

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**NIFT Campus, Hauz Khas**  
**New Delhi - 110016**

**TENDER DOCUMENT**  
**FOR**  
**Hiring of DLY/TAXI SERVICES**  
**FOR**  
**NIFT HEAD OFFICE, NEW DELHI**

Date of issue of Tender Document Form : 04.11.2016

Last date & time for submission of Tender Document Form : - Till 25.11.2016 upto 02.30 p.m.

Date & Time of opening of Technical Bid : 25.11.2016 at 03.00 p.m.

Date & Time of opening of Financial Bidding : will be notified to the technically short listed bidders.

**Note :**

1. This tender document contains 14 pages (including Technical & Financial Bid) and bidders are requested to sign on all the pages.
2. This tender document can also be downloaded from the website – [www.nift.ac.in](http://www.nift.ac.in)
3. The Technical Bid & the Financial Bid should be sealed by the Bidder in separate covers duly superscribed & both these sealed covers are to be put in a bigger cover which should also be sealed and superscribed “Tender for hiring of DLY / Taxi Services for NIFT-Head Office”.
4. The cost of tender document (processing fee – Non refundable) is Rs. 500/-. Downloaded tender form along with tender money in the form of Demand Draft in favour of NIFT, New Delhi and other documents, as required to be submitted by the Agency may please be addressed to Additional Director General, NIFT-HO and deposited in the tender Box at, B Block, 2nd Floor, NIFT Head Office, New Delhi- 110016 as per aforesaid schedule.

**Note:** The Tender Fee, EMD, Technical and Financial Bids be put in separate sealed envelopes and thereafter all envelopes be put in a bigger sealed cover, superscribing “Tender for Hiring of DLY/Taxi Services for NIFT-Head Office, New Delhi”.

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**HAUZ KHAS, NEW DELHI**

**TENDER DOCUMENT FOR DLY / Taxi Services**

**Introduction:**

National Institute of Fashion Technology (NIFT), an autonomous body under Ministry of Textile, Government of India.

**GENERAL TERMS AND CONDITIONS: -**

The NIFT Head Office, at Hauz Khas, New Delhi requires the services of reputed well established Taxi Service Provider Company / Firm / Agency (hereinafter referred to as Agency) to provide rental commercial taxi to meet the traveling/transportation needs of NIFT in Delhi and NCR (Gurgaon, Noida, Faridabad and Ghaziabad) on day to day basis as and when required and also requires taxi on monthly basis. The estimated cost of tender work is approximately Rs. 15 Lakhs per annum as per the last financial year expenditure incurred on Taxi services on monthly and day to day basis requirement. NIFT requires approximately 2 to 3 vehicles on monthly basis. The numbers of vehicle may be increase or decrease according to administrative requirement.

It has been decided to call for Tenders in Two bids system: **a) Technical Bid** and **b) Financial bid**, on the following terms and conditions in New Delhi : -

1. Tender Document shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer/bidder shall be issued more than one tender form.
2. Taxi operators, whose taxi stand is situated within 5 (five) kilo meter radius from NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 16 will only be eligible to submit the tender documents.
3. The travel/transport requirements of NIFT shall include, inter-alia, picking-up and dropping of officers/staff shift-duty from their residences round-the-clock; traveling between office and the actual place of field duty/ traveling between office and place of official meetings / conferences / seminars / functions etc; traveling to and fro airports / railway stations; any other travel requirement.
4. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer/bidder. Any modifications/alterations of the schedule considered necessary by the tenderer/bidder, should be in the separate letter accompanying the tender.
5. The name and address of the tenderer/bidder 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/bidder.
6. The tender document 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 document 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.

I Accept the terms & Conditions  
Seal and Signature of the tenderer

8. Individual signing the tender document 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 (b) 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 (c) the person signing the tender document 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 vehicles would be registered in the name of the tenderer/bidder or in the name of firm during the contract.
10. The tender document submitted in sealed envelope superscribed "Tender for Hiring of DLY/Taxi Services" should be addressed to the Additional Director General, National Institute of Fashion Technology, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- 110016. The Technical bid in the prescribed format as given in **Annexure - I & Annexure – I (A)** & the Financial bid same in the prescribed format given in **Annexure -II & Annexure – II (A)** should be sealed by the bidder in separate covers duly superscribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly superscribed as "**Tender for Hiring of DLY/Taxi Services**" for NIFT, Head Office, New Delhi dropped in the Tender Box available at B Block, 2nd Floor, NIFT Head Office, New Delhi- 110016 on or before 02.30 p.m. on 25.11.2016. The tenders (technical bids) will be opened on the same day at 03.00 p.m. in NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- 110016 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 document would be presumed to have considered and accepted all the terms and conditions of this tender document. No enquiry verbal or written shall be entertained in respect of acceptance/rejection of the tender. The date, time and venue of opening of "**Financial Bid**" shall be communicated to the qualified bidders of Technical Bid separately.

12. PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EARNEST MONEY DEPOSIT ARE LIABLE TO BE REJECTED.
13. A Demand Draft of Rs. 30,000/- (Rupees Thirty Thousand only) is required to be deposited with tender document as earnest money deposit (EMD) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, New Delhi.
14. The earnest money deposit of the successful tenderer/bidder shall be forfeited if the tenderer/bidder : -
- 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, Head Office, New Delhi.
  - d. If party become L-1 and is not willing to accept the offer.
  - e. Fails to execute the agreement in the prescribed form provided by NIFT within 15 (Fifteen) days of the receipt of the letter awarding the contract.
  - f. Fails to deposit the Security deposit within stipulated time limit.
  - g. Fails to provide the commercial Taxi Services within 10 (Ten) days of the receipt of the letter awarding the contract. Failing this, NIFT reserve the right to cancel the letter of awarding the contract.
15. The 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.
16. 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/bidder, rates quoted shall be valid for the entire period of the contract.
17. Any conditional offers made by the tenderer/bidder or any alterations / corrections made in the tender form will not be considered. Similarly incomplete and unsigned tender document will also not be considered. Each page of the tender document form should be signed and stamped for the purpose of the tender offer.
18. National Institute of Fashion Technology 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 Financial Bid of the technically qualified bidders will only be opened.
20. The Successful bidder shall be required to deposit with NIFT an amount of Rs. 75,000/- (Rupees Seventy Five Thousand only) as Security Deposit in the form of a Demand Draft in favour of NIFT, New Delhi within 10 days of date of awarding the contract(s). 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.
21. The Security Deposit of the successful tender shall be liable to be forfeited : -
  - a. If the tenderer/bidder breach the terms and conditions of the contract after accepting the work order.
  - b. If the tenderer/bidder fails to commence the service within 10 (Ten) days of the receipt of the letter awarding the contract.
22. Correction, if any, must be attested.
23. The tenderer / bidder shall provide commercial taxies of models from the year 2015 and above in excellent working condition engine-wise as well as appearance-wise. The concerned tenderer / bidder shall also ensure that the odometers of such taxi-cars/ are in perfect working order. The vehicle shall be provided at the office of NIFT, Hauz Khas, New Delhi- 110016 or at any other place within the jurisdiction of city of New Delhi and NCR as and when required. 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
24. The drivers of the tenderer / bidder should possess sound health and be free from diseases, especially contagious and frequently occurring diseases and wear a valid Identity card with proper uniform issued by the Company while on duty.
25. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per Govt. instructions and the log book shall be submitted to the concerned officer in NIFT, New Delhi regularly for scrutiny.
26. All the drivers should have valid Driving License from the RTO.

27. The tenderer / bidder 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. The commercial taxies should have all valid & required documents.
28. 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 the same terms and conditions. The contract once awarded can be terminated by the party after giving one month notice to NIFT, New Delhi. Nevertheless, NIFT may terminate the contract of the tenderer / bidder without any notice in case the tenderer / bidder commit 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 tenderer / bidder.
29. The tenderer / bidder shall be bound to give reason for termination of the contract as provided in para (28) above.
30. Escalation clauses shall not be accepted on any ground during the pendency of contract. The rates quoted shall be inclusive of all taxes & levis.
31. The tenderer / bidder are required to quote the vehicle specifications as per **Annexure – I (A)**. The specifications should be clearly written and there should be no overwriting.
32. The tenderer / bidders are required to quote rates as per **Annexure – II & II (A)**. 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.
33. 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.
34. Any act on the part of the tenderer / bidder to influence anybody in NIFT would make him liable for rejection of his tender.
35. Parking charges at Airports / Parking lots will be borne by NIFT on production of original bills / slips.
36. All Challans/Transport Authority payments will be borne by the tenderer / bidder.
37. The payment shall be regulated as follows:-
  - a. Counting of mileage (Kilometers) and timing (duration of hire) will start from the hiring office and terminate at the taxi-stand of the Transporter at the end of a particular hiring.
  - b. The rate applicable to a particular slab shall be payable if a vehicle exceeds either the duration or the kilometers of the previous slab.
  - c. Parking and Toll Tax shall be paid on the spot by the concerned Transporter(s) (through their drivers) and the same shall be reimbursed to the Transporter(s) on monthly basis along with monthly bills for payment.

