



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

TENDER DOCUMENT FOR SUPPLY OF FURNITURE ITEMS

NIFT (Name of the Centre)

Address of the campus

Time schedule for tender process:

Date of publication of tender notification on official website and newspapers	
Sale of tender document commence from	
Last date for Sale of tender document	
Last date for receipt of duly filled in tenders	
Date and Time of the opening Technical Bids	
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

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

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1. INTRODUCTION:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

One paragraph for the introduction of concerned NIFT Campus.

2. NOTICE INVITING TENDER

The NIFTCentre invites sealed tenders under "**TWO BID SYSTEM**" are invited from reputed suppliers of good standards for selection of a supplier for the purpose of supplying furniture items at NIFT**add the name of the centre....**

The details of the tender are given below:-

- a. Description of Services: selection of a supplier for the purpose of supplying furniture items at NIFTname of the centre.... Closing date & time for submission of bids:
- b. Date & time of opening of Bid:
 - i. Technical bid: (in presence of the tenderers or their authorized representatives.
 - ii. Financial bid : After evaluation of Technical Bid
 - iii. Bid validity upto: 30 days from the date of opening of financial bid
- c. Correspondence Address : Mr./ Ms.Director, National Institute of Fashion Technology, NIFT Campus,address of the Campus

"TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their



acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Tender documents for supply of furniture items can be obtained from office of the Purchase Officer from..... to..... on all working days between 10 A.M. to 4 P.M. on payment of a non-refundable cost of Tender of Rs..... which shall be payable in the form of a Demand Draft drawn in favour ofNIFT – (Name of the Centre).

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT's official website www.nift.ac.in/name of the centre. The tenderer who have downloaded the tender document from the website should send a Demand Draft of Rs..... (non refundable) drawn in favour of National Institute of Fashion Technology (name of the Centre) towards the cost of tender document in Technical cum Financial Bid.

The tender fee and the EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as “Technical Bid” and “Financial Bid” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as „Tender for Supplying Furniture Items at...Centre Name”.

In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT:

- a. Name with designation, phone number and email id.
- b. Name with designation, phone number and email id.

3. INSTRUCTIONS TO TENDERERS:

The tenderers are requested to follow the below mentioned instructions:

1. Offers on original tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
2. All documentations are required to be in Hindi/English.
3. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
4. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.
5. Incomplete tenders, amendments and additions to tender after opening and **tenders submitted after due date shall** liable to be ignored.
6. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.

7. Tender shall be accompanied by the relevant documents including the following:-
 - a) A client list for the Furniture's quoted for & supplied by them for the last 2 to 5 years
 - b) Total turnover of the company for last 2 years must be Rs..... (supported document should be submitted)
 - c) Copy of PAN of the company/firm.
 - d) Authorization letter of the company if one wishes to authorize some other company.
 - e) The catalogue/Brochure for the Furniture quoted by the vendors should be enclosed along with technical bid.
 - f) They should be registered for VAT/CST/ST and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time demanded by the Institute.
 - g) Model quoted & details specification.
8. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
9. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.
10. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
11. Furniture will be supplied with at least 1 year warranty/guarantee from the date of verification & acceptance by NIFT. However for the Furniture made of Iron/Steel, the same should be of 3 to 5 years.
12. The defective Furniture's shall be replaced by the agency without any additional charge during guarantee period of supplied Furniture's. The replacement shall have to be carried out within 7 days of the intimation being received from the Institute.
13. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
14. NIFT _____ reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

4. TERMS AND CONDITIONS:

- a) **Validity of the Offer:** The offer should be valid for three months from the - **date of opening of Financial Bid**; it can be further extended for the period of three months.
- b) **Right of Acceptance:** NIFT does not bind itself to accept the lowest tender. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of NIFT.

- c) **Delivery:** The Furniture items should be delivered, placed, installed and commissioned at NIFT Campus, (Complete address of the centre.) within a period of four weeks from date of issue of letter of award.
If the tenderer fails to supply the ordered quantity within the stipulated time period/ supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of contract/bill value shall be charged per week and deducted from the bills of the contractor subject to maximum of 10% of contract/bill value.
- d) **Responsibilities:** The furniture items supplied should be brand new furniture and should be installed/commissioned at the locations specified by NIFT at no extra cost to NIFT. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.

e) **Prices:** The vendors are required to quote as per “Annexure B” (Financial Bid) in page no. _____. The Bidder shall quote the rates in figures as well as words. The figures should be clearly written and there should be no overwriting. The rates quoted shall include the cost of material, labour, T&P etc, as required for the completion of work. The quoted rates shall be inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as applicable and no extra shall be payable on this account.

f) **Payment Terms:** No payment shall be made in advance.
Payment will be made as per details below:

On Delivery, installation and commissioning. : ____ %

On satisfactory certification by concerned dept : ____ %

TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company.

- g) **Signing of Tender:** The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:
1. A sole proprietor of the firm, or constituted attorney of such a proprietor.
 2. A partner of the firm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership. Either by virtue of the partnership agreement or power of attorney.
 3. Authorized signatory of the firm, if it is a company (a letter of the authority in this respect must be enclosed along with the bid).
 4. A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, NIFT may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.



Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the purpose of the tender offer.

