

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of
Textile,
Govt. of India)

EXPRESSION OF INTEREST FOR HIRING OF VEHICLES

EOI No.:06/2023(EOI)/ADMN/BBSR/Hiring of Vehicles

NIFT BHUBANESWAR

NIFT Campus, Plot No. 24, Chandaka Industrial Estate, Patia,
Bhubaneswar-751024

Time schedule for bid process:

Date of publication of EOI Notification	15.07.2023
Last date and Time for submission of duly filled EOI	21.07.2023 (2:00 PM)
Date and Time of the opening of Technical Bid	21.07.2023 (3:00 PM)
Date and Time of the opening Financial Bid	21.07.2023 (4:30 PM)

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 17 centres. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program to address the specialized needs of professional and students in the field on fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Bhubaneswar, Mumbai, New Delhi, Patna, Panchkula, Bhubaneswar, Shillong and Srinagar.

NIFT, Bhubaneswar was established in the year 2010 which is located at NIFT Campus, Plot No.24, Chandaka Industrial Estate, Bhubaneswar-751024.

2. GENERAL INFORMATION

The NIFT Bhubaneswar Centre invites sealed bids under "**TWO BID SYSTEM**" for hiring of Vehicle at NIFT Campus, Plot No. 24, Chandaka Industrial Estate, Patia, Bhubaneswar-751024 for various official purposes.

The contract will be initially for a period of one year and can be extended for further period of two years thus making total in 3 years on mutually agreed terms & conditions depending upon the satisfactory services of contractor.

The details of the bid are given below: -

a. **Description of Services:** Hiring of Vehicles like Bus, Traveller, Winger etc for various official purposes for NIFT Campus, Plot No. 24, Chandaka Industrial Estate, Patia, Bhubaneswar-751024.for a period of one year.

b. **Closing date & time for submission of bids:** 21.07.2023, 2:00 PM

c. **Date & time of opening of Bid:** 21.07.2023, 3:00 PM

i. Technical bid:(In presence of the bidders or their authorized representatives.)

ii. Financial bid: After evaluation of Technical Bid

iii. Bid validity upto : 90 days from the date of opening of financial bid

d. **Correspondence Address:** The Director, National Institute of Fashion Technology, Bhubaneswar, Plot No. 24, Chandaka Industrial Estate, Patia, Bhubaneswar-751024.

"TWO BIDS SYSTEM" shall be followed for this bid. Bidder should take due care to submit the bid in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the bid document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to bids conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of bid document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Bid documents for Hiring Vehicles at NIFT, Bhubaneswar can be downloaded from NIFT Website (www.nift.ac.in/bhubaneswar).

The EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the bidders in separate covers duly super scribed as “Technical Bid” and “Financial Bid” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as “Bid documents for hiring of vehicles for NIFT Campus, Bhubaneswar” and to be dropped in the **tender box kept in Purchase Department**, NIFT Bhubaneswar during office hours from 9:00 AM to 5:00 PM.

In case of any clarification required relating to this bid, the same can be sought from the following officers of NIFT:

a. Sh. Sandip Karmakar, Asst. Director, Mob. 8910833516, E-mail: sandip.karmakar@nift.ac.in

b. Sh. Soumya Ranjan Swain, Assistant Director, Mob. 8917629848,
E-mail: admin.bhubaneswar@nift.ac.in

