



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)

1351(20)/NIFT/Pur-HO/Fashion Show-2018/2017

TENDER DOCUMENT FOR FASHION SHOW PRODUCTION FOR INTERNATIONAL CONFERENCE 2018

NIFT, HEAD OFFICE,
HAUZ KHAS, NEW DELHI

Time Schedule for Tender Process:

Date of Publication of Tender notification on official NIFT website	21/12/2017 (Thursday)
Sale/download of Tender Document Commence from	21/12/2017 (Thursday)
Last Date of Sale/download of Tender Document	05/01/2018 (Friday)
Last Date for Receipt of Duly Filled in Tenders	05/01/2018 (Friday) before 10.30 A.M.
Date and Time of the Opening Technical Bids	05/01/2018 (Friday) at 11.30 A.M.
Date and Time of the opening Financial Bids	will be notified to the technically qualified Tenderes

Note: This tender document contains 16 pages (Total no. of pages including Annexures) and Tenderers are requested to sign on all the pages.

I accept the above terms & conditions

Ashu
21/12/17

(Full Signature & Stamp of the Tenderer)

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राष्ट्रीय फैशन टेक्नालॉजी संस्थान

सांविधिक संस्थान निष्पत्त अधिनियम 2006, द्वारा शासित और
वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

A Statutory Institute under the NIFT Act, 2006 and
set up by the Ministry of Textiles, Government of India

1351(20)/NIFT/Pur-HO/Fashion Show-2018/2017

Dated 21/12/2017

Subject: Notice Inviting Limited Tender (NIT) for Fashion Show Production for International Conference 2018

National Institute of Fashion Technology, (NIFT) invites sealed limited Tender for Fashion Show Production during International Conference 2018 scheduled on 31st January, 2018 at Craft Museum, New Delhi.

The Tender notice may be downloaded from the website www.nift.ac.in. The tender bids duly filled in all respects enclosing necessary documents may be addressed to the Purchase Officer, National Institute of Fashion Technology, Head Office, Hauz Khas, New Delhi-110016 so as to reach NIFT on or before **10.30 a.m.** on Friday, 5th January, 2018 or the tender may be dropped in the tender box available at 2nd Floor, B- Block, NIFT Hauz Khas, New Delhi. If the last day happens to be holiday, the next day will be the last date. The Technical Bid will be opened on the same day at **11.30 a.m.** in presence of such of the tenderers who may wish to be present, either in person or through their authorized representatives.

The technically qualified bidders will be intimated through phone/Email.

- ☞ Earnest Money deposit of **Rs.40,000/-** (Rupees Forty Thousand only) in the form of Demand in favour of 'NIFT' payable at New Delhi.
- ☞ Tender cost of **Rs.100/-** (Rupees Hundred only) including **GST** in the form of Demand Draft in favour of 'NIFT' payable at New Delhi.

Last date for receipt of Tender: up to 10.30AM on Friday, 5th January, 2018

Date of opening of Technical Bid: at 11.30 A.M. on Friday, 5th January, 2018

Date and time of opening of Financial Bid shall be intimated through phone/email to bidders whose offers have technically qualified.

Ashu
21/12/17
AD/Purchase Officer
Head Office
Ph: 011-26542071

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Note:

1. This tender document contains 16 pages. Bidders are requested to **sign on all the pages**.
2. This tender document can be downloaded from the website – www.nift.ac.in
3. The **Technical Bid** and the **Financial Bid** should be sealed by the bidder in separate cover duly superscribed and both these sealed covers are to be put in a bigger outer envelope/ cover which should also be sealed & superscribed 'Fashion Show Production for International Conference 2018.
4. NIFT reserves to right to withdraw the announcement prior to award of the contract/order, without assigning any reasons and without incurrance of any liability on NIFT.
5. QCBS system shall be followed for determining the financial score and weights given to the technical and financial proposals.
6. A pre-bid meeting to explain the exact scope of the work and to resolve queries of the participating agencies will be organized by NIFT on **28th December, 2017 at 11.00 A.M.** in the Boardroom of NIFT HO, Hauz Khas, New Delhi.

