANCIAL BID (as and when required) For Buses

S.No.		Place/Details		Vehicle	Total Amount in Rs	GST	Grand Total Amount in Rs.(In figure)	Grand Total Amount in Rs.(In word)
		From	To					
1.	A.)	Per KM charges		AC Bus(35) seater				
	A-1)	beyond 80 KM		AC Bus(35) seater				

**Note:-**

1. All the rates should be quoted in Rupees including all any other charges of toll, charges, parking and etc. charges and same will be borne by NIFT on production of original bills/slips.
2. No other charges will be paid except the Grand total amount quoted as per vehicle. The above payment will be treated as full and final.
3. Conditional bid will be treated as unresponsive and are liable to be rejected.
4. All the charges on repairs including spares, labour, fuel, lubricants and drivers wage and any other charges towards the maintenance of the vehicle & etc, shall be borne by the tenderer.
5. Charges will applicable for garage to garage.

I/We accept the terms and conditions stipulated in your above quoted tender and agree to abide by the same.

Date:

(Signature of the Authorized person)

Place:

Name

Designation

Company Seal