



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Ministry of Textiles Govt. of India)
Madhapur, Hyderabad-500 081.**

Ph.No.040-23110630, 23110841 – 43, Ext: 23/27, Fax: 040-23114536

:: NOTICE INVITING TENDER ::

NO. NIFT/HYD/ADMIN/HIRING OF VEHICLES/6007/2017 Dated: 22.12.2017

Sealed tenders are invited from Experienced & Professionally competent Transport Contractors / Firms having valid licenses for arranging of AC & Non-AC vehicles (Cars & Busses) and also having a minimum experience of 5 years in relevant field and must be doing such services for various reputed organizations / Government Organizations / Public Sector Undertakings /Academic Institutions / MNC's. The Tender Applications are on sale **from 26.12.2017 to 16.01.2018. The last date for submission of tenders 16.01.2018 before 2.00 P.M. and shall be opened at 3.00 P.M. on the same day.** The tender will be available for sale against **Rs.1000/- (Rupees: One thousand Only) (Non-Refundable)** Demand Draft drawn in NIFT at HYDERABAD from **16.01.2018** onwards. The Tender document can also be downloaded and tender document fee may be submitted by way of Demand Draft or Union Bank Challan.

Description of work: Hiring vehicles will be required for transportation of faculty members and officials, generally within Hyderabad/Secunderabad and within the state of Telegana /Andhra Pradesh as and when required.

Terms and conditions:

1. Each bidder shall enclose a Demand Draft **of Rs.20,000/- (Rupees: Twenty Thousand Only)** favouring NIFT, Hyderabad as **EMD** for the above Hiring Services and the same will be refunded to the unsuccessful tenderers within a reasonable time after finalization of the contract.
2. **Cost of Tender Document (Non-Refundable): Rs. 1000/- (Rupees: One thousand only)** by way of Demand Draft / Pay Order / Union Bank Challan in favour of NIFT, Hyderabad.
3. Period of Contract initially is for One Year from the date of Award/Agreement, however, the performance basis the contract can be renewed for one year each time and maximum upto two years.

Director

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Campus, Opp. Hi-Tech City,
Madhapur, Cyberabad, Hyderabad – 500 081
☎ : 040 – 23110841 – 43; Ext. 23/27, 23110630, Fax : 040 – 23114536

TENDER DOCUMENT**FOR****ANNUAL RATE CONTRACT FOR ARRANGING OF AC & NON-AC VEHICLES & BUSES**

Date of Issue: _____.

Tender form issued to: _____

- **To be deposited in the Administration Section, NIFT, Hyderabad.**
- Closing Date & Time of submission of Tender Form: **16.01.2018 up to 2.00pm.**
- Date & Time of opening of Technical Bid: **16.01.2018 at 3.00 pm.**
- Date and time of Price Bidding: **will be notified to the shortlisted bidders.**

Note: 1. this tender Document contains 14 pages and bidders are requested to Sign on all the pages.

2. This tender document can also be downloaded from the website – www.nift.ac.in/hyderabad.

3. The technical bid & the financial bid should be sealed by the bidder in separate covers duly superscribed & both these sealed covers are to be put in a bigger cover which should also be sealed and bear the name & address of the tenderer and superscribed with "Tender for HIRING OF AC & NON-AC VEHICLES & BUSES".

4. The tender should be addressed to The Director, NIFT, Hyderabad; the Tender Box is available at Administration Section, NIFT, Hyderabad before 2.00 PM on 16.01.2018

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**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
MADHAPUR, HYDERABAD**

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. NIFT, Hyderabad Center is situated at Opp: Hitech city, Madhapur Village, Hyderabad. At present 800 students are studying in this Institute and about 90 Officers/Faculty and employees are working in this Institute.

M. GENERAL TERMS AND CONDITIONS: -

The tender is for annual rate contract basis for arranging of AC Vehicles & Non-AC buses i.e. 1) Tata Indica Vista/Tiago (A/c) 2) Tata Indigo 3) Maruti Suzuki Swift Dezire (AC), 4) Mahindra Verito/Logan (AC), 5) Toyota Etios (AC), 6) Toyota Innova (AC), 7) Mini Bus Less than 25 seater (Non-AC),) Bus 25 Seater (Non-AC), 9) Bus 36/40 Seater (Non-AC), 10) Bus 48/52 Seater (Non AC),

1. The taxis will be required for transportation of faculty members and officials, generally within Hyderabad and within the state of Telangana/ Andhra Pradesh as and when required.
2. The contractor will be fully responsible for the drivers, petrol-diesel, maintenance, RTO formalities, Insurance etc. The vehicles must be in the name of the contractor or its firm and have RTO permit for all over Telangana /Andhra Pradesh.
3. The vehicle should be insured fully including third party insurance.
4. The drivers engaged by the contractor shall not smoke, chew tobacco products, gutkas or consume liquor / alcoholic drinks.
5. The driver engaged by the contractor should always carry a mobile phone, which has to be provided by the contractor. All drivers sent with vehicle during the contract should have a valid Commercial Driving License and should be employees of the Agency.