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NIFT/Head Office/2016

National Institute of Fashion Technology
Head Office
NIFT, Hauz Khas,
Near Gulmohar Park, New Delhi-110016

I N D E X

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GENERAL TERMS AND CONDITIONS

NIFT proposes to invite limited tender for organizing Fashion Show Production for International Conference 2018 scheduled on 31st January, 2018 at Craft Museum, New Delhi.

1. The tender shall be submitted in two separate sealed envelopes, one for the Technical bid (as per Annexure 'A' enclosed) and one for the Financial bid (as per Annexure 'B' enclosed) which should be clearly superscribed on the envelopes.
2. The tender shall be submitted in the official tender form only. If submitted in any other form, the same shall be similarly rejected. No bidder shall submit more than one tender form.
3. No paper shall be detached from the tender.
4. The name and address of the bidder shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled-in and submitted in strict accordance with the instructions laid down herein; otherwise the tender is liable to be rejected.
5. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the tender are not filled-in.
6. The tender must be addressed to the Purchase Officer, National Institute of Fashion Technology, Head Office, Hauz Khas, New Delhi-110016 and the tender document may be dropped in the Tender box available at NIFT Head Office 2nd Floor, B- Block, Hauz Khas, New Delhi on or before **10.30 a.m. on Friday, 5th January, 2018.**
7. The Technical bid will be opened on the same day i.e. **5th January, 2018 at 11.30 A.M.** in the Board Room, NIFT-Head Office in the presence of bidder who may wish to be present, either in person or through their authorized representatives. Only those bidders who qualify the Technical Bids, will be intimated for opening of Financial bid.
8. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of the firm.
9. Dispute, if any, arising out of the arrangements and supply of items shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by the Director General NIFT at New Delhi as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under.

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10. All bidders are required to submit Earnest Money Deposit (EMD) of **Rs.40,000/-** (Rupees Forty Thousand only) in the form of DD in favour of 'NIFT' payable at New Delhi.
11. Offers received without earnest money or with earnest money less than the amount specified above shall be rejected.
12. The Earnest Money to unsuccessful bidders will be returned within one week.
13. The qualified bidder shall deposit **5% of the total cost quoted** as Security Deposit to NIFT, within one week after Supply Order. No interest shall be paid on security deposit which will be returned after successful completion of event/arrangements and after adjusting dues, if any.
14. The Tender shall be accompanied by the relevant documents as per technical eligibility criteria.
15. The Agency shall ensure that he himself or his authorized representative is available for proper arrangements at the venue.
16. The agreement will be valid for the delivery as incorporated in the tender document. This should be strictly adhered to.
17. **The Tender shall be accompanied by the relevant documents including the following with Technical Bid (Annexure – 'A' & 'A-1')**
18. The specification of arrangements and items required as per Annexure/Schedule and the evaluation of bid will be on the basis of total bid value. The rates quoted should be inclusive of **all taxes and duties**
19. **The rates quoted should be on FIRM & FIXED basis.**
20. The Work Order shall be issued by NIFT Head Office and delivery of work/ equipment/items shall be arranged by the Agency at the venue.
21. Bidders must clearly indicate in their offers the different taxes and duties which they propose to charge, mentioning clearly the present rate(s) thereof. Unclear statements like '**duties as applicable**' shall not be considered.
22. Tender Fee and Earnest Money Deposit (EMD) will be exempted for the bidders who are registered under National Small Industries Corporation (NSIC). Copy of proof in support of exemption of Tender fee and Earnest Money shall be enclosed along with the Technical Bid.

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SCOPE OF WORK

Date of Show: 31 January 2018

Time: 6 p.m. onwards

SCHEDULE OF ITEMS

I. Fashion Show Production

1. Hiring Models (on the day of the show)

Models	Nos.	Remarks
Female	12	At least 2 female models to be of Category A (mandatory). Out of the remaining female models, at least 6 female models to be of Category B.
Male	06	At least 1 male model to be of Category A (mandatory). Out of the remaining male models, at least 2 male models to be of Category B.

Note: Minimum height of female models – 5'7"

Minimum height of male models – 5'10"

Height and measurements of models should be provided within 2 days after award of work.

2. Choreographer for the show
3. Compere for the show
4. Artist for hair and make-up of models
5. Music compilations for entire fashion show including coordination of operations and presentation
6. Air ticket, local transport and accommodation for outstation models and crew (if any)
7. Coordination of fittings of show garments 1-2 days prior to the fashion show at NIFT campus
8. Food for models, crew and dressers on the days of fittings, rehearsal and fashion show.

