

# **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 HIRING OF DLY/TAXI SERVICES**

**Tender No. 1312(391)/Admin./HO/Hiring of Taxi Services/2016-17**

**National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas,  
New Delhi – 110016**

### **Time schedule for tender process:**

Date & time of publication of tender notification on official website / CPP Portal	3 <sup>rd</sup> March, 2022, 5:30 p.m.
Download of tender document commence from	3 <sup>rd</sup> March, 2022, 5:30 p.m.
Last date and time for submission of online bids on CPP portal	24 <sup>th</sup> March, 2022, 4:00 p.m.
Date and Time of the opening Technical Bids	25 <sup>th</sup> March, 2022, 4:30 p.m.
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

***Note: This tender document contains 22 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.***

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I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)



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## 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 Campuses. 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, Panchkula, Patna, Raibareli, Shillong and Srinagar.

## 2. NOTICE INVITING TENDER

The NIFT Head Office invites Online tenders under "**TWO BID SYSTEM**" for selection of a DLY/Taxi service agency for NIFT Head Office, NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi-110016 from reputed DLY/Taxi service agencies. The contract period will be initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

The details of the tender are given below:-

- a. Description of Services: selection DLY/Taxi service agency for **NIFT Head Office, NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi-110016.**
- b. Closing date & time for submission of bids: **24<sup>th</sup> March, 2022 till 4:00 p.m.**
- c. Date & time of opening of Bid:
  - i. Technical bid: **25<sup>th</sup> March, 2022 at 4:30 p.m.** (in presence of the tenderers or their authorized representatives, who may wish to attend the same)
  - ii. Financial bid : After evaluation of Technical Bid date & time will be informed to technically qualified bidders.
  - iii. Bid validity upto: 30 days from the date of opening of financial bid

**"TWO BIDS SYSTEM"** shall be followed for this tender. Bids received shall be evaluated as per the criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per

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requirement of tender 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.

The tender document is not transferable to any other person. The tender document can be downloaded from the NIFT's official website [www.nift.ac.in](http://www.nift.ac.in) as well as from Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> for reference.

In case of any clarification required relating to downloading or registration of this tender on CPP portal, the same can be sought from the following officers of NIFT:

- a. Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016, Phone No. 011-26542176/71, and email id : [purchase.ho@nift.ac.in](mailto:purchase.ho@nift.ac.in).

### **3. ONLINE SUBMISSION OF TENDER**

The process of online submission of bids are available on CPP portal i.e. <https://eprocure.gov.in/eprocure/app> . The tender document can be downloaded from NIFT's website i.e. [www.nift.ac.in](http://www.nift.ac.in) and also from <https://eprocure.gov.in/eprocure/app> . Applications to this tender will be accepted only through the online mode at <https://eprocure.gov.in/eprocure/app> alongwith proof of scanned copies of Earnest Money Deposit (EMD) of INR 32,000 (Rupees Thirty Two thousand only) in the form of Demand Draft/Banker Cheque, fixed deposit receipt, Bank Guarantee in favor of 'National Institute of Fashion Technology' and payable at New Delhi with all relevant documents. The bidder can also submit the EMD online in NIFT account as per bank details given below:

<b>Name of Beneficiary</b>	<b>: National Institute of Fashion Technology</b>
<b>Bank</b>	<b>: Union Bank of India, Yusuf Sarai Branch, New Delhi – 110016</b>
<b>IFSC / RTGS Code</b>	<b>: UBIN0534064</b>
<b>Savings Bank A/c No.</b>	<b>: 340602050000022</b>

Original EMD may be sent to Protocol Officer, National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016. Phone No. 011-26542016/26530812 **on or before 24<sup>th</sup> March, 2022 till 4:00 p.m.**

Eligibility criteria and Technical & Financial bid may be submitted online as per Annexure - I & II & IIA only.

The online financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

***The interested bidders are advised to read carefully the entire tender document before submitting their tender. The tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.***

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***Bidders are required to sign each page of each part of this tender document for acceptance of terms and conditions and submit along with your bid.***

This tender document is being issued with no financial commitment and NIFT reserves the right to change or vary any part thereof or foreclose the procurement case at any stage. NIFT also reserves the right to disqualify any vendor, should it be necessary, at any stage on grounds of National Security.

