



**Tender Document
Fee Rs. 200/-**

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
KOLKATA**

(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)

(ISO 9000:2008 certified Institute)

**TENDER
For
“Car Service”**

NIT No. 34/2017 (PUR)

Date of publication of tender notification	07-12-2017
Sale of tender document commence from	07-12-2017
Last date for Sale of tender document	28-12-2017 up to 12.00 noon
Last date for drop/receipt of duly filled in tenders	28-12-2017 up to 2.00 pm
Date and Time of the opening tenders	28-12-2017 at 3.00 pm

Opening Date and Time of Financial Bidding: will be notified to the short listed bidders only

TENDER NOTICE

NIFT, Kolkata invites sealed tenders for “Car Service”. Tender Document may be downloaded from NIFT website ‘www.nift.ac.in/kolkata/business.html’ or may be obtained from Purchase deptt. against payment of Rs.200/- through Demand Draft favouring NIFT Kolkata payable at Kolkata as tender cost.

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.

2. Being registered with DSIR, NIFT is entitled for Custom / Central Excise duty exemption.

Signatures of the tenderer with date & seal



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The quotation should be addressed to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700098. Bidders are requested to sign & seal on all the pages of the tender document & attachments and also to seal the envelopes. The Technical Bid & the Financial Bid should be sealed by the bidder in separate covers duly superscribed with “Tender for Car Service-Technical Bid” and “Tender for Car Service-Financial Bid” respectively & both these sealed covers should be put in a bigger cover which should also be sealed & duly superscribed with “**Tender for Car Service (NIT No.: 34/2017(PUR))**”. The tender, duly sealed, may be sent or dropped in the Tender Box kept at the said address as per schedule. The Technical bids will be opened as per the schedule during which tenderer or its authorised representative(s) may remain present.

A) SCOPE OF WORK

1. To provide car service (Swift Dezire AC-**white color**) at NIFT Kolkata for official purposes as per convenient of NIFT. The registration of car should be of ‘commercial’ type.
2. Initially the contract shall be for one year only and the contract may be renewed or extended for further periods on mutually agreed T&Cs subject to satisfactory services of the Contractor.
3. NIFT Kolkata requires the car for its office use for one year contract on monthly basis and additionally as and when required basis.
4. Counting of meter reading will be started from NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700098 or from the reporting place.

B) TERMS & CONDITIONS

1. Please read the terms & conditions carefully before filling up the tender. Incomplete tender will be summarily rejected.
2. Telegraphic or conditional tender may not be accepted or the condition(s) may not be considered.
3. A separate **Demand Draft of Rs. 200/-** (Rupees Two Hundred Only) (Non-Refundable) drawn in favour of NIFT Kolkata payable at Kolkata towards Tender Cost shall be attached with Technical Bid in case the tender document is downloaded from NIFT website (www.nift.ac.in/kolkata/business.html) and/or not purchased.
4. The contract for said service shall be a commercial contract between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the contractor and/or the staff/personnel deputed by the contractor to render the said service.

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5. Tender(s) received beyond the scheduled last date & time due to whatever reason including postal delays and without the required Annexure(s) will not be considered.
6. Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected. No tenderer shall submit more than one tender form/Quote.
7. Even after qualifying in the technical bid, the financial bid may be rejected if found not in order.
8. If the Technical and Financial Bids are submitted together in the same single envelope the bid will not be considered.
9. Tenderers are required to submit relevant documents of having minimum 03 (Three) years experience in executing of similar kind of works alongwith a list of organizations (Govt., PSU, reputed MNCs/Educational Institutes/ organisations) where the Tenderer is currently providing/ has earlier provided this kind of service alongwith contact details (Tel. no. email-id, etc.)
10. All tenderer are required to submit **Earnest Money Deposit (EMD) of Rs.15,000/-** (Rupees Fifteen Thousand only) (refundable) in the form of Demand Draft (should be drawn beyond the date of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said deposit and will be returned/refunded after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - a. If information declared/ document submitted found to be false/fake /forged
 - b. If the selected/successful bidder does not accept the W.O.
 - c. If the selected/successful bidder unable to provide services
11. The successful tenderer shall be required to deposit **of Rs.20,000/- as Security Money** within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the entire period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.
12. The minimum annual turnover of the tenderer during the last two years should not be less than **Rs.10 Lakhs** (Rupees Ten Lakhs) per year which should be substantiated by IT Returns/Audit report.
13. All the DD (s) are to be submitted along with the Technical Bid only and **NOT with the Financial Bid.**
14. The quoted price shall include fuel, maintenance, insurance, driver's salary, and mileage of 1200 kilometer and 220 hours. p.m. etc., i.e. it should include all. No. extra charge

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beyond the quoted price will be paid. However parking charges at Airports/Parking lots will be borne by NIFT on production of original bills/slips.

