



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY KANNUR CAMPUS,
DHARMASALA, MANGATTUPARAMBA, KANNUR – 670562, KERALA**

Phone: 0497 – 2784780, 2780434

Web ID: <http://www.nift.ac.in/kannur/tenders>

DRAFT NOTICE INVITING OFFERS FOR HIRING VEHICLES ON RATE CONTRACT BASIS.

&

**EXPRESSION OF INTEREST FOR EMPANELMENT OF TRANSPORT OPERATORS
FOR ARRANGING TOURS FROM NIFT KANNUR TO NEIGHBOURING STATES**

NIT No: 12171(2)/NIFT/KNR/ADMN/EOI & Hiring Vehicle/2019

05.12.2019

National Institute of Fashion Technology, Kannur invites competitive offers from experienced transport operators/vehicle hiring agencies/*cab owners* for:

- i. entering into rate contract with NIFT Kannur for hiring cars and buses of different seating capacity for journeys within the State of Kerala on need basis and
- ii. Expression of interest (EOI) for empanelment of transport operators for arranging tours from NIFT Kannur to neighbouring states as and when required.

The vehicle should be Diesel fuelled and emission standards complaint having excellent road worthiness. Interested operators may apply either for rate contract for hiring cars and buses for journeys within the State of Kerala on rate contract basis OR for empanelment for arranging tours to neighbouring states as and when required, OR for both.

BID SCHEDULE

Date of commencement of sale/download of application/bid form	05.12.2019:11.00 hours
Last Date of sale/download of Application/bid form	27.12.2019: 16.00 hours
Last date for submission of Application/bid form	30.12.2019: 15.00 hours
Date, time and venue of Application/Bid Opening	30.12.2019:16.00 hours at NIFT Kannur
Cost of Application Form	Rs.590/- including GST
EMD.	Rs.5000/-

Interested parties may collect the Application/Bid Form from NIFT Kannur. The Application/ Bid Form can also be downloaded from NIFT website: [www. https://nift.ac.in/kannur/tenders](http://www.nift.ac.in/kannur/tenders).

The bid documents may be submitted to ‘The Director, NIFT, Campus, Dharmasala, Mangattuparamba, Kannur – 670562 in sealed envelope superscribed as ‘**Offers for hiring vehicles on rate contract basis**’ OR ‘**EOI for empanelment for arranging tours to neighbouring States**’ OR ‘**Offers for hiring vehicles on rate contract basis & EOI for empanelment for arranging tours to neighbouring States**’ as the case may be, before 15.00 hours of 30.12.2019, complete in all respects as per the prescribed format.

**DIRECTOR
NIFT, Kannur**



Ref No.: _____

Date of Issue:

Application form issued to:

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY KANNUR CAMPUS,
DHARMASALA, MANGATTUPARAMBA, KANNUR – 670562, KERALA**

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Web ID: <http://www.nift.ac.in/kannur/tenders>

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NIT No: 12171(2)/NIFT/KNR/ADMN/EOI & Hiring Vehicle/2019

05.12.2019

1. INTRODUCTION:

National Institute of Fashion Technology (NIFT), Kannur is a premier institute in the field of Fashion Technology with its Head office in Delhi, functioning under the Ministry of Textiles, Government of India. The staff, faculty and students of NIFT are required to undertake journeys in connection with official duties or field/industry/cluster visit/out bound programmes or any other events. NIFT intends:

- To enter into rate contract with experienced transport operators/vehicle hiring agencies/cab owners duly registered for commercial operations who are ready to provide vehicles like cars, Buses (50 seater, 40 seater, 35 seater, mini Bus, tempo traveler etc.,) (AC and/or Non AC) taxi with driver on hire basis for journeys within the State of Kerala, as and when required and
- To prepare a panel of transport operators for arranging tours from NIFT Kannur to neighbouring States, as and when required.

2. SCOPE OF WORK

- **Rate Contract basis:** Contractor for hiring vehicle on rate contract basis will be required to provide cars and/or buses (AC and/or Non-AC), of different seating capacity and models as mentioned in the price bid, with driver, as and when required by NIFT, at the agreed rate. The hired vehicle(s) under the rate contract will be utilized for pickup and drop of officials/ Guests or students from NIFT Kannur campus at Dharmasala to the destination point and vice versa, for Field/Industry/out bound programmes or any other official events within the State of Kerala.