You may contact Assistant Director (Purchase), National Institute of Fashion Technology, NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi-110016, Phone No. +91 11 26542071/2176, email-[purchase.ho@nift.ac.in](mailto:purchase.ho@nift.ac.in) for grievance related to online bidding condition, bidding process and/or rejection of bid. With regards to bidding condition, this shall be done in writing atleast 10 days in advance of the stipulated date of submission of bid.

#### **4. GENERAL INSTRUCTIONS**

- i. Tender shall be submitted in prescribed tender form online only. The tender shall be liable for rejection if not submitted in the prescribed format.
- ii. The list of the services to be rendered should not be altered by the tenderer. No paper shall be detached from the document.
- iii. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender
- iv. The tender is liable to be rejected if complete information is not given there-in or if the particulars of data (if any) asked for in the Tender document are not filled in.
- v. Tenders received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- vi. All the technical bids will be opened by the Committee authorized for this purpose in the presence of tenderers / authorized person(s) of the tenderers on **25<sup>th</sup> March, 2022 at 4:30 p.m.** who wish to attend.

Financial Bid of the technically qualified tenderers will be opened later on and the date and time will be informed accordingly.

#### **5. TECHNICAL ELIGIBILITY CRITERIA**

1. Taxi operators, whose taxi stand is situated within 20 (Twenty) kilometers 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 10 (Ten) commercial DLY Taxi Cars (like, Hyundai Xcent, Honda Amaze, Maruti SX4 Ciaz, Swift Dzire, Toyota Innova, Crysta, Ertiga & other similar cars) in the name of tenderer/bidder or firm. **(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 30 lacs during the two consecutive financial years, i.e. 2019-20 and 2020-2021 **(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 two consecutive years i.e. 2019 – 20 & 2020 – 21 **(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 should have the GST Number. **(Copy to be enclosed)**
10. The bidder is required to sign each page of each part of this tender document for acceptance of terms and conditions and submit alongwith your bid.
11. The agency applying for empanelment should not have been blacklisted by any organization. (Self certification on the letter head of the Agency may be enclosed)
12. Those exempted from submission of EMD must submit certificate issued by Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) / NSIC etc. or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
13. Earnest Money (EMD) of Rs. 32,000/- (Thirty Two Thousand only) in the form of Demand Draft /Banker Cheque/ Fixed Deposit receipt/Bank Guarantee (as per Annexure-III) in favor of 'National Institute of Fashion Technology' and payable at New Delhi with all relevant documents (except those who are specifically exempted by NSIC certifications) should accompany with the Technical bid document.

## **6. Scope of Work**

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 on monthly and on call basis for local / outstation journeys for use of NIFT-HO . Tenderer shall supply on hire Air-Conditioned Sedans, MUVs, SUVs for local (Delhi NCR region) and outstation journeys for use by NIFT officers. However, no definite volume of work to be performed can be guaranteed during the currency of the contract and no assurance can be given as to the quantum of above requirement. NIFT requires approximately 2 to 3 vehicles on monthly basis.

## **7. TERMS & CONDITIONS**

1. The online bids will be received by NIFT upto **24<sup>th</sup> March, 2022 till 4:00 p.m.** Any bid received after the prescribed deadline shall not be considered irrespective of rates. Date and time of opening of financial bids of such firms which meet the prescribed technical criteria will be notified separately.
2. Earnest Money (EMD) of Rs. 32,000/- (Thirty Two Thousand only) in the form of Demand Draft /Banker Cheque/ Fixed Deposit receipt/Bank Guarantee (as per Annexure-III) in favor of ‘National Institute of Fashion Technology’ and payable at New Delhi with all relevant documents (except those who are specifically exempted by NSIC / MSEs) should accompany with the Technical bid document. Such EMD shall not carry any interest. Any bid not accompanied with required EMD shall be deemed to be invalid and will be rejected by NIFT. The bidder can also submit the EMD online in NIFT account as per bank details given below **on or before 24<sup>th</sup> March, 2022 till 4:00 p.m.**

**Name of Beneficiary** : **National Institute of Fashion Technology**  
**Bank** : **Union Bank of India, Yusuf Sarai Branch, New Delhi – 110016**  
**IFSC / RTGS Code** : **UBIN0534064**  
**Savings Bank A/c No.** : **340602050000022**

3. The EMD shall be forfeited if:
  - a. The bidder withdraws his bid during the period of bid validity.
  - b. In the case of successful bidder, if he fails to furnish the required Security Deposit within the specified time limit.
4. The EMD of the successful bidder shall be retained towards making of the security deposit for the performance of the contract and shall be discharged after submission of the required security deposit.
5. The bid shall remain valid for a period of 4 months from the date of receipt of the bid.