II. Wardrobe in-charge, Backstage helpers, Ironing

1. Models' coordination and backstage management
2. 18 backstage dressers (12 female, 6 male)
3. 02 ironing personnel

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III. Backdrop Design

1. 40' x 15' backdrop and Logo
2. Sound Console construction
3. Designing and Construction of (a) Stage including backdrop (b) Ramp and (c) Green room with mirrors, hanger stands, lights, tables etc. one each for male and female models.

IV. AV EQUIPMENT

1. 2 Projectors
2. 2 screens
3. Cordless Mike
4. Sound System
5. Generators

Note:

1. The venue of the show is Crafts Museum, New Delhi on 31 January 2018.
2. The Agency will depute technically qualified executives to coordinate with the NIFT team
3. Approval of stage design, backdrop etc. to be done with the NIFT team seven days prior to the show.
4. For items mentioned above, the bidders must ensure the required quality, material, dimensions and other parameters and quote accordingly. Payment shall not be made by NIFT for items that are not found to be of satisfactory standards.

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TECHNICAL ELIGIBILITY CRITERIA

The minimum technical eligibility criteria are as below:

- I. The agency should have done a minimum of five fashion shows (out of which a minimum of 02 should be industry shows and 02 should be Fashion Week shows).
- II. The agency should have a minimum annual turnover of Rs.50 lakhs (Rupees fifty lakhs).
- III. The agency should have a minimum of three years of experience in producing fashion shows.

The Tender shall be accompanied by the following relevant documents:

1. Tender documents along with Technical bid (Annexure A) duly completed and signed by the authorized signatories.
2. List of clients for fashion shows conducted in the financial year 2016-17 with copy of relevant Work Orders. Industry clients and clients for Fashion Week are to be separately indicated. The Agency should have done at least 05 fashion shows in 2016-2017. Out of these 05, the numbers of shows must be categorized into:
 - i. Industry (minimum 2)
 - ii. Fashion Weeks (minimum 2)
3. Number of models in Category A, B and C (female and male models to be separately indicated).
4. Audited Financial statement viz Balance Sheet, Income and Expenditure statement of the Agency for the year 2014-15, 2015-16 and 2016-17.
5. Confirmation for providing the required items as per technical specifications listed in the Schedule of Items (Annexure A)
6. Undertaking of confirmation of having read and understood all terms and conditions enclosed in the Tender document.

Evaluation of Bid

The Evaluation of the tender shall be done on the weightage with 60% to technical evaluation and 40% to financial evaluation.

The criteria for technical evaluation will be :

- a) Total number of fashion shows done by the agency (minimum 50 marks)
- b) Annual turnover of the agency (minimum 15 marks)
- c) Year of experience of agency in doing fashion shows (maximum 15 marks)

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21/12/17



A). Number of Fashion Shows (Maximum 50 marks)

- i) Minimum 05 fashion shows (out f these 05, 02 industry show and 2 fashion week show) - 20 Marks(maximum)
- ii) 06-08 Fashion Show (Industry shows – 02 nos, and Fashion week shows – 04 nos) - 30 Marks (Maximum)
- iii) 09-12 Fashion Shows (Industry Shows – 03 Nos and Fashion Week Shows – 06 Nos.) - 50 Marks(Maximum)

B) Annual Turnover (15 Marks):

- Annual turnover of Rs.50 lakhs - 05 marks
- Exceeding 50 lakhs upto Rs. 75 lakhs - 10 marks
- Exceeding 75 lakhs - 15marks

C) Experience (15 Marks):

- 3 years - 06 marks

For every year over 3 years, 2 marks will be added. Maximum marks will be 15 (for 8 years and above)

D) Design Concept

Design concept is to be prepared on the basis of the brief at Annexure – C, 20 marks will be assigned for Design Concept out of the 100 marks for Technical Eligibility criteria.

NIFT will carry out preliminary screening of the bidders and will shortlist the bidders whose Technical Bids are found to be in order/fulfilling the prescribed requirements. The shortlisted bidders will be required to make a technical presentation which should bring out their suggestions in the following areas:

S No.	Area	Score/Wightage (Total 20)
1.	Overall concept and design according to the theme of the conference	10
2.	Virtual pain of the show venue to show the best use of space	10

The date and venue of the presentation will be intimated separately.

