

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(NIFT RAIPUR CAMPUS)

SCOPE OF WORK & ADDITIONAL TERMS AND CONDITIONS (ATC)

Hiring of One AC SUV (preferably Innova Crysta) with Driver

at

**NIFT Raipur campus, Old Vidhan Sabha Bhawan, Zero Point, Baloda
Bazar Road, Raipur– 492005, Chhattisgarh**

Procurement Mode: Government e-Marketplace (GeM)

Contract Period: One-year, extendable year-to-year up to a maximum of three years, subject to satisfactory performance and approval of the Competent Authority.

Time schedule for the tender process:

Date of Publication of the Tender Notice on the Website	29.09.2026
Commencement Date for Uploading of Tender Documents	29.09.2026
Last Date for Receipt of Duly Completed Tender Documents	20.10.2026 upto 3:00 PM
Date and Time of Opening of Technical Bids	21.10.2026 at 3:00 PM
Date and Time of Opening of Financial Bids	As per approval

SCOPE OF WORK & ATC

1. Scope

NIFT Raipur intends to hire **one AC SUV (preferably Innova Crysta) with driver** for official/administrative use for an initial period of one year, extendable up to three years on satisfactory performance and approval of the Competent Authority.

2. Vehicle Requirements

- AC SUV, clean, roadworthy and in good working condition.
- Vehicle shall be **not more than 1 year old** and shall have run **not more than 25,000 km** as on the bid closing date.
- Valid RC, insurance, fitness, permit, PUC and other applicable statutory documents shall be maintained throughout the contract.
- Vehicle shall comply with applicable safety and pollution norms.

3. Rate

The quoted rate shall be **all-inclusive**, covering fuel, driver's wages, taxes, permits, insurance, maintenance, repairs and all other incidental expenses.

4. Toll/Parking

Toll/parking charges incurred on official duty shall be reimbursed separately against valid receipts, as per applicable rules.

5. Availability

- Vehicle shall remain stationed at NIFT Raipur and be available **24×7 as required**.
- Driver shall remain contactable beyond normal duty hours.
- Emergency requirement shall be attended to within **30 minutes** of requisition.

6. Driver

The driver shall possess a valid driving licence, be properly dressed, maintain professional conduct and shall not consume alcohol/intoxicants or smoke/use tobacco while on duty. NIFT may require replacement of an unsuitable driver.

7. Replacement

In case of driver absence or vehicle breakdown/non-availability, the contractor shall provide a **suitable replacement without interruption of service.**

8. Maintenance & Inspection

The contractor shall maintain the vehicle in good condition throughout the contract. NIFT may inspect and reject a vehicle not meeting the prescribed requirements.

9. Unauthorised Use

The vehicle shall be used only for authorised NIFT duties during deployment. Unauthorised use shall constitute breach of contract.

10. Log Book & Payment

Payment shall be made **monthly** against a proper bill/tax invoice and duly maintained log book verified/certified by the authorised NIFT official.

11. EMD / Bid Security

EMD: ₹18,000/- (Rupees Eighteen Thousand only).

EMD shall be submitted in the manner prescribed in the GeM Bid. Exemption shall be available only to bidders eligible under applicable GeM/Government provisions, subject to submission of valid supporting documents.

12. Performance Security

The successful bidder shall furnish **Performance Security of 5% of the contract value** within the period prescribed under applicable GeM provisions.

13. Bidder Eligibility

The bidder shall:

- be legally eligible to provide vehicle-hiring services;
- possess valid PAN, GST and applicable registrations;
- submit required vehicle/statutory documents;
- not be blacklisted/debarred by any Government Department/Organisation/PSU; and
- comply with applicable GeM/Government provisions, including restrictions relating to countries sharing a land border with India.

14. Penalty

Non-availability, delayed response or other service deficiencies shall attract **penalty/deduction as per applicable GeM provisions and the service-level conditions of the bid.**

Repeated/serious default may result in further contractual action, including termination.

15. General

The GeM Bid/Contract, applicable GeM terms and conditions and Government rules shall govern the procurement. **In case of conflict, the applicable GeM provisions shall prevail.**

AFFIDAVIT / DECLARATION BY THE BIDDER

(on firm/company letterhead)

(To be uploaded along with the Bid)

I/We, _____, authorised signatory of M/s _____, having its registered office at _____, hereby declare that:

1. I/We have carefully read and understood the Scope of Work, ATC and conditions of the GeM Bid and **accept all the terms and conditions.**
2. All information, declarations and documents submitted by me/us are **true, correct and complete.**
3. I/We have not submitted any false, misleading or fabricated information/document.
4. I/We understand that submission of false/forged information or documents may result in rejection of the bid, termination of contract and other action as per the GeM Contract and applicable Government rules.
5. I/We undertake that the vehicle offered shall comply with the prescribed **age, kilometre, safety, pollution and statutory requirements.**
6. I/We certify that the vehicle offered for deployment is not subject to **any pending legal case, court proceeding, seizure, blacklisting, or unresolved challan/penalty/dues, and that all statutory requirements** applicable to the vehicle are duly complied with and valid as on the date of bid submission.
7. I/We undertake to provide the vehicle/driver and suitable replacement as prescribed in the Scope of Work.
8. I/We declare that our firm is **not blacklisted/debarred by any Central/State Government Department, Government Organisation or PSU** as on the date of bid submission.
9. I/We shall comply with all applicable statutory requirements, GeM provisions and Government rules.

10. I/We certify compliance with the applicable provisions regarding **restrictions on procurement from bidders/entities of countries sharing a land border with India.**
11. I/We understand that the information and credentials submitted with the bid shall form the basis of evaluation and shall be binding upon us.
12. **I/We undertake that no condition, representation or commitment made by us in this declaration shall override or be inconsistent with the applicable GeM Bid/Contract, Government rules or statutory provisions.**

Declaration

I/We certify that the above declarations are true and correct and that I/we shall be responsible for the correctness and authenticity of the information and documents submitted with the bid.

Place: _____

Date: _____

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Name of Firm/Agency: _____

GSTIN: _____

PAN: _____

Mobile/Email: _____

Seal: _____