15. The vehicle provided shall not be more than 02 years old (not before 1st January 2016) and should be well maintained.
16. The tenderer/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.
17. The contractor shall be responsible to provide car Services without any obstacle and within 01 hour of call in case of breakdown or servicing. In case, replacement is not provided, the Institute may made necessary arrangement from alternate sources and the expenses, so incurred, will be recovered from the monthly bill/security deposit and/or to be paid by the contractor.
18. If the service provider is unable to provide service within the stipulated time period, NIFT reserves the right to get the service done from outside party and in such cases the expenses/lost for the same will be deducted from the security deposit and/or from the bill amount payable to the service provider by NIFT and/or the contractor shall pay for the same.
19. 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 submitted if work Order issued to them.
20. All the drivers engaged by the tenderer for carrying out tasks under this contract, shall be deemed to be the employees of the tenderer. The contractor shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc.
21. All the drivers should have valid Driving License from the RTO and active mobile phones (to be provided by the contractor) while on duty.
22. The driver deputed for the car should be in uniform while on duty and the uniform should be provided by the Contractor.(02 sets, include shirt, pant and shoes, etc.)
23. The driver/personnel deputed by the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and shall not smoke beedis, cigarettes or intake alcohol nor they are allowed to chew pan, tobacco items etc. during duty hours. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation.
24. 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.

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25. 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, or any part is altered and so forth.
26. The quote/rates should be valid at least 3 months from the date of opening of the tender; however, in case of the successful tenderer the quote/rate shall be valid for the entire period of contract. However, prevailing statutory rates, if any, as revised by the Govt. from time to time will be considered.
27. The car once in the service of NIFT shall not be used for private-personal use etc. by the tenderer during the contract period.
28. The Contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force as per the central govt. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action by the contractor.
29. The vehicle shall have comprehensive Insurance and fitness as per RTA rules.
30. During the period of contract no request shall be entertained for any hike in the agreed rated due to any reason.
31. All Challans/Transport Authority payments will be borne by the contractor.
32. All the repair, maintenance & documentation i.e. tax-token, fitness, Insurance etc. will be borne by service provider at his own cost
33. Parking charges at Airports/Parking lots/ toll taxes will be borne by NIFT on production of original bills/slips.
34. The quotes should be valid in the case of all the tenderer for at least 3 months from the date of opening of the tender and if tenderer withdraw during the period, the EMD shall be forfeited. In case of the successful tenderer, rates quoted shall be valid for the entire period of contract.
35. NIFT shall in no way be responsible for default with regard to statutory obligation, if any, related to the manpower deputed by the successful contractor/firm to render the said service. It will be the sole responsibility of the successful bidder. All statutory obligations under various laws from time to time will have to be met by the contractor for which no extra payment shall be made to him at any time during the contract period.
36. The Tenderer is required to quote as per “**Annexure IV**” separately.
37. No payment shall be made in advance. The payment shall be released on monthly arrear basis on submission of bill in triplicate by the contractor. Income Tax (TDS) as applicable
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at prevailing rate will be deducted at source. The PAN No. GST No. & Bank Details must be written on all the Bills. The log book for everyday use of the vehicle shall be maintained with the driver and shall produce alongwith the monthly bill and based on the certification by the concerned NIFT Officials/Departments.

38. Penalty may be imposed on the bill amount due to non-satisfactory service. Generally the penalty will be 5-10% of the bill amount; however, the same may vary based on the level of performance which may be decided by the NIFT authority and decision of NIFT in this regard will be final & binding on the contractor.
39. No payment will be made for the month in which the car service is not utilized by NIFT. Also, if the car service is utilized in a month for less than 10 days and minimum 1200 km or 220 hrs. in the month is not met, payment will be made on actual & pro-rata basis.
40. If the contractor is responsible for any loss or damage to Institute's moveable or immovable property due to the conduct of the contractor's staff, the same shall be made good by the contractor at his own cost. If it is found that the conduct or efficiency of any person deployed by the contractor is unsatisfactory, the contractor shall replace him immediately and depute a new person under intimation to NIFT.
41. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing the car service.
42. Lowest bid may not be the only criteria for selection; preference shall be given to the other factors, viz. previous relevant experience with other organization(s), turnover, quality of service, reputation, etc. and successful tenderer will be selected accordingly. Decision of NIFT Authority in this regard shall be final and binding on all the bidders.
43. In case of L-I is more than one, the selection criteria [viz. the past performance, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding on all the tenderers.
44. The Contractor shall not engage any sub-agent or sub-contractor whatsoever for running the said Car Service.
45. The Contractor shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
46. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (033-23357546) before submission of bid; no extra shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
47. The contract may be withdrawn by either side due to any reason by giving a minimum of 30 days' notice. The agreement with NIFT, in such cases, will be treated as cancelled
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before its expiry. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of T&Cs or due to any applicable reason and NIFT's decision in this regard shall be final and binding on the contractor.