6. Taxi operators, whose taxi stand is situated within 20 (Twenty) kilometers radius from NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 16 will only be eligible to submit the tender documents.
7. 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.
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. RATES AND PRICES

All statutory applicable duties and GST may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

#### 11. TERMS OF PAYMENT

- 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.

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- 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.
- d. The tenderer / bidder will maintain monthly payment data.
- e. The payment shall be released on monthly basis on submission of bill in duplicate by the tenderer / bidder within 15 days.

## 12. COMPLIANCE WITH THE LAWS & REGULATION

The Agency will be required to follow professional ethics and regulatory rules/laws, if any, while dealing with NIFT and ensure confidentiality in matters that may become detrimental/ cause loss or damage to the interest/ image of NIFT in any manner.

## 13. LIQUIDATED DAMAGES

NIFT reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NIFT from Security Deposit or pending bill or by raising a separate claim as the case may be.

14. SECURITY DEPOSIT: The successful bidder shall deposit an amount of **Rs. 32,000/- (Rupees Thirty two thousand only)** as Security Deposit in the form of Demand Draft / banker cheque/FD/BG in favour of NIFT, payable at New Delhi shall be submitted in sealed envelope addressed to Assistant Director (Admin.), National Institute of Fashion Technology, 2<sup>nd</sup> Floor , Room No. 9, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 110016 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 successful bidder can also submit the Security Deposit online in NIFT account as per bank details given below:

<b>Name of Beneficiary</b>	<b>: National Institute of Fashion Technology</b>
<b>Bank</b>	<b>: Union Bank of India, Yusuf Sarai Branch, New Delhi – 110016</b>
<b>IFSC / RTGS Code</b>	<b>: UBIN0534064</b>
<b>Savings Bank A/c No.</b>	<b>: 340602050000022</b>

EMD of successful bidder may be converted into security deposit on written request to the competent authority.

15. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
16. 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.
17. The tenderer / bidder shall provide commercial taxies of models from the year 2020 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 taxicars/ 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
18. The drivers of the tenderer / bidder should possess sound health and be free from diseases and must have taken both doses of COVID Vaccine and wear a valid Identity card with proper uniform issued by the Company while on duty.
19. It shall be the duty of the tenderer to ensure that each taxi deployed for NIFT always has sufficient quantum of fuel available and in addition driver should have enough money at his disposal to purchase additional fuel if required during the course of journey. NIFT will not make any arrangement for providing fuel for such Taxis or advance money for such purposes (including for outstation journeys).
20. 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.
21. All the drivers should have valid Driving License from the RTO.
22. 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.

23. The tenderer / bidder shall be bound to give reason for termination of the contract.
24. Escalation clauses shall not be accepted on any ground during the pendency of contract.
25. The rates quoted should be excluding the GST. For claiming GST , the vendor has to submit proof of payment of GST in the monthly basis.
26. 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.
27. 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. **In the event of any difference between the figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Price Bid, the lower of the two shall prevail.**
28. Any act on the part of the tenderer / bidder to influence anybody in NIFT would make him liable for rejection of his tender.
29. Parking charges at Airports / Parking lots will be borne by NIFT on production of original bills / slips.
30. All Challans/Transport Authority payments will be borne by the tenderer / bidder.
31. 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.
32. 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.
33. 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.

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34. 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.
35. 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.
36. 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.
37. 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.
38. All the documents are required to be in English, if not, certified translation in English may be submitted.
39. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
40. CONCILIATION/ ARBITRATION
  - a. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by NIFT.
  - b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by NIFT.
  - c. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the agency shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the agency shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

- d. The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- e. The arbitrator will give the speaking and the reasoned Award. The Parties will not be entitled to any pendente-lite interest during arbitration proceedings.

