



National Institute of Food Technology Entrepreneurship and Management (NIFTEM)
An Institute of National Importance (INI) under Ministry of Food Processing Industries, GOI,
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)

Tender No. N/INT/IT/2022/18/09

Dated:- 18.10.2023

NOTICE INVITING TENDER

Subject: Tender for Hiring of Agency for providing Spot Rental Vehicles and Buses at NIFTEM Campus, Kundli, Distt.- Sonepat, Haryana.

National Institute of Food Technology Entrepreneurship and Management (NIFTEM) is a registered society and an autonomous organization under Section 3 of the UGC Act, 1956 and an Institute of National Importance under the Ministry of Food Processing Industries, GOI. NIFTEM functions as a centre for integrated education, research, enterprise incubation and outreach in area of Food Science, Food Technology & Business Management. NIFTEM has been set up on a 100-acre campus near Delhi Singhu Boarder at Kundli, Distt-Sonepat, and Haryana at a cost of approx Rs. 500 crores.

For and on behalf of NIFTEM online Tenders (Two bid system) are invited on CPPP e-Procurement website <https://eprocure.gov.in/eprocure/app> from eligible from Agency/Firms/ at NIFTEM Campus, Kundli, Distt.- Sonepat, Haryana.

Critical Date Sheet

S.N.	Particulars	Important Dates	Time	EMD	Tender processing Fees
1.	Issue of Tender documents	18.10.2023	06.00 PM	₹ 50,000/-	₹ 500 + GST 18% = ₹ 590/-
2.	Pre-bid Meeting	19.10.2023	04.00 AM		
3.	Bid submission start date and time	20.10.2023	04.30 PM		
4.	Last date & time for submission of tender	25.10.2023	05.00 PM		
5.	Date & time of opening of Technical Bids	26.10.2023	05.30 PM		
6.	Date & time of opening of Financial Bids	Will be intimated separately to the successful bidders			

1. Mandate of NIFTEM:

NIFTEM is working as - '**Sector Promotion Organization**' & '**Business Promotion Organization**' of the food processing sector. It is a prime academic institution and offer B.Tech, M.Tech and Ph.D programmes in the areas of Food Technology and Management. The Institute has been granted Deemed to be University status under De-novo category under Section 3 of the UGC Act, 1956.

Major **Objectives** of NIFTEM are –

- One Stop Solution Provider
- Skill & Entrepreneurship Development
- Facilitating business incubation services with its ultra modern pilot plant
- Conducting Frontier Area Research
- Developing world class managerial talent

- knowledge repository
- Upgradation of SME Clusters
- Promoting cooperation and networking.

The description of works is as below.

2. Scope of Work:

SECTION-A (BUS)

The Bidder is required to provide commercial vehicles fully conforming to RTO/RTA regulation along with fuel, driver, toll taxes, parking, other taxes etc and carryout periodical maintenance and execute the work through their Supervisor. They have to provide Buses/RTV vehicle to for NIFTEM for different training programmes at Kundli for pick and drop basis for office Use:

- Pick and drop to NIFTEM from designated points within Campus and radius of 200 Km and the above KMs if required by the institute.
- The night charges of the vehicle will also be quoted by the agency after 11:00 pm and before 6 AM including driver allowance.
- As specific running kilometers cannot be anticipated by the Institute. In the Financial Bid of the tender, bidder can submit their quote(s) for type of transport in different slab(s).
- At Railway stations/Airports the service of Placard to be made by the transport agency.
- To get log sheet approved on daily basis through the in-charge/transport officer.
- The following vehicle will be required by the institute:

Sl. No	Type of Vehicle	Vehicle name	Vehicle Model
1	Buses	i. Deluxe Bus (35 seater) – AC ii. Volvo Bus (35 Seater & 50 seater) - AC iii. Normal Bus (35 & 55 Seater) iv. Tempo Traveler (18+1 Seater) - AC	2020 or later (i.e. 2020/2021/2022)

- The vehicle is to be provided within 24 hours time.
- The additional mileage (excluding usage of PAX) for vehicle from garage to the campus (and return) will not given and from garage to New Delhi area (and return) would be 10 Kms. No millage will be allowed to the driver for lunch/breakfast/dinner, fuel filling etc.
- Sub-contracting will not be allowed at any cost.

SECTION-B (SEDAN/HATCHBACK/MUV/ MUV (LIGHT) ETC.)

