



Tender Fee: Rs. 200/-

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

TENDER DOCUMENT

FOR PROVIDING VEHICLE SERVICES

NIFT, Srinagar

**NIFT Campus, Rangreth, Srinagar – 191 132,
J&K**

Time schedule for tender process:

Date of tender notification	13.07.2018
Last date for sale of tender document	10.08.2018
Last date for receipt of duly filled in tenders	10.08.2018 upto 2:00 pm
Date and time of the opening of Technical bid of tenders	10.08.2018 at 3:00 pm
Date and time of the opening of Financial bid of tenders	To be informed to technically qualified bidders

Note: This tender document contains 13 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.



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 centres. 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.

NIFT, Srinagar, J&K was established in the year 2016 with undergraduate courses and presently running its campus at Rangreth, Srinagar (J&K).

2. NOTICE INVITING TENDER:

The NIFT, Srinagar Centre invites sealed tenders under "**TWO BID SYSTEM**" for selection of an agency for the purpose for providing Bus & Taxi services at the Campus & Hostel.

The details of the tender are given below:-

- a. Description of Services: selection of an agency for providing Bus & Taxi services at the NIFT, Srinagar Campus & Hostel.
- b. Closing date & time for submission of bids **10/08/2018 (02:00 pm)**
- c. Date & time of opening of Bid:
 - i. Technical bid: **10/08/2018 (03:00 pm)** (in presence of the tenderers or their authorized representatives who wish to be present).
 - ii. Financial bid: After evaluation of Technical Bid
 - iii. Bid validity upto: 60 days from the date of opening of financial bid
- d. Correspondence Address: Director, National Institute of Fashion Technology, NIFT Campus, Rangreth, Srinagar – 191 132, J & K.

Tenders in two bid systems(i.e.Technical Bid and Price bid) are being invited for hiring of following vehicles :

1. Taxi Services on monthly basis
2. Taxi Services on call basis
3. 32 Seater Bus on monthly basis



A. 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. Tenders received without prescribed tender fee i.e. Rs. 200/- (non refundable) shall be summarily rejected. The Demand Draft shall be in favour of NIFT, Srinagar payable at Srinagar. The Demand Draft taken prior to the date of advertisement is not valid.
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.
6. The tender should be filled and submitted strictly in accordance with the instructions laid down herein, otherwise, the tender is liable to be disqualified.
7. 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.
8. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
 - 8.1 A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - 8.2 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.
 - 8.3 Director or Principal Officer duly authorized by the Board of Directors of the company.
 - 8.4 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 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.



9. The vehicle would be registered in the name of the tenderer or he should have Power of Attorney to operate the same.
10. The tender submitted in sealed envelope super-scribed “Tender for providing Vehicle Services at NIFT Srinagar” should be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Old Air Port Road, Rangreth , Srinagar-191132, J&K.
The Technical bid in the prescribed format as given in **Annexure A** & the Price bid in the prescribed format given in **Annexure B (Part I, II & III)** 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 Vehicle Services at NIFT Srinagar” and drop in the tender box available at reception area of NIFT, Srinagar. The tenders (technical bids) will be opened on **10.08.2018 at 03:00 pm** at NIFT Campus, Srinagar in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
11. 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.
12. PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD DEPOSIT ARE LIABLE TO BE REJECTED.
13. A Demand Draft of **Rs. 30,000/-** (Rupees Thirty Thousand only) is required to be deposited as Earnest Money Deposit (EMD) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SRINAGAR payable at SRINAGAR. The EMD money of successful bidder will be adjusted against the Security Deposit.
14. The earnest money deposit of the successful tenderer can be forfeited on any of the following ground:-
 - 14.1 Misleads NIFT during the course of evaluation of the tender by providing false and misleading information.
 - 14.2 Withdraws tender offer before finalization of the same.
 - 14.3 Fails to accept the tender, if his/their tender is accepted by NIFT Srinagar.
 - 14.4 If party become-L1 and is not willing to accept the offer.
 - 14.5 Fails to commence the Services within 07 days after receipt of the letter awarding the contract. Failing this, NIFT reserve the right to cancel the letter awarding the contract.
15. EMD shall be returned without interest:-
 - 15.1 To the unsuccessful bidders after the award of contract.
 - 15.2 In case bidding process is terminated by NIFT for any reason.
16. The bids should be valid in the case of all the tenders for at 60 days 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.