6. The drivers engaged by the contractor must be well informed about the routes, roads and important localities / landmarks of the Hyderabad city.
7. The vehicles must be in excellent working condition and not older than from the date of first registration year 2014 i.e. not of a model prior to 2014.
8. Monthly payment will be done against submission of bills alongwith signed/certified on the production of Duty Slips.
9. The Agency should cater to all norms fixed by the Telangana/ AP Road Transport Authority for running the vehicles.
10. In case of increase/decrease in the rates of petrol/diesel during annual contract, if considered, appropriate by NIFT Authorities, the difference will be calculated on the average percentage increase/decrease in petrol/diesel rates as per the decision and formula worked out by the authorities. The contractor shall have no right to claim additional reimbursement in case of a hike in Petrol/ Diesel rate.
11. The Institute reserves the right to accept or reject all or any tender without assigning any reason.

12. The Tenders should be submitted in Two Sealed Covers:

- a. The first sealed cover should be superscribed "**Technical Bid**" duly filled in with supporting documents, the Acceptance Terms and conditions and Demand Draft for E.M.D.
- b. The second sealed cover superscribed "**Financial Bid**" should contain only rates to be quoted.
- c. Both the sealed covers should be placed in the main sealed envelop bearing name & address of the bidder and superscribed with "**Tender for Hiring of AC VEHICLES and NON-AC BUSES**". This should be addressed to the Director, NIFT., Hyderabad and sent by Post/Courier or By hand delivered. The **Tender Box available at Administration Section, NIFT., Madhapur, Hyderabad before 2.00 PM on 16.01.2018. The tenders will be opened on the same day at 3.00 P.M.**
- d. Late tenders (i.e. tenders received after the specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offers should not be considered at all.
- e. The Technical bids will be opened by the committee in the presence of bidders or their authorized representatives in the above mentioned place and time. Financial Bid of qualified tenderers in technical bid will be opened later and the date will be informed accordingly.

- f. Both the separate sealed covers of Techno-commercial bid and Price bid shall be placed in a bigger sealed envelope superscripted as:-
"Tender for Rate Contract to provide Taxies / Vehicles (A.C.) required for NIFT – Containing Part-I and Part-II bids" individually sealed.
 - g. Quotations received unsealed, without Tender Fee/EMD or in any manner after the due date & time shall not be entertained under any circumstances.
 - h. NIFT reserves the right to accept or reject any/all quotation(s) in part or full without assigning any reason.
 - i. NIFT shall not be responsible for non-receipt of Tender documents / Offers due to postal delay / loss in transit.
 - j. If Tender opening date happens to be a public holiday, the Tender shall be opened on the next Working day. Interested Service Providers who have participated in this Tender may depute their Representative to attend the Public Tender opening with an authorization letter on their firm's Letter Head along with an Identity Proof. However, participation of Service Providers or their representative in the Tender opening shall be subject to a Security Clearance from concerned Authorities. NIFT reserves the right to disallow any Service Provider or their representative from participation in the Tender Opening in the absence of Security Clearance.
 - k. The agency downloading tender document from NIFT website may submit their offers before the date and time of scheduled opening, and the cost of document and EMD Demand Draft should be enclosed in the bid cover/ technical bid cover only.
 - l. No bidder should enclose the EMD and cost of download fee in the price schedule.
13. In case of failure of vehicle or non availability of the vehicles for any reason during any working days, the contractor will have to arrange for the substitute vehicle and the rental charges paid by the Institute for the same will be deducted/ adjusted from the monthly bill.
14. The Institute reserves the right to select or reject all or any tender without assigning any reason.
15. In case of failure of vehicle or non-availability of the vehicles for any reason during any day, the contractor will have to arrange for the substitute vehicle and the rental charges for the same, if paid by the institute will be deducted/adjusted from the monthly bill.
16. NIFT may insist from time to time to produce the relevant documentary evidences pertaining to the vehicle, driver, license etc., failing which NIFT may be constrained to hold the payments or terminate the contract.
17. In the event of non-satisfactory service or any default, payment may be deducted as penalty as deemed fit which will be decided by the NIFT authority and decision of NIFT to this effect shall be final & binding on the agency/service provider.
18. The contractor shall deposit with the institute, a copy of registration certificate, insurance policy etc., of the vehicles made in use by the contractor for the purpose of this contract. Further, a complete list of the driver, cleaner and other workmen