The Bidder is required to provide commercial vehicles fully conforming to RTO/RTA regulation along with fuel, driver, toll taxes, octroi, other taxes etc and carryout periodical maintenance and execute the work through their Supervisor. They have to provide above mentioned vehicle(s) to NIFTEM for different programmes at Kundli for pick and drop basis for office Use:

- Pick and drop to NIFTEM from designated points within Campus and radius of 250 Km and the above KMs if required by the institute.
- The night charges of the vehicle will also be quoted by the agency after 11:00 pm and before 5 AM including driver allowance.

- C. As specific running kilometers cannot be anticipated by the Institute. In the Financial Bid of the tender, bidder can submit their quote(s) for type of transport in different slab(s).
- D. At the time of VVIP and VIP visits or pick up & drop the proper protocol will be managed by the transport agency.
- E. At Railway stations/Airports the service of Placard to be made by the transport agency.
- F. To get log sheet approved on daily basis through the in-charge/transport officer.
- G. The driver(s) will report at the time of the vehicle deployment to the user and transport in charge of the agency's supervisor and the supervisor shall inform the deployment to the vehicle to NIFTEM accordingly.
- H. The agency may be required to provide the driver on 8 hours, per additional hours, night stay charges if required.
- I. The following vehicle will be required by the institute :

Sl. No	Type of Vehicle	Vehicle name	Vehicle Model
1	Sedan Cars	Honda City, Honda Civic, Innova-Crysta, Ciaz, Xcent, Amaze, Tata Tigor, Hyundai Verna, etc. The vehicle in Petrol/CNG rates to be quoted.	2020 or later (i.e. 2020/2021/2022)
2	Hatchback cars	Swift Dzire, WagonR, Altroz, Celerio, Tata Tiago, Ignis etc. The vehicle in Petrol and CNG rates to be quoted.	2020 or later (i.e. 2020/2021/2022)
3	MUV (light category)	Maruti Eeco, Triber, Ertiga, etc. The vehicle in Petrol & CNG rates to be quoted.	2020 or later (i.e. 2020/2021/2022)

- J. The additional mileage (excluding usage of PAX) for vehicle from garage to the campus (and return) will not given and from garage to New Delhi area, (and return) would be 10 Kms. No millage will be allowed to the driver for lunch/breakfast/dinner, fuel filling etc.

Contract Period: Initially for two years from the date of letter of Award. The period of contract can be extended further upto one year depending upon satisfactory performance & mutual consent on same terms & conditions.

3. Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

- i. The Service Provider/bidder should have at least 03 years experience in providing transport services (LMV/LMV Light) in the Central Govt./ State Govt./ PSU/ University/ Research Institute/ Colleges/ MNC/ Private, etc. **Copies of work orders for last three financial years (2019-20, 2020-21 & 2021-22) alongwith copies of Completion Certificates/ Performance Certificate must also be attached in which one work order must be in Govt. Sector. The Completion Certificate for last three financial years should contain Date of start, Date of completion, Value on completion etc.**
- ii. The Annual financial turnover of the bidder during the last 03 Financial Years (2019-20, 2020-21 & 2021-22) ended 31st March, 2022 should be at least Rs. 50.00 Lakh (Attach audited copies of Balance Sheet, P&L Account Statement, ITR). The Certificate by CA regarding turnover must be attached.

- iii. The bidder has to submit an certificate that the vehicles which are provided by them are for commercial uses only.
- iv. The agency must have a fleet of 30 vehicles of various types (copy of RCs must be attached).
- v. The agency must have own drivers (at least 10) on pay roll (copy must be attached).
- vi. The drivers should have valid driving license, the agency to provide copies of driver's driving license (copy must be attached).
- vii. No subletting of work will be allowed at any stage.
- viii. The Hard Copy of original instruments in respect of cost of tender document, earnest money must be reached at this addressed to the "Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)" on or before bid opening date and time as mentioned in critical date sheet.

Caution: All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be similarly rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same alongwith support document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyog Adhar Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-IV**.

4. Bidding Procedure

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor is advised to follow the instructions "Instructions To Bidder for Online Bid Submission".

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding Application must be accompanied by the following:-

Technical Bid (Attached signed and stamped copy of each document)

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document (Scan Copies):

- i. **Proof for payment of Tender document Cost (T.Fee)/ Earnest Money Deposit** and permanent address of the Firm/Agency/Person.
- ii. Application Processing Fee of **₹ 590/- (including GST)** and **EMD ₹ 50,000/-** in the form of Demand Draft, drawn separately in favour of NIFTEM payable at Delhi from SBI are to be enclosed

with the technical bid, failing which the tender will summarily rejected. The Application Process Fee is non refundable.