- **Empanelled transport operators:** Empanelled transport operators will be required to provide vehicles for to and fro journeys from NIFT Kannur to neighbouring States. NIFT will invite quotations from empaneled transport operators, with request to quote within 2 to 5 days for hiring the required vehicle for the specified event and the operator shall be ready to provide car/bus/tempo traveller as the case may be, on short notice.
- Invitation of Quotations will be event based and the work will be awarded on least cost basis. The quote once made for a particular event will be limited to that particular event only and will not be considered for another event.
- Empaneled transport operator shall provide Package event / event management with combination of food, accommodation and adventure packages, if required by NIFT.

3. ELIGIBILITY CRITERIA.

- 3.1** The applicant shall be able to provide the required vehicle on short notice of less than one hour. An undertaking to this effect shall be enclosed.
- 3.2** The Applicant shall be an individual/Proprietor ship concern/partnership firm/ Companies registered under the Companies Act, engaged in hiring vehicles for tours. Supporting documents like Memorandum of Association, Article of Association, Certificate of Incorporation, Partnership deed, PAN, GST Registration certificate, Taxi permit etc., whichever is applicable shall be furnished in support of the status of the applicant.
- 3.3** The Applicants must have minimum of 3 (three) years' experience (as on 31.10.19) in operating/providing taxies and buses. Clients shall include one or more educational institutions/Government organizations including Public sector undertakings.
- 3.4** The vehicle provided shall be registered with Road Transport Authorities for commercial purpose.

4. EVALUATION CRITERIA:

- 4.1** Applications of those who satisfy the above criteria with supporting documents will be considered as technically qualified for hiring vehicles on rate contract basis or for empanelment or for both as applied by the applicant.
- 4.2** Price bids of only those applicants who are found technically qualified and have offered for rate contract will be opened for identifying the contractor for hiring vehicles on rate contract basis.
- 4.3** Price bids for rate contract will be compared category wise and lowest identified on the basis of least cost to NIFT as quoted by each bidder. Rate contract will be finalized accordingly with the least quoted bidder for each category.

5. INSTRUCTIONS TO APPLICANTS:

- 5.1** Applicant is at liberty to quote for Light Motor Vehicle (LMV) group or Heavy Motor Vehicle (HMV) group or both.
- 5.2** Applicant may apply for rate contract/empanelling for any one or more of the category of vehicles for which bid has been called for.



5.3 Cost of Application/ Bid Form: The Application/ Bid Form consist of two parts i.e. PART 1-Technical Bid and Part 2- Financial (Price) Bid. The Form may be purchased from NIFT Kannur Office during 11.00 hours to 16.00 hours on all working days from 05.12.2019 to 27.12.2019 on payment of Rs.590 including GST by way of cash or DD in favour of NIFT Kannur. The Application/bid Form can also be downloaded from NIFT website: [www.https://nift.ac.in/kannur/tenders](http://www.nift.ac.in/kannur/tenders). In such cases cost of form Rs.590/- (including GST) in the form of crossed DD drawn in favour of NIFT Kannur shall be enclosed in the cover containing 'Technical bid'.

5.4 For applying for both rate contract and empanelling:

5.4.1 Those who are willing to offer for rate contract and also for empanelling shall submit both Technical Bid (PART 1) and Price Bid (PART-2) indicating the rate for providing vehicles within the State, separately.

5.4.2 The duly filled in Tender document containing Technical Bid (Part –I) and Price Bid (Part-2) shall be put in two separate covers and submitted in a large separate envelope to The Director, NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur – 670562 before the due date and time prescribed. Cover containing Technical bid shall be superscribed as '**Offers for hiring vehicles on rate contract basis & EoI for empanelment for arranging tours to neighbouring states-Technical bid**' and that containing Price bid as '**Offers for hiring vehicles on rate contract basis for journeys within the state of Kerala -PRICE BID**'. Both the covers shall be put in to a large cover superscribed as '**Offers for hiring vehicles on rate contract basis & EoI for empanelment for arranging tours to neighbouring States**'.

5.4.3 The rates must be quoted in Part- 2 (Price Bid) and duly signed by the bidder affixing the seal. Price bid cover shall contain only the price bid (Part 2). As the rate contract is intended for providing vehicles within the State of Kerala only, the bidder shall quote accordingly (i.e., the rate for providing vehicles within the State).

5.4.4 The rate for cars shall not exceed the rates prescribed by the Transport Department, Government of Kerala from time to time.

5.4.5 The bidder should quote their rates in figures as well as in words. Corrections and over writings shall be avoided. If any correction is made it should be duly attested by the authorized signatory.

5.4.6 The applicant shall quote all inclusive rates. Apart from the rates quoted, no expense other than toll fee on road en-route/parking fee at stop points shall be borne by NIFT. Toll fee and parking charge shall be reimbursed against production of original receipts.

