



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, पटना  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PATNA  
(A Statutory body governed by The NIFT Act 2006 Set up by the Ministry of Textiles, Govt. of India)

**TENDER DOCUMENT**

**Tender Enquiry No. NIFT/PATNA/03/2019-20/Admin,  
Dated of Tender Notice-21.06.2019**

**TENDER FOR EMPANELMENT OF AGENCY FOR  
HIRING OF VEHICLE**

**TIME SCHEDULE OF TENDER**

Date of Issue of Tender Notification :-	Dt. 21.06.2019
Last Date for Submission of Tender :-	Dt. 12.07.2019 by 2:00 PM
Date & Time of Tender Opening and Evaluation Of General & Technical Bid:-	Dt. 12.07.2019 at 3:30 PM
Date and Time of Opening of Financial Bid:-	To be Notified

**Note:** This tender document contains 13 pages and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscripted with (i) "Tender for Empanelment of Agency for Hiring of Vehicle at NIFT, Patna - Technical Bid" and (ii) "Tender for Empanelment of Agency for Hiring of Vehicle at NIFT, Patna - Financial Bid". The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be superscribed with "Tender for Empanelment of Agency for Hiring of Vehicle at NIFT, Patna, Tender No. NIFT/Patna/03/2019-20/Admin" and **addressed to:**

**Purchase Officer  
National Institute of Fashion Technology,  
NIFT Campus, Mithapur Farms, Patna-800001**



## SECTION-I

### TENDER INVITATION NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators/ Private vehicle owners for providing AC vehicles, which should conform to the requirement of NIFT Patna on rental basis.

1. The vehicle must be in road worthy condition, **should not be more than 2 years old from the date of initial registration** and must have valid commercial Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, etc. which are mandatory for plying of vehicle.
2. The driver of the vehicle must have a valid Driving License for driving light transport commercial passenger vehicle and should be sufficiently experienced in driving commercial transport vehicle.
3. The driver should be professional in his approach.
4. The rate towards vehicle hiring charges should be quoted separately in the financial bid (Including Fuel, Maintenance etc.).
5. The tenders completed in all respect should reach the undersigned on or before 12.07.2019 by 2:00 PM and shall be opened on the same day at 3:30 PM in the presence of the bidders or their authorized representatives.
6. The application form of tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. can be downloaded from the NIFT Patna website, i.e., [www.nift.ac.in/patna](http://www.nift.ac.in/patna).
7. The authority reserves every right to accept/reject any or part there of the tender or the whole tender without assigning any reason thereof.

Sd/-

Purchase Officer

Signature of the Bidder:  
Date:

## SECTION-II

### GENERAL INSTRUCTION TO BIDDERS

#### 1.0 Eligibility criteria for the Travel Agents / Hire Taxi Operators:

The bidder

- 1.1. Should have at least 5 commercial vehicles in excellent running condition in his name or in the name of an agencies. The photocopy of the vehicle RC Books should be furnished by bidder along with the tender paper. The vehicles should not be more than 2 years old from the date of initial registration.
- 1.2. Should have trained drivers having driving experience in established organizations, institute or Govt. Department. The photocopy of the driving licenses should be furnished by bidder along with the tender paper.
- 1.3. The agency should have registration with appropriate statutory body of Govt. of Bihar.
- 1.4. The bidder should submit the following documents of the Firm
  - a) Photocopy of PAN Card.
  - b) Agency must have PF & ESI Registration (If applicable).
  - c) Address and contact no. of the firm for communication as per Section-IV.
  - d) Bidder must submit Earnest Money Deposit of Rs. 15,000/- (Rupees Fifteen thousand only).