17. 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.
18. National Institute of Fashion Technology, Srinagar 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.
19. The Price Bid of the qualified bidders will only be opened.
20. The Security Deposit of the successful tender shall be liable to be forfeited, if the tenderer breach the terms and conditions of the contract after the accepting the work order.
21. Correction, if any, must be attested.
22. The contractor shall provide taxies of model not older than January 2017 in excellent condition and has not completed **5,000 km** in total as per requirement. The vehicle shall be provided at the office of NIFT, Campus at Srinagar for the entire contract period. The vehicles will have to be fitted / provided with the following additional accessories / utilities:
 - (i) Clean seat covers
 - (ii) Quality radio music system
 - (iii) Tissue paper box
 - (iv) Car perfume
 - (v) Mobile charger
 - (vi) Seat Belts (Front Rear)
 - (vii) Umbrella during Monsoon
23. The Contractor shall provide the requisite vehicle of the desired description with a dedicated driver for performing the duties as per requirement of the institute.
24. The driver 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.
25. The particulars of all the driver 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.
26. The driver 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.
27. The driver should have valid Commercial Driving License from the RTO.
28. Initially the contract shall remain valid for a period of one year from the date of award of contract. If the services are found satisfactory, the NIFT reserves the right to extend the contract from year to year basis upto three years on mutually agreed terms and conditions. The contract once awarded can be terminated by the party after giving one month notice to NIFT Srinagar. 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.
29. Applicable taxes will be paid by NIFT.
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 Jammu & Kashmir.



31. The successful bidder will have to provide vehicle or any other LMV as and when required to NIFT on the rate decided in **Annexure B - II**. This is in addition to vehicles required by NIFT as indicated in Tender vide **Annexure-B-I & B-III**.
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 kilometre claimed from stand to the pickup point and drop location to stand shall not exceed 5 kms one way.
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** (Part I, II & III). The Bidder shall quote the rates in figures as well as in words. The figures should be clearly written and there should be no overwriting.
36. **The evaluation will be done separately for hiring of taxi and hiring of bus on monthly basis.** Accordingly the tender will be awarded to lowest (L-1) bidders/s for hiring of taxi (**Annexure B- I**) and hiring of Bus (**Annexure B-III**).
37. 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 country.
38. 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.
39. The Firm shall deposit a Demand Draft/Bank Guarantee of value equivalent to 10% of 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. The EMD money of successful bidder will be adjusted against the Security Money.
40. 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
41. Parking charges at Airports/Parking lots/Toll Tax will be borne by NIFT on production of original bills/slips.
42. All Challans/Transport Authority payments will be borne by the contractor.
43. The log book for supply of the vehicle to NIFT will be maintained by the contractor. Meter readings must be entered in the log book properly. Any cheating in 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. 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 the 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 15 days.
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 the tenderer fails to provide standby vehicle, during the breakdown or for any other reason fails to provide vehicle a penalty of Rs.1000/- 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 uniform approved by NIFT Srinagar (Pant+Shirt+Jacket in winter) 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 of excellent condition at the same rate with prior consent of NIFT.
49. 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, NIFT shall reject the vehicle and a penalty of Rs. 1000/- shall be imposed which will be deducted from the monthly payment.
50. In case of failure of vehicle (Bus/Car) or non-availability of the vehicles (rental and additional vehicles) for any reason during any working days, NIFT may order the vehicle form any other source and 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.1000/- shall be imposed.
51. The vehicle once in the service of NIFT shall not be used for private-personal use etc. of the contractor.
52. The contractor/driver shall get entries of the Milo-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.



53. 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.
54. The contractor will be fully responsible for the drivers, fuel, maintenance, RTO formalities, Insurance etc. The vehicles must be in the name of the contractor or its firm.
55. 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.

This information is required to be submitted duly signed by the authorized signatory along with the Technical Bid.

B. Technical and Qualifying Criteria:

56. Registration of Firm. (attach a copy of Registration no. of the firm).
57. The Vehicle should be insured fully including third party insurance. (attach a copy of the same with the Technical Bid, in case of already purchase/available model).
58. GST Registration (attach a copy of the same with the Technical Bid).
59. PAN No. (attach a copy of the same with the Technical Bid)
60. 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. (A proof in this regard is to be submitted along with the Technical bid).
61. The tenderer must enclose a Demand Draft of Rs. 30,000/- towards Earnest Money Deposit.
62. The tenderer should have local office in Srinagar, in case a firm/Company/Agency is operating from outside Srinagar on getting the tender, the Vendor shall have a local regional office and NIFT shall have all correspondence with the local office only.
63. The tenderer / bidder should have a minimum annual turnover of Rs 10.00 Lakhs during the last 3 financial years, i.e., 2017-18, 2016-17 & 2015-16. (**Audited balance sheet duly certified by the registered Chartered Accountant are to be attached with technical bid**).

C. Price Bid

The Bid of only those bidders, who qualify the technical bid, will be considered for financial bid. Tenderer should quote rates as per **Annexure – B (I, II & III) ONLY**.