3. GENERAL TERMS & CONDITIONS

- 1) The vehicle to be provided shall be of 'commercial' type and should have all the valid relevant papers/ documents [viz.Registration, Road Tax, Insurance, etc.] and preferably not more than three years old.
- 2) The quoted price shall be inclusive of all, i.e. fuel, maintenance, driver's charges, etc. However, Parking/ Toll charges will be paid extra by NIFT on submission of original token/slips/receipts duly signed by the user of the vehicle/concerned NIFT official.
- 3) Extra Charges for hours/Kms, in excess, whichever is higher, will be considered
- 4) The minimum charges will be considered for 10 hrs./ 100 km or 05 hrs./ 50 km irrespective of consumption of the same. Garage-in Garage-out charges shall be considered for 10 KMs (5 KM In + 5 KM Out) and 1 Hr (½ Hr In + ½ Hr Out) considering reporting at NIFT Campus, Plot No 24, Chandaka Industrial Area, Patia,Bhubaneswar-751024. [Apart from reporting at NIFT Campus, Garage In-Out will be considered in excess of 5 Km and ½ Hr.].
- 5) The Driver/s must have valid driving license(s) and active mobile phones (to be provided by the agency) while on duty.
- 6) The quoted price will be valid for 1 year from the date of acceptance of work order. NIFT Bhubaneswar will place work order as and when required.
7. No payment will be made in advance. The payment shall be released on completion of service, on submission of bill in triplicate, satisfactory service and based on the certification of service by the concerned NIFT Officials/Departments. Deduction(s) (TDS, etc.), if any and as applicable will be deducted during payment. The PAN No. & Bank Details (A/c No., Bank Name & Branch, IFS Code of Bank, etc.) should be mentioned on all the Bills for payment through NEFT/RTGS.The log book/duty slip/call report for use of the vehicle shall be maintained by you, duly signed by the concerned NIFT official and shall be submitted along with the bills.
8. In the event of non-satisfactory service or any default, payment may be deducted from your bill @2% -5% as penalty or as decided by the NIFT authority and decision of NIFT in this regard shall be final & binding on the agency/service provider.
9. Copies of valid PAN, GST Registration should be submitted with your bid.
- 10.The bids, duly signed with seal, should be addressed to the Purchase Officer, National Institute of Fashion Technology, NIFT Campus, Plot No 24, Chandaka Industrial Area, Patia, Bhubaneswar-751024.
- 11.The contract will be awarded on the basis of lowest rate quote by the agency for AC and Non-AC vehicles.
12. Bids shall be submitted in official bid form only. If submitted in any other form the same shall be summarily rejected.
- 13.Bid received without prescribed Earnest Money Deposit (EMD) shall not be considered. However, if bidder is exempted by NSIC/ MSME certificate then no need to deposit EMD. However, certificate of NSIC/ MSME is required to be submitted.
- 14.The schedules issued with the form of bid listing the services to be rendered must not be altered by the bidder. Any modifications/alterations of the schedules considered necessary by the bidder should be in the separate letter accompanying the bid.

15. No paper shall be detached from the bid.
16. The name and address of the bidder shall be clearly written in the space provided and no overwriting corrections, insertion shall be permitted in any part of the bid. The bid should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the bid is liable to be ignored.
17. The bid is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the schedule to the bid are not filled in.
18. Individual signing the bid or other documents connected with the bid 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 firm, in that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes conceiving the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - 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 or registration of firm should be attached along with the bid 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 bid and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the bid 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.
19. The service provider should have minimum 3 years of experience of providing vehicles to any Govt. department, Semi-Govt and PSUs and relevant documents to substantiate the same should also be submitted with the technical bid.
20. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
21. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

22. The bid submitted in sealed envelopes mentioned "Bid for Hiring Vehicle Service" addressed to the Purchase Officer, National Institute of Fashion Technology, Bhubaneswar and be dropped in the Tender Box available at NIFT campus on or before 21.07.2023 by 2:00 PM. The bids will be opened on 21.07.2023 at 3:00 PM in the presence of such of the bids who may wish to be present, either by themselves or through their authorized representatives.
23. A demand draft of Rs.2000/- (Rupees Two thousand only) is required to be deposited as an Earnest Money Deposit (EMD) in favour of 'National Institute of Fashion Technology' payable at Bhubaneswar.
24. The bids should be valid in the case of all the bids for at least 3 months from the date of opening of the bid and if any bidders withdraw or alters the terms of the bid during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful bidder, rates quoted shall be valid for the entire period of the contract.
25. Corrections, if any, must be attested.
26. Late bids will not be considered.
27. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one-month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor 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 contractor.
28. The Institute reserves the right to impose a penalty (to be decided by the NIFT authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.
29. The EMD amount shall be converted to Security Deposit of the selected vendor(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 contractor to NIFT. The EMD of successful bidder will be converted as security deposit and the EMD of unsuccessful bidder/s will be refunded.
30. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest, i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
31. The bidder 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.
32. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.

33. The Service Provider should have registered office in **Bhubaneswar or Cuttack.**

34. NIFT, Bhubaneswar can ask the service provider to supply the vehicles in working days, Sunday and holidays also.

35. All disputes are subject to Bhubaneswar Jurisdiction only.

NIFT reserves the right to accept or reject the bid in part or full at its sole discretion without assigning any reason whatsoever.