#### 2.0 Tender Information:

- 2.1 Tender document is available at NIFT Patna website [www.nift.ac.in/patna](http://www.nift.ac.in/patna) the tender document can be downloaded by any prospective bidder from the website free of cost. The document, after duly filled in, should be submitted at NIFT Patna latest by 12.07.2019 at 2:00 P.M.
- 2.2 **Tender EMD of Rs. 15,000/-** must be submitted along with the General bid document in form of a Demand Draft, drawn on a Nationalized/Scheduled bank, in favor of "NIFT, Patna" payable at Patna.
- 2.3 The EMD amount will be refunded back to the bidders after successful completion of work without any interest on EMD amount.
- 2.4 The tender shall be submitted in the box placed at NIFT Campus, Mithapur Farms- Patna 800001.
- 2.5. The bidder or his authorized representative may attend the tender opening committee meeting at the time and venue mentioned above. All information will be placed on website. any changes, correction, extension of time etc. shall be displayed or NIFT Patna's website.
- 2.6. Tenders through telegram, telex, fax, etc. shall not be accepted.
- 2.7. Format and Signing of Bid: The bidder shall submit only one proposal. The bidder who submits or participates in more than one proposal will be disqualified. The bidder shall submit the proposal in two parts. First part comprises of General Bid (documents as per Section IV) Second part Proposal (price bid) in the given format as per Section - V to X.
- 2.8. If the proposal is not submitted in separate envelope duly marked as indicated above, this shall constitute grounds for declaring the proposal non-responsive.
- 2.9. Documents should be the responsibility of the Agency.
- 2.10. Financial Bid Evaluation Procedure.



- 2.11. The L1 bidder will be selected as per the procedure below:-
- a) Selection of the bidder will be done on L1 (lowest cost) method.
  - b) The bidder who has quoted the lowest prices will be awarded the contract.
  - c) NIFT Patna reserves the right to award the contract to more than one Bidders on the basis of lowest price quoted for each type of vehicle.
- 2.12. In case of successful bidder, if the bidder fails to accept the Purchase Order the EMD may be forfeited.
- 2.13. The successful bidder shall have to sign an Agreement with NIFT Patna on the terms and condition of the Tender. Further the contractor should be asked to deposit an amount of **Rs. 50,000/- as security deposit**. which shall be returned on the completion of contract without any interest .

Signature of the Bidder with Date:

### **SECTION-III**

#### **GENERAL TERM & CONDITIONS**

1. The Vehicles must be registered with the Transport Authorities for commercial use. Relevant support / documentary proof shall be enclosed.
2. Any breach in these rules shall be the risk of the contractor. NIFT Patna would not be responsible for any damages / losses / incurred or arising out of this contract, other than payments at the agreed rates for the services availed.
3. Bidder must have valid road permit and other documents as required by the RTO. Comprehensive Insurance, road permit (minimum all Bihar Permit), pollution certificate and other necessary documents should be up-to-date.
4. Initially the contract will be for a period of 1 year and may be renewed for further period of one year up to maximum period of 3 years, if services are found satisfactory. The successful agency will not give sub contract to any other agency/Party.
5. The vehicles to be provided under this contract shall not be changed without prior intimation to Admin. NIFT Patna. The Vehicle shall be made available to NIFT Patna at any date and time as and when required. The contractor should make necessary alternate arrangements to provide rest/leave to the drivers, and shall be responsible for payment of their salary and other statutory dues.
6. The firm should have a provision to take bookings 24hrs x 7 days. The firms having preparedness for 24 hrs x 7 days are supposed to participate in the tendering process. Vehicle Bookings will be made through email /phone.
7. If on Sundays or any other holidays, NIFT Patna demands for providing vehicles, the firm should be ready to make available the desired vehicle(s). Otherwise performance of the firm would be negatively evaluated.
8. Vehicle should be provided for all days including Sundays and other holidays for vehicles hired on monthly basis.
9. Normal duty Hour will be from 8 A.M. to 8 P.M. The time mentioned will be treated as normal time of office hours and the operator will have to provide vehicle for above mentioned time for monthly vehicles. Night charges will not be Applicable for the mentioned period.
10. The kilometers (pickup & drop) should be covered by the vehicle from pickup point to drop point / destination. Garage to pickup point and return shall not be included in the Contract and for billing purpose.
11. The Vehicle should be in excellent condition and should not have more than 2 years old on the tender date. Relevant paper showing initial purchase date must be submitted.
12. The vehicles shall report in time at the designated place & at the designated time on a regular basis, duly fueled and in sound running condition.
13. The drivers detailed on vehicles assigned for NIFT Patna duty should be well versed with the roads / routes and traffic regulations in Patna and surrounding areas.
14. The Travel Agency/Vehicle Owner should provide drivers with mobile phone.
15. The drivers shall possess valid driving License, should be well behaved and punctual. The drivers should have at least 7 years of driving experience. The contractor/travel agency shall be required to change/replace the driver(s) in case not found suitable. The drivers should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user(s) and should present themselves for duty in white uniform.