48. The Bidder shall quote the rates in figures as well as in words. If there is any mismatch, either the lower amount will be considered or the quotation may not be accepted or as may be decided by NIFT authority and decision of NIFT in this regard shall be final & binding.

49. An agreement on Non-judicial Stamp Paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT and the same shall be notarised by the contractor at his own cost.

50. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 9.00 am to 5.30 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.

51. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.

Signatures of the tenderer with date & seal



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ANNEXURE-I

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date of Establishment:
- d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....

2. a. Address (Office):

b. Telephone No.:

c. Mobile No.:

d. Email Id.:

5. List of reputed clients:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any
1				
2				
3				

6. Furnish copies of the following documents:

- (i) Current Trade License:
- (ii) PAN Card [in the name of firm/contractor or proprietor]:
- (iii) GST Registration

6. DD [enclosed] details: please write your company name at back side of all DDs

i. DD no. _____, dtd. _____, amt. _____, bank _____ [Tender Cost, if downloaded]

ii. DD no. _____, dtd. _____, amt. _____, bank _____ [EMD]

1. Tenderer should submit the entire set of tender papers duly signed while dropping the tender.

2. Additional paper(s) to furnish the above information may be used.

Signatures of the tenderer with date & seal



TECHNICAL BID

**For
Car Service**

Sl. No.	Particulars	Mention 'Yes' or 'No'
1.	Whether 'Technical' & 'Financial' Bids submitted separately and the respective envelopes superscribed properly	
2.	Whether Demand Draft of Rs.200/- (Rupees Two Hundred Only) favouring NIFT Kolkata is enclosed as tender cost (if tender document is downloaded from website/not purchased) (to be submitted with the Technical Bid)	
3.	Whether Demand Draft of Rs.15,000/- (Rupees Fifteen Thousand only) in favour of NIFT, KOLKATA is enclosed as EMD (to be submitted with the Technical Bid)	
4.	Whether capable and agreed to submit Rs.20,000/- (Rupees Twenty Thousand Only) as Security Deposit, if work order is awarded to successful Tenderer.	
5.	Whether document in support of having minimum 03 (Three) years experience in executing similar kind of jobs along with a list of organizations (Govt., PSU, reputed MNCs/ 9rganizations) with contract nos. where the Contractor is currently providing/ has earlier provided this kind of service, submitted.	
6.	Whether copy of valid Trade Licence for this kind of job enclosed	
7.	Whether copy of Pan Card enclosed	
8.	Whether copy of GST Registration enclosed	
9.	Whether the registration of Swift Dezire AC car (white color) to be provided is not before 01.01.2016.	
10.	Whether agree that meter reading will start from NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City Kolkata -700098 or reporting place and you have quoted accordingly.	
11.	Whether minimum Annual turnover is Rs.10 Lakh per year during the last 2 (two) years [i.e. FY: 2014-2015, 2015-2016;] [Please attach relevant documents (audited report Trading, P/L & BS from authorized Chartered Accountant) as a proof]	
12.	Whether Copy of Income Tax Return for last 2(two) years submitted [Assessment year 2015-2016, 2016-17]	
13.	Whether all the pages, submitted with the bid, is duly signed with office seal	
14.	Whether agreed to abide by all the terms & conditions of this tender	
15.	Whether all DDs, Annexure-I, II & III duly filled, are enclosed with this Technical Bid and Annexure-IV, duly filled, with Financial Bid	

All certificates, documents, etc. must be valid

Annexure -III

Signatures of the tenderer with date & seal



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Declaration by the Tenderer

This is to certify that I/We, before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I/We hereby undertake that the information provided with this tender are true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

Signatures of the tenderer with date & seal



ANNEXURE- IV

FINANCIAL BID
For
Car Service

Sl. No.	Particulars	Rate in Rs. (Per Month)
1.	Basic Fixed Monthly Rent for Swift Dezire AC (white color) (Mileage -1200 km & 220 hours per month. The cost shall be inclusive of fuel cost, maintenance, insurance, driver salary, etc.)	
	GST%	
	Total	
2.	Rate per extra km when used beyond free mileage i.e. 1200 km in a month.	
3.	Rate per extra hour when used beyond 220 Hrs. in a month	
4.	Rebate in rate per km in case mileage is less than 1200 km in any month.	

GST should be mentioned specifically. No other charges except those mentioned clearly in the quotation will be considered.

Signatures of the tenderer with date & seal