together with detailed bio-data, copy of license and other residential proof should be submitted to the institute by the contractor before they are deployed. Changes should be informed to the NIFT when they take place.

19. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the contractor, NIFT has no liability whatsoever.
20. The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
21. The contractor shall also be liable for all fines, penalties and the like of parking, traffic and other similar charges arising out of or concerning the use of the vehicle during the hire period and any toll charges or entry taxes payable locally and the contractor accordingly indemnifies the NIFT against all such liability.
22. The contractor is/ shall be liable for any legal dispute/ cases/ claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by contractor. NIFT shall not be liable for any loss, damages, etc. suffered / to be suffered by contractor or third party as the case may be.
23. The contractor is/ shall be responsible for compliance of all the laws/ rules/ regulations and Government instructions that are/ will be applicable to and aimed to protect the interest of the employees / workers engaged by it and shall ensure payment of all the statutory dues/ liabilities as may have arisen during the past 'or' may arise during the course of performance of this contract.
24. In case the day of tender opening declared Holiday, the tender will be opened on the next working day at the same time.
25. The tender must accompany Rs.20,000/- (Rupees: Twenty Thousand Only) Earnest Money Deposit at the time of submission of the tender. The EMD amount should be by DD or Pay Order in favour of NIFT-Hyderabad. The EMD will be returned to the unsuccessful tenderers within a reasonable time after finalization of the contract.
26. A vehicle once contracted for duty with NIFT shall not be used for private / personal use of the contractor, etc.
27. The contractor shall get entries of the Milo-meter of each vehicle at the security gate, in the prescribed register, each time it leaves the Institute for duty and at the time of arrivals from the outside.
28. The vehicles may be parked on the campus or at the place/places within the radius of 05 kms. From the places of pick-ups, in Hyderabad during nights at a pre-approved address. The keys will remain with the contractor/drivers.
29. The vehicles will report at a specific time at the place of visiting faculty/officials as per instructions given by the designated officials.
30. Idle Kms for Taxies/Vehicles:
In case Taxi/Vehicle reports to or is released from NIFT, Madhapur, a maximum of 10 Kms (To and Fro) or the actual distance, whichever is less between the Office of the Service provider and NIFT shall be admitted as idle Kms for payment..

31. ***The total kilometers run by the Vehicle will be calculated from the logbook/log sheet. However, the decision of NIFT is final to arrive at the correct Kilometers including Idle Km***

B. LEGAL TERMS & CONDITIONS

1. The contractor and his staff must abide by various rules and regulations of NIFT including safety precautions, as prevalent from time to time.
2. The contractor shall not at any time engage any minor to carry out the work under the contract.
3. The contractor shall comply with all existing labour legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the contractor.
4. The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively. The taxi Agency shall also ensure to depute only such drivers on duty at NIFT who are diligent in work and behave politely and courteously.
5. NIFT reserves the right to terminate the contract without notice at any time before the expiry of the term, in case the work performance is not upto the standard, or in case there is any violation of NIFT rules & regulations, or if there is any lapse in compliance of any Labour Legislation, or if there is any incident of indiscipline on the part of the contractor or his staff. The decision of NIFT's Management in this regard would be final and binding on the contractor. In such an event NIFT shall have the right to engage any other Agency to carry out the travel assignments.
6. However, either party may opt to terminate the contract at one month's notice, without assigning any reason for doing so.
7. In the event of any dispute or difference arising under these conditions or any special condition of contract or in connection with this contract, the same shall be referred to the court of law under jurisdiction of Hyderabad.
8. The arrangement shall be valid for a period of one year only from the date of award of the contract. The contract could be renewed for a further period of two more years on mutually agreed terms and conditions, depending upon satisfactory services of the Contractor and if permissible under NIFT rules existing at that time.
9. All the drivers engaged by the contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's Agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc.
10. Non compliance of any term and conditions enumerated in the contract shall be treated as breach of contract.