16. Documents like taxi permit, up-to-date registration certificate, up-to-date insurance (with 1<sup>st</sup> party insurance) etc. should be valid and authenticated.
17. The Travel Agency/Vehicle owner shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.
18. The Travel Agency/Vehicle owner shall be solely responsible for the staff deployed on the vehicles and for any untoward situation occurring during the course of duty.
19. NIFT Patna is not responsible on any accident / any kind of damage to the vehicle during the use of the same by NIFT Patna.
20. During the period of contract no request shall be entertained for any hike in the tender/accepted rates due to any reason.
21. The Travel Agency/Vehicle owner shall employ drivers without any previous criminal track record.
22. The driver must ensure daily update of log book.
23. Vendors Responsibility.
  - a. Vendors will be responsible for all coordination and supervision of drivers providing the services to NIFT Patna.
  - b. Provide a central point of contact for NIFT Patna to request the specific Rides required.
24. Safety / Insurance: The Vendor shall ensure that only proper licensed and insured vehicles with proper maintained vehicles provide the services.
25. No mileage will be allowed for lunch/tea of the driver.
26. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any misbehavior of the driver would attract a cut from the bill for that day(s) on pro rata basis @ 10% in the first instance, 20% in the second instance and removal of driver and/or vehicle from the fleet on the third instance either from per day rate or on pro rate basis.
27. 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 Patna regularly for scrutiny.
28. Actual parking charges will be payable along with the monthly bills, only upon submission of the parking, bills.
29. Notwithstanding anything else contained to the contrary in this NIFT document, NIFT reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Proposals" or to reject one or more of the proposals without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
30. NIFT reserves the right to cancel the work order if the performance of the selected agency is found not to be satisfactory and issue fresh work order in favor of the travel agency who has participated in the tendering process and willing to take up the order in L1 price separately for Section V to X of Price Bid.
31. The contract is terminable within one month notice on either side. However, NIFT may terminate the contract in part or in full without notice in case of prolonged/frequent unsatisfactory service, breach of Terms & Conditions and non-compliance of the instructions given by designated NIFT officials.
32. Rates quoted and finalized in the agreement will be fixed at least for a period of one year.
33. The security deposit amounting to Rs. 50,000/- will be required to deposit by the bidders before agreement.
34. **Amendment of Invitation:**
  - a. In case of any discrepancy between the advertisement, other detailed provisions of the tender document and the updated version on the web (up to **2.00 P.M. on 12.07.2019**), the web-version will prevail. At any time prior to 12.07.2019, the Procurement & Contracting Unit, NIFT Patna reserves



the right to add / modify / Date Extension / delete any portion of this document by issuance of an Addendum or corrigendum, which would be published on the web site [www.nift.ac.in/patna](http://www.nift.ac.in/patna) and will be binding on the bidders.

**Terms of Payment :**

- (a) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- (b) The bidder shall submit the Bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of Bill in respect of previous month (in case of monthly payments) for sanction of the amount of Bill and passing the Bill for payment.
- (c) All payments shall be made by NEFT/RTGS only.

Signature of the Bidder:

Date:-

Place:-



**Section – IV**  
**Technical BID**

The bidders should submit the following documents along with the tender papers;

- 1) Photocopy of PAN & GST of the Travel Agency.
- 2) Tender EMD of Rs. 15,000/- must be submitted along with the General bid document in form of a Demand Draft, drawn on a Nationalized/Scheduled bank, in favour of “NIFT, Patna” payable at Patna.
- 3) Copy of proof of having at last 5 commercial vehicles in the name of the agency/ proprietor (RC Books may be furnished). The vehicles should not be more than 2 years old and it must be in a good working condition.
- 4) Copy of PF & ESI Registration (if applicable).
- 5) Copy of the driving licenses of the Drivers.

The driver of the vehicle must have a valid commercial Driving License for driving light transport Passenger vehicle and should be sufficiently experienced in driving transport Vehicle. The driver should be well behaved, gentle and obedient in nature.