- iii. The bidder has to submit an certificate that the vehicles which are provided by them are for commercial uses only.
- iv. The agency must have a fleet of 30 vehicles of various types (copy of RCs must be attached).
- v. The agency must have own drivers (at least 10) on pay roll (copy must be attached).
- vi. The drivers should have valid driving license, the agency to provide copies of driver's driving license (copy must be attached).
- vii. Chartered Accountant's signed statement for Annual Turnover of the F.Y. 2019-20, 2020-21 & 2021-22.
- viii. Copies of Audited Balance Sheet and Profit & Loss Account for the F.Y. 2019-20, 2020-21 & 2021-22.
- ix. Income Tax Returns for the previous years, 2019-20, 2020-21 & 2021-22.
- x. Copies of Work Orders and Completion Certificates for last three financial years (2019-20, 2020-21 & 2021-22).
- xi. Incorporation details
- xii. PAN & GST details
- xiii. Bank account details
- xiv. An Authorization Letter from bidder in favour of person signing tender documents.
- xv. Annexure No-I, Tender Form (Technical Bid) to be submitted on Letter Head, must be filled in completely. Page No is must to mention in the Annexure.
- xvi. The Annexure No-IV, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.
- xvii. Complete Tender documents including Annexure (I, II, III & IV) and Annexure – V, if required, duly signed and stamped on each page.
- xviii. A complete list of clients including clients from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions/MNC's served during last three years with Name, Telephone No, etc along with copies of supply order.

S. no	Service Provided	Name of Govt Org/PSU/MNC's	Since When
01.			
02.			
03.			
04.			

Financial Bid

Price bid format in the form of BOQ_XXXXX.xls.

Opening of tenders (Technical bids only) will take place as mentioned in critical date sheet online at <https://eprocure.gov.in/eprocure/app> in the “**Meeting Hall, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonepat (Haryana)**” in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. At the time of tender opening Firms/Tenderers have to come with bid acknowledgement slip, that is generated by the system after successfully bid submission. Firms/Tenderers can view their live bid opening at their remote end also. No separate intimation will be sent to the firms/Tenderers in this regard

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. NIFTEM is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

5. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Technical Evaluation Committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions laid down in the tender. In this regard the decision of Institute shall be final. The Award of Work will be made to overall L-1 Agency.

6. Service Points & Timings

The contractor shall be required to provide Buses/taxies/cars/vehicle on hire basis as and when required. The agency will be required to provide the services at a notice which in normal circumstances will be a minimum period of 2 hrs. However, in emergencies, vehicles may be required at shorter notice i.e. one hour.

General Term & Conditions

- i. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/deletion(s) or any alternation in the requirement(s)/ specification(s) etc is required, the same will be appended on the NIFTEM website- www.niftem.ac.in, therefore, all the bidders are advised to visit our website before filling/submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.**
- ii. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
- iii. Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- iv. **Validity of bids should be 180 days from the date of closing of tender.**
- v. NIFTEM will not compromise with the quality/sub-standard material. At any stage, it is found that supplier has supplied inferior quality or different Payment shall be made for such items after reasonable deduction(s)/ rejection of the lot and forfeiting of Performance Security, as deemed fit, in the circumstances & decided by Institute.
- vi. **The EMD of ₹ 50,000/-** will be kept as Performance Security and will be refunded/ returned to the agency after satisfactory performance, without any interest after the expiry of contract period. The performance security should also remain valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.
- vii. In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders.
- viii. **Conditional Tender will not be accepted.**
- ix. The EMD of the unsuccessful bidder will be returned to them after completion of Technical Evaluation.
- x. Tender without EMD & Tender Fee will be summarily rejected.
- xi. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items.
- xii. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
- xiii. The EMD/performance security shall be forfeited in case:-
 1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
 2. If the bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity,

3. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 4. If the Bidder fails to sign the agreement.
 5. Fails or refuse to execute the contract.
 6. Fails to respond to queries by the NIFTEM.
- xiv. **The successful Bidder has to enter into an agreement with NIFTEM incorporating all clauses of the Tender document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of Rs.200/-.**