5.5 For applying for empanelment alone:

5.5.1 Those who are willing to submit EoI for empanelment alone shall submit Tender document containing the Technical Bid (PART 1) only, duly superscribing the cover as '**EoI for empanelment for arranging tours from NIFT Kannur to neighbouring states**'

5.6 Submission of Application/bid means that applicant/bidder has read all the terms and conditions of this Notice carefully and will comply them unconditionally. Conditional bids will not be accepted. All pages of the Application/bid document should be signed and accepted by the bidder.

5.7 The duly filled Application document should reach this office on or before 30.12.2019, 15.00 hours.



5.8 Application shall contain EMD of Rs.5000/-(Rupees five thousand) in the form of Demand Draft drawn in favour of “**National Institute of Fashion Technology, Kannur**” payable at Kannur. EMD shall form part of Technical bid and be enclosed in the ‘Technical bid’ cover. Application without EMD will be rejected. EMD of all applicants except of the one selected for entering into rate contract agreement will be refunded. EMD of the transport operator selected for rate contract will be refunded after furnishing security deposit and signing the agreement. EMD will not bear any interest.

5.9 The Technical bid shall contain copy of the following:

- Application document duly signed on all pages including Part 1(Technical bid) and declaration, except price bid format (Part 2).
- Cost of Application, Rs.590 (Rupees Five hundred ninety only) in the form of crossed DD in the name of NIFT Kannur in case the application is downloaded.
- EMD of Rs.5000/- (Rupees Five thousand only) by way of crossed DD in the name of NIFT Kannur.
- Documents in proof of the status of the applicant (i.e., individual, partnership, company etc.,)
- Copy of PAN of the applicant/applicant firm wherever applicable
- Copy of GST Registration. If exempted from GST, exemption orders from competent authority to be submitted.
- Details of vehicles in possession with copy of Registration documents.
- Copy of taxi permit of vehicles of each category for which rent is quoted (in the case of application for rate contract)
- Copy of driving license in the case of applicants of individual status.
- List of Institutions / Organizations to which vehicles were provided during the last three years (01.11.16 to 31.10.19).

5.10 Director, NIFT Kannur, shall have the right to reject any or all offers/applications without assigning any reason thereof.

6. TERMS & CONDITIONS:

6.1.For rate contractor:

6.1.1 The selected contractor/contractors (rate contract), within 10 days of the letter of acceptance of the offer, shall furnish security deposit by cash or Demand Draft in favour of NIFT Kannur payable at Kannur, as prescribed below.

- If the same transport operator (rate contract) is selected for four or more categories of vehicles included in the price bid-Rs.20000/ (Rupees twenty thousand only).
- If selected for one or more categories up to three categories Rs.5000/- (rupees five thousand) for each category.

The security deposit will remain with NIFT till the contract period is over. Security deposit will bear no interest.

6.1.2 Selected transport operator for local journeys (rate contract) shall execute agreement with NIFT in Kerala non-judicial stamp paper of Rs.200/- within 10 days from letter of acceptance of the offer.



- 6.1.3 Rate contract shall remain in force for one year from the date of commencement of contract (signing the agreement). Revision in rate will not be considered till the contract period is completed.
- 6.1.4 The agreement can be terminated by NIFT at any time without notice in case the operator fails to abide by any of the terms & conditions of the agreement or the service is reported unsatisfactory by user/competent authority of NIFT.
- 6.1.5 NIFT and the contractor may also terminate the contract after giving one month notice in writing.
- 6.1.6 If the contractor fails to provide the vehicle intended, on two occasions continuously, without sufficient justifications in advance, the rate contract is liable to be terminated. Decision of NIFT will be final in this regard.

6.2. For empanelled operators:

- 6.2.1 Empanelled transport operators shall execute agreement with NIFT in Kerala non-judicial stamp paper of Rs.200/- within 10 days from letter of acceptance of the EOI.
- 6.2.2 The panel prepared on the basis of the EoI will have validity of one year. The validity however, may be extended for two more spells of one year each subject to satisfactory service of the empanelled transport operators and on mutual consent.
- 6.2.3 In the case of journeys to neighbouring States, NIFT will invite quotations from empaneled transport operators, with request to quote within 2 to 5 days for hiring the required vehicle for the specified event and the operator shall be ready to provide car/bus/tempo traveller as the case may be, on short notice.
- 6.2.4 Invitation of Quotations will be event based and the work will be awarded on least cost basis. The quote once made for a particular event will be limited to that particular event only and will not be considered for another event.
- 6.2.5 Terms and conditions for inviting quotations from empanelled transport operators will be event specific and will be given in each quotation notice.
- 6.2.6 The name of an empanelled transport operator is liable to be removed from the panel on the basis of adverse report on services provided and also on failure to fulfill contractual obligations or otherwise, without assigning any reason. The empanelled operator also may get delisted by himself after giving one month notice in writing.
- 6.2.7 If the empanelled contractor/contractors fail to respond to two quotation notices continuously without sufficient justifications, such name may be removed from the panel. Decision of NIFT will be final in this regard.
- 6.2.8 Empaneled transport operator shall provide package event / event management with combination of food, accommodation and/or adventure package, if required by NIFT. Package may be either one event only or a combination of one or more events or all events.