**TECHNICAL BID**

**Check list of document**

**To be submitted in sealed envelope in Technical Bid**

Tenderer Type : (Proprietor/Partnership/Company/Cooperative Society)

Name of Tenderer :

Address of Tenderer :

Name and contact number

Of Authorized person of Tenderer: (O) (R)  
(M) (Fax)

- 1) Turnover details for the last Two years (5 Lakhs per annum)

F. Y. 2017-18	F. Y. 2018-19

2) GST No. \_\_\_\_\_

3) PAN No. \_\_\_\_\_

4) Whether copy of latest Income Tax Returns attached: Yes / No





5) Whether agreed to provide vehicle for all type as per Financial Bid

Price Bid Section	Agreed to provide (Yes/No)
Section-V	
Section-VI	
Section-VII	
Section-VIII	
Section-IX	
Section-X	

**Note- Any one part of the SECTION-V to X, Can be quoted)**

6) Whether EMD of Rs. 15,000/- submit : Yes / No

7) Copy of proof of having at last 5 commercial vehicles in the name of the agency/ proprietor :  
Yes / No

8) Copy of PF & ESI Registration (If applicable). : Yes / No

9) Copy of the commercial driving licenses of the Drivers. : Yes / No

10) Name & details of parties to whom the vehicles were supplied in the last three years.

Name of the party with address and contact details	Work order no. and date	Name & make of the vehicle provided	No. of vehicles provided	Period for which the vehicles were provided

11) Whether agreed to deposit Rs. 50,000/- with the NIFT as Performance Deposit. No interest shall be paid on such deposit, which shall remain with institute during the period of the contract and it shall be released only three months after the expiry or termination of the contract after deducting dues , recovery, etc. if any and as applicable. : Yes / No

Signature and Seal of of the Bidder:

Date

**SECTION-V**

**FINANCIAL BID**

**FOR HIRING OF VEHICLE FOR OFFICIAL PURPOSE AT NIFT Patna.**

**Monthly Rates:** Rates shall be inclusive of all taxes/GST and levies except Toll & parking charges) of Taxis on monthly basis:

Sl. No	Description	Rate (Rs.) for Ciag/ Honda City (AC)/Similar type vehicle
1	For 1200 Kms. (Including Saturdays & Sundays) including all charges viz. diesel, driver, RC, pollution, taxes, etc.	
2	Charges for every extra Kilometer beyond 1200 Kms	
3	Charges for every extra hour beyond 300 hours	
<b>REBATE (If any)</b>		
Sl. No	Description	Rate (Rs.) for Ciag/ Honda City (AC)/Similar type value Per KM
4	In Case vehicle runs below 1200 KM.	

**Agency shall be empanelled on lowest rate quote for each type of vehicle.**

**SECTION-VI**

**FINANCIAL BID**

**Daily Rates for Out Station Hire:** Rates (all inclusive of all taxes/GST and levies except Toll & parking charges) for Taxis as indicated below:

Sl. No	Description	Rate (Rs.) for Innova/ Similar type vehicle of 2400 CC or above capacity A.C. Vehicle	Rate (Rs.) for Swift Dezire/Similar type vehicle of 1200 CC or above capacity A.C. Vehicle
1	For One day within 200 KMs.		
2	Charges for every extra Kilometer beyond 200 Kms		
3	Charges such as Dearness Allowance of Driver in case of Overnight duties		

Note: Outstation means running of the vehicle beyond 200 kms on a particular day. Night Stay means if the vehicle is engaged beyond 12.00 PM (Night) for a particular day. If the vehicle is not engaged beyond 12.00 PM (Night) then night charges will not be paid.

**Agency shall be empanelled on lowest rate quote for each type of vehicle.**

Signature and Seal of of the Bidder:

Date

**SECTION-VII**  
**FINANCIAL BID**

**Daily Rates for Local Vehicle Hire:** Rates (all inclusive of all taxes/GST and levies except toll & parking charges) for Taxis as indicated below:

Sl No.	Description / Type of Vehicle	Rate for full day (In Rs. Per day) (80 Km/8 hrs free) (A)	Rate for full day (In Rs. Per day) (40 Km/4hrs free) (A)	Rate per extra Kilometer (B)	Rate per extra Hour (C)	Total (A+B+C)
1.	Swift Dezire/Similar type vehicle of 1200 CC or above capacity A.C. Vehicle					
2.	Scorpio / Similar type vehicle of 2000 CC or above capacity A.C. Vehicle					
3.	Innova / Similar type vehicle of 2400 CC or above capacity A.C. Vehicle					

Note: Local Vehicle hire should be for 80 Km/8 hrs or 40Km/4hrs and additional charges should be charged on the above condition on actual.

