

राष्ट्रीय फ़ैशन प्रौद्योगिकी संस्थान, रायपुर
पुराना विधानसभा भवन, जीरो प्वाइंट, बलौदा बाजार रोड,
रायपुर- 492 015, छत्तीसगढ़
वेबसाइट: <http://www.nift.ac.in/delhi>;
<http://www.nift.ac.in/raipur>

Tender document for hiring of one SUV vehicle at NIFT Raipur Campus, Old Vidhan Sabha Bhawan, Zero Point, Baloda Bazar Road, Raipur – 492 005, Chhattisgarh

निफ्ट रायपुर परिसर, पुराना विधानसभा भवन, जीरो प्वाइंट, बलौदा बाजार रोड हेतु एक एसयूवी वाहन किराये पर लेने के लिए निविदा दस्तावेज”

Time schedule for tender process:

Date of publication of tender notification on official website	11.09.2026
Uploading of tender document commences from	11.09.2026
Last date for receipt of duly filled in tenders	03.10.2026 upto 3:00 pm
Date and Time of the opening Technical Bids	04.10.2026 at 3: 00 pm

Scope of work & Terms and conditions of the contract

Name of Work: "Hiring of one AC vehicle (SUV) with driver for administrative use of NIFT Raipur Campus for a period of one year which can be extended on mutual agreed terms on year to year basis (upto 3 years)

1. Supply of SUV vehicle or similar for the use of NIFT Raipur Campus. The rate should include all taxes, License fees, Road permits, Driver's wages and all repairs major/minor along with the cost likely to be incurred for day-to-day maintenance of vehicle complete in all respect.
2. Vehicle should not be more than 1 year old on the date of closing of tender and should not have run more than 25,000 Km.
3. The rate should also include paying all taxes, License fees, Road permits, cost of fuels or any other incidental charges that may require to run the vehicle complete in all respects.
4. The contractor shall ensure that the vehicle shall be ready with driver in all aspect 24X7 hrs. The vehicle has to be park in NIFT Raipur premises and the keys to be deposited.
5. The vehicle must comply the latest guidelines of pollution and safety etc certified and safety norms for passengers.
6. Driver should come on duty with proper dress and should not misbehave with the staff and resist from gutka, smoking and intoxicants.
7. Contractor shall provide vehicle in good and perfect working condition and shall be maintained in good condition throughout the period of validity of contracts and have to ensure satisfactory service under the contract. NIFT shall have the right to reject the vehicle if not found satisfactory.
8. The toll tax etc will be paid by NIFT. The contractor may claim the same with proper receipt at the monthly payment.
9. If the NIFT administration is not satisfied with the driver's behaviour, the driver should be replaced by another driver immediately.
10. If nominated driver by contractor is failed to perform his duty due to various reasons like, holidays, sick or any others personal problem of driver then contractor shall must arrange alternative driver/vehicle well in advance.
11. After the normal duty hours also, the driver should remain contactable so that in case of any urgency/ emergency the vehicle can be called at a short notice. It shall be the responsibility of the contractor to provide the vehicle at a notice of half an hour after call. After half an hour if driver will not come, penalty shall be imposed as decided by competent authority.

12. Vehicle can't be utilized by the contractor for any other purpose during the period of contract. If it is found to be utilized by contractor, same will be treated as breach of the contract.
13. Performance guarantee at the rate of @5% of the contractual value shall be deposited by the successful bidder. The successful bidder shall have to submit a Performance Guarantee (PG) valuing 5% of the contract value, within 15 days from the date of issue of work order.
14. **Earnest Money Deposit (EMD):** The tenderer shall deposit Earnest Money of Rs.18,000/- (Rupees Eighteen Thousand Only) through Demand Draft drawn in favour of "National Institute of Fashion Technology, Raipur" payable at Raipur". The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept uptill the time, the Bank Guarantee is not received
15. EMD will be exempted for the MSME Agency/Vendor. Exemption in fees will be allowed only for those MSME/NSIC vendor which will come under the similar category of services. Only certificate will be considered for the exemption in EMD in which name of the service /activities or definition of activity/ service are to be co- related with the mess/or and catering services. Exemption will not be allowed for other category MSME/NSIC vendors or traders.)
16. **Payment Terms:**
Payment will be made on monthly basis. The bill should be submitted as shown in the rate schedule along with vehicle log book duly signed by competent authority of the office of NIFT Raipur for verification and certification the same.
17. **Penalty Clause:** As per GeM norms

FORMAT FOR AFFIDAVIT / CERTIFICATE TO BE UPLOADED BY TENDERER
ALONGWITH THE TENDER
DOCUMENTS

I.....(Name and Designation)**appointed as the attorney/authorized signatory of the tenderer (including its constituents),M/s.....(hereinafter called the tenderer) for the purpose of the tender documents for the work ofas per the tender No..... of Eastern Railway**,do hereby

solemnly affirm and state on the behalf of the tenderer including its constituents as under.

1. I/we the tenderer(s) am/are signing this document after carefully reading the contents.
2. I/we the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have downloaded the tender documents from GeM website. I/we have verified the content of the documents from the we be site and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the Railway administration shall be final and binding upon me/us.

4. I/ we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.

5. I/we also understand that my/our offer will be evaluated based on the documents/credentials submitted alongwith the offer and same shall be binding upon me/us.

6. I/we declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.

7. I/we certify that I/we the tenderer(s) is /are not blacklisted or debarred by Railway or any Ministry/Department of Govt.

of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/member

of the partnership firm/LLP/JV/Society/Trust.

8. I/we understand that if the contents of the affidavit submitted by us are found to be forged/false or incorrect at any time during

process for evaluation of tenders, it shall lead to forfeiture of the tender EMD/Bid security be sides banning of business

for a period of up to two years. Further, I/we, (insert name of the tenderer)** and all my/our

constituents understand that my/our offer shall be summarily rejected.

9. I Me also understand that if the certificates submitted by us are found to be false / forged or incorrect at any time after

award of the contract, it will lead to termination of the contract along with forfeiture of EMD/Bid Security/SD and

Performance Guarantee besides any other action provided in the contract including banning of business for period of up

to two years.

10. I/we have read the clause regarding restriction on procurement from a bidder of a country which shares a land border

with India and certify that I am/we are not from such a country or, If from such a country, have been registered with the

competent Authority. I/we hereby certify that I/we fulfill all the requirements in this regard and am/are eligible to be

considered(evidence of valid registration by the competent authority is enclosed).

SEAL AND SIGNATURE OF T