UNDERTAKING BY THE CONTRACTOR

I/We have carefully gone through the various terms and conditions for providing vehicles on hiring basis. I/We agree to all these conditions and offer to provide vehicles on hiring basis. 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 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 : _____

Dated : _____

Name & Signature of Tenderer

Address: _____

Seal of the Agency _____

Phone No.

(O): _____

(M): _____

E-mail id: _____



Annexure-A
TECHNICAL BID

No.	Descriptions	Proof Required
1.	Name, Address, Telephone numbers and name of authorized signatory of Company / Firm / Agency / Proprietor	
2.	DD for Earnest of Rs. 30,000/-	
3.	Registration No. of Firm/Company/Agency Copy must be attached)	
4.	Local Address of the firm along with Telephone No.	
5.	Year of Registration of vehicle A copy of RC of these vehicles to be enclosed. (Attach separate sheet, if required)	Name of Vehicle: Registration No.: Year :
6.	A copy of insurance of these vehicles.	
7.	PAN No.(Proof to be attached)	
8.	GST Registration details (Proof to be attached)	
9.	Name and Address of the clients for past years. Experience Proof to be attached	
10.	Bank Account Number with IFSC Code.	
11.	The tenderer / bidder should have a minimum annual turnover of Rs 10.00 lakhs during the last 3 financial years, i.e., 2017-18, 2016-17 & 2015-16. (Audited balance sheet duly certified by the registered Chartered Accountant also be attach with technical bid).	

Date:

Place:

(Signature of the Authorized person)

Name:

Company Seal:



Annexure B-I

FINANCIAL BID (For providing AC taxies of 2017 and above model on Monthly basis)

S.N.	Model of vehicle	2000 Kms per month and upto 300 hrs. per month (Per month charges in Rs.)	Extra per k.m. beyond 2000 km (Per k.m. charges in Rs.)	Extra per hour beyond 300 hrs. (Per hour charges in Rs.)
1.	Swift Dzire/ Toyota Etios or equivalent			
2.	Toyota Innova or equivalent			
3.	Night charges (After 9:00 PM)			
4.	Taxes Applicable			

Note:

- NIFT reserves the right to select a vehicle mentioned at Sr. No. 1 & 2 as per the requirement of NIFT Srinagar.
- The above rates should be inclusive of fuel charges, Driver, Road Tax, Maintenance, AC facility etc.
- The per km charges above monthly capping must not be above than market rates/Gov. approved rates (J&K). The rates quoted must be reasonable as per prevailing rates.**
- The fuel should be adequately filled in the vehicle in advance during travelling. No fuel charges will be borne by the commuter.
- If monthly run is less than 2000 kms for car than the balance kms shall be brought forward and adjusted in next three months.

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

(Signature of the Authorized person)

Name

Designation

Company Seal



Annexure-B-II

FINANCIAL BID
(Quotes for hiring of vehicle on call basis- as and when required)

S. No	Slab	Swift Dezire/ Hyundai Xcent/ Honda Amaze/ Tata Indigo or equivalent (Diesel)	Toyota Innova or Equivalent (Diesel)
1.	4 hrs/40 kms		
2.	8hrs/80 kms		
3.	Extra Kms		
4.	Extra Hrs		
5.	Night Charges		

Note:

- The above rates should be inclusive of fuel charges, Driver, Road Tax, Maintenance, AC facility etc.
- The fuel should be adequately filled in the vehicle in advance during travelling. No fuel charges will be borne by the commuter.
- NIFT reserve the right to take services from local market in lower prices.

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

(Quotes for providing 32 Seater bus on monthly basis)

S.N.	Model of vehicle	1200 km per month and upto 300 hrs. per month (Per month charges in Rs.)	Extra per k.m. beyond 1200 km (Per k.m. charges in Rs.)	Extra per hour beyond 300 hrs. (Per hour charges in Rs.)
1.	Bus -32 Seater			
2.	Night charges (After 9:00 PM)			
3.	Taxes Applicable			

Note:

- The above rates should be inclusive of fuel charges, Driver, Road Tax, Maintenance, etc.
- The per km charges above monthly capping must not be above than market rates/Gov. approved rates (J&K).**
- The fuel should be adequately filled in the vehicle in advance during travelling. No fuel charges will be borne by the commuter.
- The monthly quoted rates for hire of Bus will be applicable for **10 months** only. During vacation (i.e. On December & January), if there is requirement of Bus, the calculations will be made **on pro rata basis** of monthly rates quoted by the firm.
- The Bus may be placed at the NIFT hostel and the meter reading shall be counted from hostel to hostel.
- If monthly run is less than 1200 kms for Bus than the balance kms shall be brought forward and adjusted in next three months.

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