41. FORCE MAJEURE

- a. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- b. The term “Force Majeure” as employed herein shall mean acts of God. War, hostility, acts of public enemy, Civil Riots, sabotage, Fire directly affecting the performance of the Contract, Floods, explosions, epidemic quarantine restrictions, strikes, lockouts and Acts and Regulations of respective government of the two parties, namely NIFT and the Taxi Agency.
- c. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 Hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NIFT shall have the option of canceling this contract in whole or part at his discretion without and liability at his part.
- d. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

42. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

43. No alternative offer shall be considered.

44. NIFT reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NIFT action.

45. Any clarification on the documents may be obtained from:-  
Protocol Officer  
National Institute of Fashion Technology  
NIFT Campus  
Head Office, Hauz Khas, New Delhi – 110016.  
011-26542016, 26530812
46. After award of LOA, the Agency is required to enter into an Contract with NIFT on the terms and conditions as detailed in the tender document.
47. On finalization of tender the selected bidder needs to submit declaration under anti profiteering applicable as per GST laws.

**Price Bid**

48. 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 will match the rates of L-1 bidder for rates of day to day basis so that single agency may be hired for the purpose.
49. The taxi provided on monthly basis should be 2020 and above model only.

**(Signature of the authorized person with seal)**

**TECHNICAL BID**

	Name of the Agency	
	Registered Office	
	Address of Communication	
	Telephone number of the contact : Person (Mobile number if any)	
	Name of Director /Proprietor /Partners (With address and telephone No.)	
1.	Taxi operators, whose taxi stand is situated within 20 (Twenty) kilometers radius from NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 16 will only be eligible to submit the tender documents <b>(proof of distance must be enclosed with technical bid)</b>	
2.	Registration of Firm/Company/Agency. <b>(Kindly attached a copy of Registration no. with technical bid)</b>	
3.	The tenderer / bidder should have registered at least 10 (Ten) commercial DLY Taxi Cars (like, Hyundai Xcent, Honda Amaze, Maruti SX4 Ciaz, Swift Dezire, Toyota Innova, Cryta, Ertiga & other similar cars) in the name of tenderer/bidder. <b>(Also attach a copy of the registration certificates along with insurance papers of vehicles with the Technical Bid).</b>	
4.	The tenderer / bidder should have a minimum annual turnover of Rs 50 lacs during the two consecutive financial years, i.e., 2019-20 and 2020-2021 <b>(Audited balance sheet duly certified by the registered Chartered Accountant also be attach with technical bid).</b>	
5.	Experience for supply of taxies in Central / State Government / PSUs / Private reputed Companies / Banks etc. for two consecutive financial years i.e. 2019-20 & 2020 – 21 <b>(Copy of work order or experience to be attached).</b>	
6.	All the Vehicles should be registered with RTO. <b>(Also attach a copy of the same with the Technical Bid).</b>	
7.	All the Vehicles should be comprehensively insured. <b>(Also attach a copy of the same with the Technical Bid).</b>	
8.	The tenderer/bidder should have valid PAN Card. <b>(Also attach a copy of the same with the Technical Bid).</b>	

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

9.	<b>GST no. (Copy to be enclosed)</b>	
10.	The bidder is required to sign each page of each part of this tender document for acceptance of terms and conditions and submit alongwith your bid.	
11.	A self attested form stating that <i>“the agency applying for empanelment should not have been blacklisted by any organization”</i> is required to be enclosed	
12.	Those exempted from submission of EMD must submit certificate issued by Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) / NSICs etc. or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).	
13.	Earnest Money (EMD) of Rs. 32,000/- (Thirty Two Thousand only) in the form of Demand Draft /Banker Cheque/ Fixed Deposit receipt/Bank Guarantee (as per Annexure-III) in favor of ‘National Institute of Fashion Technology’ and payable at New Delhi with all relevant documents (except those who are specifically exempted by NSIC certifications) should accompany with the Technical bid document.	

Any other information which you would like to add (may be given on a separate page)

(Supporting Documents to be attached duly signed by the authorized signatory of the organization)

I/We do hereby certify that the information as provided above in the proposal is true in all respects. In case of furnishing of any false information or suppression of any material information, the proposal shall be liable for rejection. Besides initiation of penal proceeding by NIFT, if deems proper.

**(Signature of the authorized person with seal)**



**Annexure – I (A)**

**Details of the minimum 10 numbers of DLY Taxi Cars possessed by the tenderer /bidder (like, Hyundai Xcent, Honda Amaze, Maruti SX4, Ciaz & Swift Dezire, Innova Crysta & other similar cars) and the model of all the vehicles.**

<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.				