- h) General:**NIFT reserves the right for any reduction/increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.
- i) Jurisdiction:**All disputes shall be subject to Centre NAME – Jurisdiction only. **In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Director NIFT _____ will be binding on the supplier.**

5. PERFORMA OF TECHNICAL BID:

TECHNICAL BID

UNDERTAKING FROM THE BIDDER

To

Director

National Institute of Fashion Technology

(Name of the centre and complete address)

Dear Sir/ Madam,

We hereby unconditionally accept all terms and condition mentioned in “Tender enquiry for “Supply of Furniture Items at NIFT Campus, (Name of the centre)”.

Regards,

(Authorized Signatory)

(Company Seal)

Date:

TECHNICAL BID

Sl. No.	Particulars	Mention „Yes“ or „No“
01	Whether „Technical“ & „Price“ bids submitted separately and the respective envelopes superscribed properly.	
02	Whether Demand Draft of _____/-(Rupees _____ only) in favour of NIFT _____ is enclosed as EMD with the tender submitted.	
03	Whether certificate/ document in support of having 2 to 5 years experience in supply of similar items along with a list of organizations (Govt., PSU, reputed MNCs/ organizations) where the Contractor is currently providing/ provided this kind of items.	
04	Whether Trade License for this kind of jobs enclosed	
05	Whether copy of Pan Card enclosed	
06	Whether copy of other statutory registration certificates like VAT/ Service Tax etc. enclosed [As applicable]	
07	Date of Establishment of organization/company/agency	
08	Whether agreed to abide by all the terms & conditions of this tender	

All above enclosures must be valid (wherever applicable)

Date:

**(Name & Signature of the
tenderer with seal)**



Place:

6. PERFORMA OF FINANCIAL BID:

Furniture Items.

No.	Description	Qty.	Price		
			Unit Price in Rs.	Taxes as applicable such as GST, etc.	Total Price in Rs.
1.					
2.					
3.					
4.					
5.					
Total Rs.					

(Total Rupees in words)

Price*: - Total price should be inclusive of all taxes.

Items quoted must be as per the specifications given in enclosed Annexures

Note: Annexures should be the 3D Photographs and the technical specifications of the items for which quotations are being called for.

Signature of the Supplier.

Date:



Advertisement in

(Name of the Newspaper in which published on

Date _____)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(Ministry of Textiles, Govt. of India)

Name of the centre & Address

TENDER NOTICE

National Institute of Fashion Technology- (Name of the centre) invites sealed Tenders for the supply of furniture items. Two bid format??? Tender document with detailed specifications are available at NIFT Website www.nift.ac.in/(Name of the centre)

Sale of Tender Form: _____ - _____ upto _____ pm

Submission of Tender document: _____ upto _____ pm

Tender documents can also be obtained from the office of Purchase Officer -NIFT, (Name of the centre) in the above address **after paying the tender Cost.**



Date: _____.

National Institute of Fashion Technology

(Name of the centre)

Tender enquiry for Supply of Furniture Items at NIFT (Name of the centre)

Part 1.

1. National Institute of Fashion Technology (NIFT), is pleased to invite bids against this tender enquiry for '**Supply of Furniture Items at NIFT (Name of the centre)** as per Compliance and Commercial details mentioned in Parts 1, 2, 3 and Annexures '____' to '____'.
2. Bidders are requested to submit commercial offer in the enclosed formats **ONLY**.
Telegraphic or conditional tender may not be accepted or the condition(s) may not be considered.
3. The Bidders are expected to accept all Technical / Commercial terms & Conditions mentioned in the Bid documents.
4. **"The tender shall be submitted in two separate sealed envelopes one for the Technical Bid and the other for Financial bid which should be clearly superscribed on the envelopes. The 2 covers duly sealed (i.e. Technical Bid & Financial bid) should thereafter be kept in third cover & sealed. Envelope of Technical Bid shall also contain the EMD of Rs. _____/- (in the form of Demand Draft/Pay Order payable in favour of "NIFT, _____"). This cover should also be super-scribed with
"Tender for Furniture Items"
Tender No.
Tender Opening date:"**
5. Tenders duly filled in and complete in all respect should be addressed and dropped **latest by _____ hrs on _____** in the sealed box placed in the office of :

Purchase Officer,



National institute of Fashion Technology,
(Name of the centre & Address)

6. EARNEST MONEY DEPOSIT

The Bidders are required to furnish Earnest Money Deposit (EMD) (other than those specifically exempted by NSIC certificate) along with their offer in the form of Demand Draft drawn on any Nationalized Bank favoring NIFT, (Name of the centre) payable at _____ for Rs. _____/- (Rs. _____ Only).

The EMD of the bidder will be forfeited if the bidder misleads NIFT during the course of evaluation of the tender by providing false and misleading information. If party becomes L1 and not willing to accept the offer/**supplies Sub-standard material**, EMD will be forfeited.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD ARE LIABLE TO BE REJECTED.

The EMD of the unsuccessful Bidders shall be released by NIFT after receiving the “letter of acceptance” of the Order from the Successful bidder.

7. It is the responsibility of Bidders to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents / or bids not responsive enough to the tender terms shall be rejected. NIFT reserves the right to split or reject any or all the tenders without assigning any reason thereof. NIFT shall not be responsible for any postal delays.
8. Any vagueness/incomplete details in the offer shall make it liable to be rejected as such shortcomings in the offer shall be interpreted as incompetence and disinterest on the part of the bidder to meet tender requirements.
9. NIFT is NOT bound to accept the tender quoting the least in the financial bid. . NIFT reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part order.

Purchase Officer

NIFT , (Name of the centre)