38. The tenderer / bidder will maintain monthly payment data.
39. The payment shall be released on monthly basis on submission of bill in duplicate by the tenderer / bidder within 15 days.
40. The tenderer / bidder shall provide well behaved drivers in proper uniform with mobile having knowledge of different routes and valid Driving License. The tenderer / bidder shall further ensure that no such driver is under the influence of alcohol or any intoxicating drugs while on duty with the above mentioned offices(s). The reporting time, place, address etc. should be strictly followed by tenderer / bidder.
41. NIFT shall have the absolute right not to accept a particular driver without assigning any reason, whatsoever, to the concerned Transporter(s). The concerned Transporter(s) on its/their part(s) shall be responsible to replace such a driver at once.
42. In case of any breakdown of a particular taxi-car deployed on hire to any of the concerned Officer during the course of a particular journey, the tenderer / bidder shall bear the actual cost incurred by the officer to complete that particular journey by alternative means of equivalent standard. The tenderer / bidder shall also be responsible to provide replacement of such broken-down taxi-car at once.
43. The concerned Transporter(s) shall be fully responsible in case of any violation of traffic rule(s) by the drivers of the taxi-cars deployed on duty of NIFT as also in the event of any loss, damage or accident involving such taxi-cars. NIFT shall have no liability, whatsoever, in this regard.
44. In case, the tenderer / bidder fails to deploy the actual number of taxi-cars required by NIFT, on a particular day/occasion, NIFT shall free to make alternate arrangements of equivalent standard from other sources. The entire and actual cost incurred by NIFT on making such alternate arrangements shall be fully borne by the defaulting tenderer / bidder without any reference to the hire charges applicable under the contract with him.
45. The tenderer / bidder shall be responsible to provide the vehicles without any obstacles and within 30 minutes of the call. If tenderer/bidders fails to provide the vehicle in stipulated times and non availability of vehicle two times in a month, a penalty of Rs. 500/- may be imposed.
46. The concerned tenderer / bidder shall ensure that proper account of each and every journey made by the taxi-cars deployed on hire to NIFT is maintained by the respective drivers and is submitted to the transport-in-charge of NIFT along with the bill.
47. All the documents are required to be in English, if not, certified translation in English may be submitted.
48. This Tender document consists of total 14 pages.

## **B. Technical and Qualifying Criteria:**

1. Taxi operators, whose taxi stand is situated within 5 (five) kilo meter radius from NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 16 will only be eligible to submit the tender documents **(proof of distance must be enclosed with technical bid)**.
2. Registration of Firm/Company/Agency. **(Kindly attached a copy of Registration no. with technical bid)**.
3. The tenderer / bidder should have registered at least 15 (Fifteen) commercial DLY Taxi Cars (like, Hyundai Xcent, Honda Amaze, Maruti SX4 Ciaz & Swift Dezire, Toyota Innova & other similar cars) in the name of tenderer/bidder or firm and the model of all the vehicles should be 2015 and above. **(Also attach a copy of the registration certificates along with insurance papers of vehicles with the Technical Bid)**.
4. The tenderer / bidder should have a minimum annual turnover of Rs 50.00 lacs during the last 2 consecutive financial years, i.e., 2014-15 and 2015-2016 **(Audited balance sheet duly certified by the registered Chartered Accountant also be attach with technical bid)**.
5. Experience for supply of taxies in Central / State Government / PSUs / Private reputed Companies / Banks etc. for last two years i.e. 2014-15 & 2015 – 16 **(Copy of work order or experience to be attached)**.
6. All the Vehicles should be registered with RTO. **(Also attach a copy of the same with the Technical Bid)**.
7. All the Vehicles should be comprehensively insured. **(Also attach a copy of the same with the Technical Bid)**.
8. The tenderer/bidder should have valid PAN Card. **(Also attach a copy of the same with the Technical Bid)**.
9. The tenderer/bidder must enclose a Demand Draft of Rs. 30,000/- toward Earnest Money Deposit along with tender document cost of Rs. 500/- with technical bid.
10. The tenderer/bidder should have the Service Tax Number.
11. The taxi provided on monthly basis should be 2015 and above model only. The award of contract will be decided on the L-1 bidder of monthly basis bidder will match the rates of L-1 bidder for rates of day to day basis if the rates of day to day basis bidder of L-1 bidder of monthly is higher. So that single agency may be hired for the purpose.

## **Price Bid**

1. The Bid of only those bidders will be decided at the time of finalization of tender who have quoted rates as per Annexure – II & II (A) (Financial Bid). The award of contract will be decided on the L-1 bidder of monthly basis bidder will match the rates of L-1 bidder for rates of day to day basis if the rates of day to day basis bidder of L-1 bidder of monthly is higher. So that single agency may be hired for the purpose.