THE FOLLOWING TERMS AND CONDITIONS WILL APPLY IN CASE YOU ARE AWARDED THE WORK

- i. All the vehicle(s) should be neat and clear on all respect.
- ii. All the vehicle(s) should be insured and should have valid license to run the vehicle should be passed by the RTO.
- iii. The vehicle should be passed by the pollution authority and time to time it should be renewed.
- iv. NIFTEM will not be responsible for any kind of damages, losses, theft, claims, financial or other, fine/ Challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their cost. Damage/ Loss to the NIFTEM staff will be recovered from the contracting agency/ firm/ company.
- v. The contract is not transferable. No sub-letting of the contract is permissible.
- vi. The contractor agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/higher level of vehicle without additional cost to NIFTEM.
- vii. The contracting agency/firm/company shall deploy drivers on NIFTEM site only after police verification.
- viii. NIFTEM shall pay for the services under the contract at the rates mentioned in the Price Bid (Annexure-II) which shall be inclusive of fuel/lubrication/repair & maintenance of vehicle, wages of the driver, overtime, uniform, State Transport Taxes/permits fees, Insurance of the vehicle etc. Further, Service Tax will be paid extra. However, parking charges and toll tax, if any, paid by the agency will be reimbursed on the production of valid receipts along with monthly bills.
- ix. Agency/firm must ensure the compliance of various applicable laws, rules and regulations with respect to the manpower engaged by them for the purpose of smooth and efficient rendering of services to NIFTEM.
- x. In order to avoid mishap/accident, Agency shall ensure that only skilled drivers with sufficient experience in trade are deployed on vehicle and they observe all rules/precautions in this regard. The Agency shall ensure that driver do not exceed normal safe speed limits.
- xi.

7. Payment Terms

The payment will be made on submission of monthly bill along with duly verified log sheet by the Officer I/c (Transport).

8. Penalty

S. No	Description	Penalty
Fixed Monthly and day to day booking		
01.	If at any occasion, it is ascertained that the vehicle is older than 2015 model (year of registration) in case of monthly & day to day booking vehicle.	Older than this - specification/model (year of registration) 1 year old 10% (duty slip value)

		2 Year Old 20% (duty slip value) 3 Year Old 30% (duty slip value) The said % of the payment will be deducted from the bill of concerned vehicle.
02.	If vehicle is not sent on any day for whatever reason	Rs 1000/- per occasion
03.	Sending a vehicle/driver not approved by Institute	Rs. 500/- per occasion
04.	Driver refusing to perform duty	Rs. 1000/- per occasion
05.	Rash and negligent driving. Driver found smoking/chewing tobacco, pan or under influence of alcohol while driving.	Permanent removal of driver deployment in Institute and fine of Rs. 1000/-per occasion on agency.
06.	Providing vehicle/s which are not road worthy.	Rs. 500/- per occasion
07.	Vehicle not reporting to duty (absenteeism) or delayed more than 30 minutes.	Rs. 200 each time. Continue late response may cause Termination of the contract
08.	If a particular vehicle is identified for a particular route, only that vehicle to be sent failing which penalty would be Levied.	Rs. 200/- per occasion
09.	If the driver does not know the place in Delhi or NCR	Rs. 500/- per occasion
10.	Meter tempering resulting in fast meter	Rs. 10000/- -on 1 st Instance Termination of contract on 2 nd Instance
11.	Misconduct, misbehave during working for NIFTEM.	Permanent removal of driver deployment in Institute and fine of Rs. 1000/-per occasion on agency.
13.	Overwriting on Duty Slips	Rs. 500/- for each log sheet
14.	RC , Pollution Slip , Insurance , Driver Licence etc not found in Vehicle	Rs. 2,000/- per occasion OR removal of driver/Vehicle or both.

9. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s).
10. Tenders not on the prescribed Performa (attached), without requisite details, EMD and Processing Fee and received after the closing date/ time of tenders and tenders with any rider will summarily be rejected.
11. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.
12. **Arbitration Clause:** That in case of any dispute between party of first part(NIFTEM) and the part of other party(Agency) arising out of or in relation to the agreement, the dispute shall be referred to Hon'ble Director for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at NIFTEM, Kundli, Sonapat.
13. **Withholding of Payment:** This clause authorizes Buyer to withhold payment till end when seller fails in its contractual obligation. The standard text of this clause is as under:

"In the event of the Seller"s failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc as specified in the Contract, the Buyer may at his discretion, withhold any payment

until the completion of the Contract”.

14. Right of Acceptance of Offer.

- (a) Buyer reserves the right to accept partly or reject any offer without assigning any reason thereof. The Buyer does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the Seller shall supply the same at the rate quoted.
- (b) In respect of enquiries, which call for procurement of more than one item, the Buyer reserves the right to consider and accept the offer for any of the items in the enquiry reserving the right to utilize the offer for balance items at a later stage within the validity of offer.