**Agency shall be empanelled on lowest rate quote for each type of vehicle.**

**SECTION-VIII**  
**FINANCIAL BID**

**Daily Rates for Pick Up and Drop:** Rates (all inclusive including all taxes and levies except GST & parking charges) for Taxis as indicated below:

Sl. No	Description	Innova / Similar type vehicle of 2400 CC or above capacity A.C. Vehicle	Rate (Rs.) Swift Dezire/Similar type vehicle of 1200 CC or above capacity A.C. Vehicle
1	Pick up and drop from Patna Airport to NIFT Campus and vice-a-versa		
2	Pick up and drop from NIFT Campus to Patna Railway Station and vice-a- Versa.		
3	Pick up and drop from Patna Airport to any Hotel/Venue of Stay and vice-a- versa. (Within 15 K.Ms)		
4	Pick up and drop from NIFT Patna to any place and Vice-a-Versa (Within 20K.Ms)		

**Agency shall be empanelled on lowest rate quote for each type of vehicle.**

Signature and Seal of of the Bidder:

Date

**SECTION-IX**  
**FINANCIAL BID**

**FOR HIRING OF A/C BUS FOR OFFICIAL PURPOSE AT NIFT PATNA.**

**Daily Rates for Out Station Hire:** Rates (all inclusive including all taxes and levies except GST & parking charges) for BUS as indicated below:

Sl. No	Description	Rate (Rs.) for 48 Seater	Rate (Rs.) for 35 Seater
1	For One day (24 Hours) within 200 KMs.		
2	Charges for every extra Kilometer beyond 200 Kms		
3	Charges such as Dearness Allowance of Driver in case of Overnight duties		

Note: Outstation means running of the vehicle beyond 200 kms on a particular day. Night Stay means if the vehicle is engaged beyond 8.00 PM for a particular day. If the vehicle is not engaged beyond 8.00 PM then night charges will not be paid. The vender is free to quote rate for any one part (Part-A & B). **Agency shall be empanelled on lowest rate quote for each type of vehicle..**

**SECTION-X**

**FOR HIRING OF NON A/C BUS FOR OFFICIAL PURPOSE AT NIFT PATNA.**

**Daily Rates for Out Station Hire:** Rates (all inclusive including all taxes and levies except GST & parking charges) for BUS as indicated below:

Sl. No	Description	Rate (Rs.) for 48 Seater	Rate (Rs.) for 35 Seater
1	For One day (24 Hours) within 200 KMs.		
2	Charges for every extra Kilometer beyond 200 Kms		
3	Charges such as Dearness Allowance of Driver in case of Overnight duties		

Note: Outstation means running of the vehicle beyond 200 kms on a particular day. Night Stay means if the vehicle is engaged beyond 8.00 PM for a particular day. If the vehicle is not engaged beyond 8.00 PM then night charges will not be paid.

**Agency shall be empanelled on lowest rate quote for each type of vehicle.**

Signature and Seal of of the Bidder:

Date



**Note:**

- (a) **The vender shall free to quote any of the rates for section –V to X. Financial evaluation would be calculated separately and Agency shall be empanelled on lowest rate quote for each type of vehicle.**
- (b) NIFT Patna reserves to assign the work order to one agency or more.
- (c) No other charges (maintenance cost, engine oil etc.) shall be admissible to the successful/selected bidder/ travel agency.
- (d) The travel agency should be ready to engage the vehicle (s) 24 (hrs) X 7 (days) Without any hesitation.
- (e) NIFT is not bound to accept the rates quoted by the vendor for Sl. No. 2, 3 & 4 if NIFT considers that rates quoted are higher than the prevailing market rates.
- (f) Every month, the official (s) of NIFT Patna will give their feedback regarding the quality of service of the agency/driver/vehicle based on which continuation of the travel agency with NIFT will be determined. Dissatisfaction of the officials regarding the quality of the service if the agency (ies) shall lead to termination of the work order. The customer satisfaction format will be shared with the successful bidder (s) along with the work order for their reference.

Signature and Seal of of the Bidder:

Date