## UNDERTAKING BY THE BIDDER

We have carefully gone through all the terms and conditions mentioned in the tender document for hiring of taxi services. We accept all the terms and conditions and offer to provide hiring of taxi 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 all the terms and conditions mentioned in the tender document.

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

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

Name & Signature of Tenderer/Bidder

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

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

Phone No.

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

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

## TECHNICAL BID

No.	Descriptions	Details
1.	Name, Address, Telephone numbers and name of authorized signatory of Company / Firm / Agency / Proprietor	
2.	Registration No. of Firm/Company/Agency (attached a copy of Registration number of the firm)	
3.	Attached proof of distance that taxi stand is situated within 5 (five) kilo meter radius from NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 16.	
4.	The tenderer / bidder should have registered at least 15 (Fifteen) DLY Taxi Cars (like, Hyundai Xcent, Honda Amaze, Maruti SX4, Ciaz & Swift Dezire, Toyota Innova & other similar cars) in the name of tenderer/bidder or firm and the model of all the vehicles should be 2015 and above. <b>(Also attach a copy of the registration certificates along with insurance papers of vehicles with the Technical Bid).</b>	
5.	The Firm should have a minimum annual turnover of Rs. 50.00 lacs during the last 2 consecutive financial years, i.e., 2014-15 and 2015-2016 <b>(Audited balance sheet duly certified by the registered Chartered Accountant also be attach with technical bid).</b>	
6.	Experience for supply of taxies in Central / State Government / PSUs / Private reputed Companies / Banks etc. for last two years i.e. 2014-15 & 2015 – 16 <b>(Copy of work order or experience to be attached).</b>	
7.	All the vehicles should be registered with RTO. (Also attach a copy of the same with the Technical Bid).	
8.	All the Vehicles should be comprehensively insured. <b>(Also attach a copy of the same with the Technical Bid).</b>	
9.	Mention EMD DD No. ....date ..... drawn .....on of Rs. 30,000/- & Tender fee DD No. .... dated ..... drawn on ..... of Rs. 500/- in favour of NIFT, New Delhi.	
10.	Service Tax Registration No. (Proof to be attached)	
11.	PAN No. of Company/Agency/Firm/Proprietor (Proof to be attached)	

*Technical Bid contd.*

**Annexure – I (A)**

**Details of the minimum 15 numbers of DLY Taxi Cars possessed by the tenderer/bidder (like, Hyundai Xcent, Honda Amaze, Maruti SX4, Ciaz & Swift Dezire, Toyota Innova & other similar cars) and the model of all the vehicles should be 2015 and above.**

<b>S.N.</b>	<b>Registration No. of DLY Taxi Cars</b>	<b>Make and Model</b>	<b>Comprehensive Insurance valid upto (attach copy of the same)</b>	<b>Whether vehicle is registered in the name of tenderer/bidder or firm (registration certificate must be enclosed)</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Date:

**Yours faithfully,**

Place :

(Signature of the Authorized person)

Name

Designation

Company Seal

I Accept the terms & Conditions  
Seal and Signature of the tenderer

**ANNEXURE – II**

**FINANCIAL BID (For providing AC taxies of 2015 and above model on Monthly basis)**

<b>S.N.</b>	<b>Model of vehicle</b>	<b>2400 Kms and 25 days per month and upto 300 hrs. per month with six days working in a week  (Per month charges in Rs.)</b>	<b>Extra per k.m. beyond 2400 km  (Per k.m. charges in Rs.)</b>	<b>Extra per hour beyond 300 hrs.  (Per hour charges in Rs.)</b>
1.	AC Swift Dezire, Hyundai Xcent, Honda Amaze			
2.	Night charges & Timing			

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

Date:

Place:

Yours faithfully,

(Signature of the Authorized person)

Name

Designation

Company Seal

**ANNEXURE – II (A)**

**FINANCIAL BID (For providing AC taxies of model 2015 and above on day to day basis)**

<b>Sl No</b>	<b>Slab</b>	<b>AC Swift Dezire, Hyundai Xcent, Honda Amaze &amp; other similar cars</b>	<b>AC Innova, Tavera &amp; other similar cars</b>
	<b>Local Journeys</b>		
1.	4 hrs/40 kms		
2.	8hrs/80 kms		
3.	Extra Kms		
4.	Extra Hrs		
5.	Night Charges & Timing		

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

Date:

Place:

Yours faithfully,

(Signature of the Authorized person)

Name

Designation

Company Seal

I Accept the terms & Conditions  
Seal and Signature of the tenderer