11. The Director, NIFT., Hyderabad reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest. In case L-1 is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be at the discretion of the Service Contract Committee, as constituted by Director, NIFT., Hyderabad. The recommendations of the Committee and the decision of NIFT., Hyderabad shall be final in all respects and will be acceptable to all the tenderers.
12. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
13. **In case of default**, Contractors who violate the terms of the contract and whose contracts are terminated should be considered for blacklisting by the Competent Authority for a significant time before they are considered again.
14. The decision of the Director, NIFT in any matter relating to this contract shall be final.
15. Donations to NIFT are exempted under section 80(G) of Income Tax Act.
16. If any relative of the tenderer is an employee of the NIFT, Hyderabad, the name, designation and relationship of such employee shall be intimated to the Director, NIFT, Hyderabad in writing while submitting the tender.
17. Toll & parking charges, if any shall be reimbursed by NIFT on production of proof of payment.
18. **It is mandatory to quote against each item of vehicle otherwise your bid stand cancelled.**

C. FINANCIAL TERMS & CONDITIONS

1. NIFT will pay to the contractor, the taxi charges every month as per actual transport services rendered, on raising pre-receipted bill in duplicate, supported by log books, signed/certified on the production of Duty Slips, usage statement, etc. bill duly certified by the NIFT officials.
2. TDS at prevailing rates as per Income Tax Act will be deducted from contractor's bill
3. The tender must accompany Rs.20,000/- (Rupees: Twenty Thousand Only) Earnest Money Deposit at the time of submission of tender. The EMD should be by DD or Pay Order in favour of NIFT Hyderabad. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any of the Contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded within a reasonable time after finalization of the contract.

4. A separate Demand Draft / Pay Order / Union Bank Challan of Rs.1000/- (Non-refundable) in favour of NIFT Hyderabad payable at Hyderabad against Tender Form Fee shall be attached with quotation in case the tender document is downloaded from the website/or given free of cost to the empaneled contractors.
5. The contractor shall not bring any kind of external influence, political/legal pressure in relation with the tender.
6. Parking Charges and toll charges will be paid on production of receipt for the same.
7. G S T may be applicable as per govt. rules from time to time.

D. UNDERTAKING BY THE VEHICLE TRANSPORT CONTRACTOR

We have carefully gone through the various terms and conditions listed in sections 'A' 'B' & 'C' above for provision of Annual Rate Contract for Taxi Services at NIFT. We agree to all these conditions and offer to provide Taxi Services at NIFT. We are making this after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. **We agree to supply of the vehicles good service and good quality of vehicle.** We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature of Agency:

Address: _____

Seal of Agency_____

Phone No. (O): _____

I: _____

(M): _____

Place: _____

Dated: _____

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Campus, Opp. Hi-Tech City,
Madhapur, Cyberabad, Hyderabad – 500 081

☎ : 040 – 23110841 – 43; Ext. 23/27, 23110630, Fax : 040 – 23114536

FORM – I

TECHNICAL BID FOR HIRING OF AC VEHICLES and AC & NON-AC BUSES

1. Name of the Taxi Travel Agency : _____
2. Address of the Agency :: _____
3. Phone No.: (O) _____ (M) _____ (Fax.) _____
4. Email ID: _____
5. Whether proprietary or Partnership Firm or a Company: _____

Required Documents	Attached/Not Attached indicate page Nos.
Self attested copy of Shop and Establishment Certificate / Firm / VAT Registration Certificate along with TIN Number Agency / firm	
DD No dt: for Tender Document	
DD No. dt: for Earnest Money Deposit	
Self attested copy of PAN Card number under Income Tax Act.	
A list of owner / partner(s) of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firms or its owner / partners anywhere in India.	
Self attested copy of G S T No.	
Self-attested copy of Registration Certificate of Regional Transport Office (RTO) for the transport services.	
Income Tax Return for the last two Financial Years i.e. 2015-16 & 2016-17	
Submit duly signed undertaking enclosed with the tender document	
Copy of terms & conditions and every page of the tender duly signed and seal of the firm, in token of acceptance of terms and conditions and tender as quote.	
Cliental List	

6. Is there any relative of the owner of Taxi Travel Agency or its partners working at NIFT? If so, please indicate below the name of such relative and the relationship :

7. Please enclose a list of existing and previous contracts with other Government Organisations / Public Sector Undertakings /Academic Institutions / MNC's & etc. A certificate of performance form these clients or work orders may also be attached with this form.