A. TECHNICAL BID

(The documents should be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the Organization with telephone no.	
3	Email ID of the Organization	
4	Name of the authorized signatory	
5	Telephone number of authorized signatory	
6	Submission of EMD Deposit	
7	Registration Certificate of the Firm(Patnership Firm/Company	Attached self attested copy of Registration Certificate of the Firm
8	GST Registration	Attached self attested copy of GST Registration Certificate
9	PAN	Attached self attested copy of PAN
10	Proof of providing of vehicles to govt. Semi-Govt, PSUs, for last three years	Attach self attested copy of work orders.
11	Undertaking that the firm has not been blacklisted/debarred by any Govt. organisation/Semi-Govt./PSUs	Attach undertaking in your letter head.

(Signature of authorized person with Seal)

Name:.....

Date:.....

B.FINANCIAL BID

Part-I

Sl. No.	Type of Vehicle	Hours	Km	Rate (Rs.)	GST (Rs.)	Total (Rs.)	Charges for Extra	
							Per Hrs (Rs) (including GST)	Per KM (Rs) (including GST)
(A)	(B)	(C)	(D)	(E)	(F)	(E+F)		
1	Bus (AC) 42 Seater	10 hrs	100 km					
2	Bus (Non-AC) 42 Seater	10 hrs	100 km					
3	Force 'Traveller' (AC) 17 Seater	10 hrs	100 km					
4	Force 'Traveller' (Non-AC) 17 Seater	10 hrs	100 km					
5	Force 'Traveller' (AC) 26 Seater	10 hrs	100 km					
6	Force 'Traveller' (Non-AC) 26 Seater	10 hrs	100 km					
7	Tata 'Winger' (AC) 13 Seater	10 hrs	100 km					
8	Tata 'Winger' (Non-AC) 13 Seater	10 hrs	100 km					
9	Night Charges beyond 11.30PM , if any	Local						
		Outstation						

NOTE:

The minimum charges will be considered for 10 hrs./ 100 km irrespective of consumption of the same. Garage-in Garage-out charges shall be considered for 10 KMs (5 KM In + 5 KM Out) and 1 Hr (½ Hr In + ½ Hr Out) considering reporting at NIFT Campus, Plot No 24, Chandaka Industrial Area, Patia,Bhubaneswar-751024. [Apart from reporting at NIFT Campus, Garage In-Out will be considered in excess of 5 Km and ½ Hr.].

GST should be mentioned specifically at the above specified col.

(Signature of authorized person with Seal)

Name:.....

Date:.....

Part-II

m	Type of Vehicle	Hours	Km	Rate (Rs.)	GST (Rs.)	Total (Rs.)	Charges for Extra	
							Per Hrs (Rs) (including GST)	Per KM (Rs) (including GST)
(A)	(B)	(C)	(D)	(E)	(F)	(E+F)		
1	Bus (AC) 42 Seater	05 hrs	50 km					
2	Bus (Non-AC) 42 Seater	05 hrs	50 km					
3	Force 'Traveller' (AC) 17 Seater	05 hrs	50 km					
4	Force 'Traveller' (Non-AC) 17 Seater	05 hrs	50 km					
5	Force 'Traveller' (AC) 26 Seater	05 hrs	50 km					
6	Force 'Traveller' (Non-AC) 26 Seater	05 hrs	50 km					
7	Tata 'Winger' (AC) 13 Seater	05 hrs	50 km					
8	Tata 'Winger' (Non-AC) 13 Seater	05 hrs	50 km					
9	Night Charges beyond 11.30PM , if any	Local						
		Outstation						

NOTE:

The minimum charges will be considered for 05 hrs. / 50 km irrespective of consumption of the same. Garage-in Garage-out charges shall be considered for 10 KMs (5 KM In + 5 KM Out) and 1 Hr (½ Hr In + ½ Hr Out) considering reporting at NIFT Campus, Plot No 24, Chandaka Industrial Area, Patia,Bhubaneswar-751024. [Apart from reporting at NIFT Campus, Garage In-Out will be considered in excess of 5 Km and ½ Hr.].

GST should be mentioned specifically at the above specified col.

(Signature of authorized person with Seal)

Name:.....

Date:.....