Date:

Place :

**Yours faithfully,**

(Signature of the Authorized person)

Name

Designation

Company Seal

---

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

**FINANCIAL BID**

**(For providing AC taxis of 2020 and above model on Monthly basis)**

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

**Note – Reference Clause 25 of Terms & Conditions, the rates quoted should be excluding the GST. For claiming GST, the vendor has to submit proof of payment of GST in the monthly basis.**

**Reference clause 48 (Price Bid) - 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 will match the rates of L-1 bidder for rates of day to day basis so that single agency may be hired for the purpose.**

**In case of more than one qualified bidders have quoted the same rates in Financial bid as per Annexure II, the successful bidder will be selected on the basis of the distance of their Registered Office from NIFT. The bidder nearest to NIFT in kilometers will be selected as L1.**

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 above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

**FINANCIAL BID**  
(For providing AC taxis of model 2020 and above on day to day basis)

Sl No	Slab	AC Swift Dezire, Hyundai Xcent, Honda Amaze & other similar cars	AC Toyota Innova, Crysta, Ertiga, Xylo & other similar cars
		(in Rs.)	(in Rs.)
	<b>Local / Outstation Journeys</b>		
1.	4 hrs/40 kms		
2.	8hrs/80 kms		
3.	Extra Kms		
4.	Extra Hrs		
5.	Night Charges & Timing		

**Note – Reference Clause 25 of Terms & Conditions, the rates quoted should be excluding the GST. For claiming GST, the vendor has to submit proof of payment of GST in the monthly basis.**

**Reference clause 48 (Price Bid) - 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 will match the rates of L-1 bidder for rates of day to day basis so that single agency may be hired for the purpose.**

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 above Terms & Conditions

(Full Signature & Stamp of the Tenderer)



Annexure – III

**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas.....

...

(hereinafter called the “tenderer”)

has submitted their offer dated .....for .....

(hereinafter called the “tender”)

against the purchaser’s tender enquiry No. .... KNOW ALL MEN by these presents that WE ..... of..... having our registered office at ..... are bound unto **National Institute of Fashion Technology** (hereinafter called the “Purchaser”) in the sum of ----for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 2022

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity : -

a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.

b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Bank Guarantee Format for Furnishing Security Deposit

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, HuazKhas, New Delhi – 110016 ( hereinafter referred to as NIFT which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to-----with its Registered / Head Office at -----(hereinafter referred to as the ‘Contractor’ which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT’s Letter of Intent No.-----dated-----and the same having been unequivocally accepted by the contractor resulting in a ‘Contract’ bearing No.-----dated validate Rs. \_\_\_\_\_(Rupees \_\_\_\_\_ only) for \_\_\_\_\_ and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.------(Rupees-----value of the contract to NIFT, we.....having its Head Office at pression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees.....only) as aforesaid at any time upto without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT and Contractor or any dispute pending before any Court, Tribunal or any other authority.

1. We, the -----Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT and further agree that the guarantee herein contained shall continue to be enforceable till NIFT discharges this guarantee or which is earlier.

2.NIFT shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor. NIFT shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or two forbear to enforce any covenants, contained or implied, in the Contract between NIFT and the Contractor or any other course or remedy or security available to NIFT. The Bank shall not be released of its obligations under this guarantee by any exercise by NIFT of its liberty with reference to the matter aforesaid or any of them or by reason of any other acts of omission or commission on the part of

---

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

NIFT or any other indulgence shown by NIFT or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.

3. The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor's liabilities.

4. This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.

5. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs.-

----- (Rupees only) subject to the clause as stated immediately hereafter.

This guarantee shall remain in force till.

6. This guarantee shall continue and hold good until it is released by NIFT on the application of the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor has discharged all their obligations under the said Contract and produced a certificate from NIFT's representative certifying the due completion of the work under the said contract and submitted 'No-demand Certificate' provided always that unless extended this guarantee shall remain in force till-----  
--- should it be necessary to extend this guarantee beyond the said date on account of extension being granted by NIFT to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of the guarantee on NIFT's request till such time as may be required by NIFT.

7. We-----Bank shall be discharged of our liability under the guarantee unless a claim is made by NIFT within 3(three) months from the date of expiry of this Bank Guarantee.