7. GENERAL TERMS & CONDITIONS FOR RATE CONTRACTOR AND EMPANELLED OPERATORS.

- 7.1. The vehicles offered to hire shall be registered in the name of selected rate contract operator/empanelled operator.
- 7.2. The buses/taxis must be registered with Road Transport Authority for commercial purpose. The vehicle shall have valid Registration certificate, road tax document and permit for operating taxi services.



- 7.3. The vehicle should be Diesel fuelled and emission standards complaint having excellent road worthiness.
- 7.4. The vehicles should be comprehensively insured.
- 7.5. All documents viz., insurance, registration, road tax, 'pollution under control certificate' etc., related to the vehicle must remain with the driver.
- 7.6. The operator, before the vehicle is placed for duty, should ensure that the vehicle is road worthy, well maintained in good mechanical condition and suitable for use by high dignitaries, Government officers and officers/students of this reputed institution.
- 7.7. All vehicles must have clean interior, upholstery, well maintained exterior & noiseless drive.
- 7.8. The driver detailed for duty should possess minimum 3 years' driving experience in the respective category and shall have in his possession valid driving license/badge.
- 7.9. The driver must wear proper uniform as per RTO instructions.
- 7.10. The driver should report for duty at the specified time and venue and remain with the vehicle during duty hours. He must ensure to fill the duty slip details – garage out time, kilometer run at out time, release time, return in-time, kilometer after completion of journey, parking charges etc., and have it signed by the in-charge official in the vehicle/competent authority. The log book/trip sheet and all other documents required by the RTO shall be maintained by the driver of the vehicle.
- 7.11. The Driver shall have working mobile number in his hand, while on duty, to get instructions from the officials of NIFT or officer-in-charge of the journey.
- 7.12. Driver should be courteous, well conversant with traffic rules, roads / routes to the destinations and also alternate routes to the destinations. He should be able to converse in English / Hindi & Local Languages.
- 7.13. Necessary instructions should be given to the driver to ensure good conduct, politeness and efficient service to the user while on duty. The driver should avoid situations of behaving rudely or enter into argument with the user/passengers.
- 7.14. Operators should convey, without fail, at least one hour before reporting time, the car/bus number, driver's name and mobile number etc., to officials of car desk and to the guest by SMS
- 7.15. Vehicle shall reach office within 30 minutes on request/ Indent.
- 7.16. Vehicles provided to NIFT shall be subjected to physical check at the security gate of NIFT; at the point of entry to and exit of the campus.
- 7.17. The Vehicle shall display "ON NIFT DUTY" board on the vehicle as and when hired for NIFT duty.
- 7.18. In the event of breakdown of the vehicle on duty en-route, a replacement vehicle should be deployed immediately by the operator so as to not to hinder the programme. In case alternate arrangement is made by NIFT, extra expenditure, if any over, and above the rate agreed to in the rate contract agreement shall be borne by the rate contractor. In case of break downs, if the contractor fails to make alternate arrangement for journey as above, penalty of 10 per cent of the trip value also will be recovered from the bill of the operator.
- 7.19. In case the breakdown/failure in service is happened during onward journey and no alternative arrangement is made within one hour, NIFT reserves the right not to honour the bill of the operator and to delist the operator from the panel, if empanelled.
- 7.20. The payment of salary/allowances or any other claims of the driver shall be the responsibility of the selected operator/contractor.