15. Force Majeure

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party. Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

16. Penalty for Use of Undue Influence

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offences by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

17. Right to Variation Clause

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

18. Liquidated Damages (LD)

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/performance the items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct LD to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

19. Cancellation of the Contract

NIFTEM shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases :-

- a. The start of works is delayed for causes not attributable to Force Majeure for more than 10 days after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the contract.

20. Modification and Withdrawal of Bids

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My

Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

21. Clarification on Bid Documents: - Bidder requiring any clarification to this RFP shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the tenders. The address and contact number for seeking clarification regarding this RFP are given below:-

Queries to be addressed to:

Purchase related queries:

Purchase Section
NIFTEM, Kundli, Sonapat (Haryana) – 131028
Phone No. - 0130-2281057
E-mail ID - purchase.niftem@gmail.com

Technical queries:

Sh. Kuldeep Kumar, Asstt. Registrar
NIFTEM, Kundli, Sonapat (Haryana) – 131028
Phone No. - 0130-2281085/90
E-mail ID – arit@niftem.ac.in

Registrar, NIFTEM

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All Columns should be filled in documents prescribed at Sl. No. 2 (a) of other term & conditions should be enclosed)

S. N.	Particulars	Details (must be filled by bidder)	Document Placed at
1	Name of Firm with address, mobile/phone no. & e-mail.		Page No.
2	Tender Fee Details (Amount DD no., Bank Name, Amount date)		Page No.
3	EMD Details (Amount DD no., Bank Name, Amount date)		Page No.
4	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		Page No.
5	The Service Provider/bidder should have at least 03 years experience in providing transport services (LMV/LMV Light) in the Central Govt./ State Govt./ PSU/ University/ Research Institute/ Colleges/ MNC/ Private, etc. Copies of work orders for last three financial years (2019-20, 2020-21 & 2021-22) alongwith copies of Completion Certificates/ Performance Certificate must also be attached in which one work order must be in Govt. Sector. The Completion Certificate for last three financial years should contain Date of start, Date of completion, Value on completion etc.		Page No.
6	Turnover:- The annual financial turnover of the bidder during the last 3 financial years (2019-20, 2020-21 & 2021-22) ended 31st March 2022, should be at least Rs. 50.00 Lakh.		Page No.
7	Copies of audited Balance sheet and Profit & Loss Account for the F.Y. 2019-20, 2020-21 & 2021-22.	2019-20: Rs 2020-21: Rs. 2021-22: Rs.	Page No.
8	Income Tax. Returns for the previous year's 2019-20, 2020-21 & 2021-22.		Page No.
9	Incorporation details		Page No.
10	PAN & GST details		Page No.
11	Bank account details		Page No.
12	An Authorization Letter from bidder in favour of person signing tender documents.		Page No.
13	The Annexure No.-III, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs.		Page No.

	100.		
15	Complete Tender documents including Annexure (I & II) duly signed and stamped on each page.		Page No.
16	Annexure-IV, if any.		Page No.

The above documents must be enclosed with proper pagination.

Signature.....
Name
Address
Mobile:.....
Seal of firm.

Date: -

**TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,
Registrar,
NIFTEM,
HSIIDC Ind. Area, Kundli
Sonapat, Haryana

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **N/INT/IT/2022/18/09**

Name of Tender/ Work: - **Tender for Hiring of Agency for providing Spot Rental Vehicles and Buses at NIFTEM Campus, Kundli, Distt.- Sonapat, Haryana.**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely:

CPPP e-Procurement website <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to 17 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
Registrar,
National Institute Of Food Technology Entrepreneurship and Management
Plot no 97, sector-56, HSIIDC industrial estate,
Kundli-131008,
District-Sonepat (Haryana)

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. We will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specifications/ design/quality has been made by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/- (Rs One Hundred Only)

Dated:

Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up

(to be submitted on Company Letter head with stamp)

I am (.....) is Owner/Director of M/s.....registered with MSME/NSIC/Start UpUnit under.....category.

- 1) Firm Name :
- 2) Udhog Adhaar No :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

- 1. Exemption in Tender Fee :
- 2. Exemption in EMD :
- 3. Relaxation in Turnover : How much Relaxation required (please specify)
- 4. Relaxation in Experience : How much Relaxation required (please specify)

(Kindly tick the box(es) for the same)

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory

Name:

Designation:

Stamp:

(Note: Undertaking must be submitted on company's letterhead duly signed and stamped)