Sl No.	Name and address of organization	Contact person name & address	Period of working From - To	No. of Years	Contract Amount	Government Organisation/ Public Sector Undertaking/ Academic Institution /MNC	Certificate of performance form of client attached (Yes/No) (indicate Page Nos.)
Separate sheet enclosed and mentioned continue page no. (enclose work orders, agreement) and indicate page Nos.							

8. Please indicate below the fleet of Taxi owned by the Travel Agency, duly registered in the name of the owner or the Agency at the RTO. Please Attach Xerox copies of the RTO Taxi Registration and Insurance.

Sl. No.	Model & Make	Last commercial Road Tax paid	No. of seats	Commercial RTO Registration No.	Last Insurance up to	Details of Fitness certificate	RC/ Fitness / permit owned by the Contractor proof
1							
2							
3							
4							
5.							
Separate sheet enclosed and mentioned continue page nos.							

Note:- Do not mention price in Technical bid.

Sl. No.	Name of the Vehicle	Model No.	Pl. mention available "YES" or "NO"
1.	Tata Indigo		
2.	Tata Indica Vista/ Tiago		
3.	Maruthi Suzuki Swift Dezire (AC)		
4.	Mahindra Vertico/Logan (AC)		
5.	Toyota Etios (AC)		
6.	Toyota INNOVA (AC)		
7.	Mini Bus Less than 25 Seater (Non AC)		
8.	Bus 25 Seater (Non AC)		
9	Bus 36/40 Seater (Non AC)		
10	Bus 48/52 Seater (Non AC)		

Name & Signature with stamp of the Authorized Signatory

Dated: _____

Place: _____

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Hyderabad
FINANCIAL BID FOR HIRING OF AC & NON-AC VEHICLES & BUSES
(Annexure II) - PRICEBID

This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed with "Financial Bid".

Note: It is mandatory to quote against each item otherwise your bid may stand cancelled.

Table -A		Small Vehicles	Medium Vehicles	Luxury Vehicles	Vehicles 6 seater & above
S. No	Description	Tata Indigo/ Tata Indica Vista/ Tiago	Maruthi Suzuki Swift Dezire (AC)/ Mahindra Verito/ Logan(AC)	Maruthi Sx4/Toyota Etios (AC) /Honda City	Toyota Innova (AC)/Mahindra XYLO(AC)/Tata Sumo(AC)/ Mahindra Scorpio (AC)/ Maruthi Ertiga (AC)
DAILY BASIS					
1.	4 Hours and 40 Kms.				
2.	8 Hours and 80 Kms.				
3.	10 Hours and 100 Kms				
4.	For Extra KM				
5.	For Extra Hour				
6.	Charges for Out station trips (minimum 250 Kms per day)				
	Drivers batta				
Table -B		Mini Bus Less than 25 seater (Non-AC)	Bus 25 Seater (Non-AC)	Bus 36/40 Seater (Non AC)	Bus 48/52 Seater (Non-AC)
DAILY BASIS					
1.	4 Hours and 40 Kms.				
2.	8 Hours and 80 Kms.				
3.	10 Hours and 100 Kms				
4	For Extra KM				
5	For Extra Hour				
6	Charges for Out station trips (minimum 250 Kms per day)				
	Drivers batta				
Total					

Note:

- 1. Kilometer/kms from the pickup point to dropping point to institute shall be considered plus Idle KMs.**
- 2. Parking charges/ toll taxes will be extra by the NIFT on submission of original bills.**
- 3. GST and taxes may be applicable as per govt. rules from time to time.**
- 4. TDS will be detected on total value of bill.**

UNDERTAKING BY THE TAXI CONTRACTOR: -

- I/We have read the terms the terms and conditions of tender document and I/we will comply with all the terms and conditions, if contract awarded.
- Above vehicles are owned by me and are in excellent working conditions
- We have carefully gone through the various terms and conditions listed in sections 'A' 'B' & 'C' above for provision of Annual Rate Contract for Taxi & Bus Services at NIFT.
- We agree to all these conditions and offer to provide Taxi Services at NIFT. We are making this after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer.
- We agree to supply of the vehicles good service and good quality of vehicle.
- We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature with stamp of the Authorized Signatory

Dated: _____

Place: _____