- 7.21. NIFT will not be responsible financially or otherwise for any injury to the driver(s) or person(s) deployed by the contractor during the course of performing the duties or for any damages/charges that the transport operator may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to property of any member of the public or any person or in executing the work or otherwise.
- 7.22. NIFT will not be responsible for any accident or damage of the vehicle. Responsibility if any, for such events shall be on the part of the Contractor. NIFT will not be liable to compensate for any damage whatsoever in the event of litigation or otherwise.
- 7.23. The transport operator engaged on rate contract and/or empaneled shall be solely responsible for full compliance with the provisions of the 'Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013'. In case any complaint of sexual harassment against the operator/empaneled operator or employee of the operator entrusted with the duty of tour operation to NIFT is received, the complaint will be referred to the appropriate authority under the relevant Act. The selected transport operator/empaneled operator shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- 7.24. Payment: payment of hire charges to the operator will be made case to case basis on submission of bills. The bill shall be supported by copy of log book/trip sheet duly countersigned by the user or officer-in-charge of the trip. Normally, the payment will be made within ten working days after receipt of the bill. Income Tax (TDS) and other statutory dues if any, will be deducted from the bills as per Rules, wherever applicable
- 7.25. No expenses other than toll fee on road en-route and/or parking fee shall be borne by NIFT. The contractor shall submit the original receipts for reimbursement of toll fee and parking fee. All other expenditure towards cost of maintenance and repair of vehicles, Road Taxes, insurance etc., shall be paid by the contractor well in time.
- 7.26. In case of ambiguity in the interpretation of any of the clauses in the application/bid document, decision of Director NIFT will be final.
- 7.27. All disputes arising out of or relating to the subject matter shall be subject to the jurisdiction of District Court, Kannur.

DIRECTOR

Name, Designation & Signature of the bidder with the seal



DECLARATION BY THE APPLICANT

1. I/we undertake to provide the required vehicle on short notice of less than one hour.
2. All information furnished in this application is true to the best of my knowledge and if any information is found untrue or false, I/we may be debarred from the selection process/being given the contract.
3. I/We agree to abide by the terms and conditions stipulated by NIFT in the application document.
4. I/We understand that NIFT reserves the right to accept or reject any or all the applications either in full or in part without assigning any reason there for.
5. No other firm/company having any of our partners/ directors as its partner/director has applied for empanelment/rate contract against this tender.
6. I/we have never been blacklisted or debarred from participating in any tender in any Government departments/organizations and PSUs.
7. The rate offered will have validity till 60 days from the date of opening the price bid.
8. I/We understand that:
 - i. Rate quoted will be all inclusive.
 - ii. Parking / Toll charges shall be reimbursed to the operator only on production of valid receipts.

I/We agree to all terms and conditions as mentioned 1 to 8 above and included in the tender document including the validity of the offer. Utmost confidentiality of the data provided shall be maintained

Date:

Signature

Name and Seal of the Vendor



PART 1
Technical bid
Offers for entering into rate contract for hiring vehicles for journeys within the State of Kerala as and when required

&
Expression of interest for empanelment of transport operators for arranging tours from NIFT Kannur to neighbouring states as and when required.

S. No	Information Required	Information submitted by the Applicant (Attach separate sheet if required)
1	Name of the Organization	
2	Type of Organization, whether Proprietorship, Partnership, Company, Society etc.,	
3a	Name of the Proprietor/ Partners/Directors	
3b	Authorized Person to sign the Application document – Name, Contact details including telephone/ Mobile Number(s) e-mail	
4	Documents along with proof (as applicable): a) PAN No: b) GST No: c) Registration certificate details of vehicles d) copy of taxi permits	
5	Number of vehicles held-category wise (refer price bid format) (attach list of vehicles)	
6	Experience in hiring vehicles of different category items	_____ years
7	Experience in hiring vehicles to educational institution/government organizations. (enclose proof)	
8	Whether willing to be considered for rate contract alone OR for empanelment alone OR for both	
8	Name and Address of the Bankers and Bank Account Details	Banker's Name : Branch Address : Type of Account : Account No. : IFSC No :

(Note: All the above information shall be supported by copy of documents)

Name, Designation & Signature of the bidder with the seal



**PART-2
PRICE BID**

**(Applicable to those applying for rate contract for hiring vehicles for journeys within the State of Kerala as and when required)
(TO BE SUBMITTED IN A SEPERATE COVER)**

Sl. No	Category of Vehicle	12 hrs 80 kms	Rate for additional Kms beyond 80 Kms	Extra hours charges beyond 12 hrs duty per day	Per night charges	2 hrs 20 kms	5 hrs 40 kms	Kannur Airport Pickup / drop	Kannur Railway station Pick up / drop
1	Swift or equivalent: AC								
2	Swift or equivalent: Non-AC								
3	Swift D'zire or equivalent: AC								
4	Swift D'zire or equivalent: Non-AC								
5	Innova or equivalent: AC								
6	Innova or equivalent: Non-AC								
7	12 Seater Bus								
8	35 seater bus								
9	40 seater Bus								
10	Mini bus								
11	Tempo traveler								

Name, Designation & Signature of the bidder with the seal