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Procedure for ranking:

1. A bidder should secure 50% marks out of 100 marks in technical assessment in order to be a qualified bidder for being eligible for opening of financial bids.
2. The total marks obtained by a bidder shall be allocated 60% weightage of the Technical bid and 40% weightage will be assigned to Financial bid.
3. Financial Bid with lowest cost may be again a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
4. In the case of Financial bid, the Lowest Estimated Cost (LEC) of the lower bidder will be given 100 points and the other Estimated Cost (EC) of other bidders will be given EC/LEC points. These will be normalized according to weightage.
5. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

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21/12/14





TECHNICAL BID

(To be sealed in an envelope superscribed as 'Technical Bid')

1. Name of the Agency/ Company/ Firm
2. Name of Authorized person (signatory on the Tender document)
3. Address of the Agency
4. Mobile NoLandline (O)
5. Email
6. Documents to be submitted:

S No	Particulars	Documents to be attached
1	Earnest Amount vide Demand Draft for Rupees (date of issue must be after publication of Tender)	DD Date DD No Amount
2	Tender Cost Demand Draft for Rupees (date of issue must be after publication of Tender)	DD Date DD No Amount
3	All pages of the Tender documents duly filled and signed	Duly filled and signed Tender documents
4	GST number	Copy of document
5	PAN number	Copy of document
6	List of clients for shows undertaken in 2016-17	Copy of work order (Industry and fashion show separately)
7	Details of models as per Category A, B and C	List (Male and Female models separately)
8	Name of compere of the show	Name
9	Name of artists for hair and make-up	Name
10	a). Proof of experience	List of Work Orders of fashion shows conducted
	b). Proof of Annual Turnover for at least Rupees Fifty Lakhs in the financial year i.e. 2016- 2017 in the audited financial statement	Copies of annual financial statement for the last three years ie. 2014-15, 2015-16 and 2016-17
11.	Design concept for fashion show	One- page document duly signed (Annexure A-2)

Signature of Tenderer-----

Name of Authorized Signatory-----

Name of Company/ Firm-----

Seal of Company/ Firm-----

Address-----

Contact No.-----

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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UNDERTAKING

1. I have gone through all the Terms and Conditions and also the schedule of items as enlisted by NIFT in your Tender.
2. I /we, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/we also confirm my/our commitment to provide the services as enlisted in the schedule of items and in your Tender.
4. I/We/firm is not debarred / black listed by NIFT/Govt. organization / PSU.

Address:.....

.....

.....

Phone No:.....

Email:.....

Place:.....

Date:.....

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21/12/17

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DESIGN CONCEPT

Bidders will give a write-up of 400-500 words on the design concept

[A large empty rectangular box intended for the bidder to write their design concept.]

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FINANCIAL BID

(To be sealed in separate covers duly superscribed as Financial Bid)

Particulars	Amount in Rupees
Total Amount for entire Fashion Show Production including: (1) Choreography (2) Light and Sound Operation (3) Models (4) Wardrobe in-charge, Backstage helpers, Ironing, Green Room management (5) Backdrop Design & Execution (6) Air Tickets, Accommodations (if any), Local Transport & Food to Models and Crew etc. (as detailed in the tender document)	
Taxes, if any, please specify	
Grand Total with all Tax	
Amount in Rs.	
Amount in Figures	

Name of the Authorized Signatory:

Signature of Tenderer:

Name of the Company/Firm:

Seal of the Company/Firm:

Address:

Contact No.:

GST Number:

Dated: _____

Place: _____

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21/12/17

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BRIEF FOR DESIGN CONCEPT FOR FASHION SHOW 2018

National Institute of Fashion Technology is organizing an International Conference from 31st January - 2nd February 2018 at New Delhi, India.

The theme of the conference '**Rediscovering Culture: Transforming Fashion**' aims to initiate conversation on fashion, culture, textiles, crafts and sustainability by providing an interdisciplinary platform to share perspectives and practice-led research experiences on the issues and concerns, challenges and possibilities of changing existing fashion practices. As a signifier of societal change, fashion can generate conversations on the interplay of tradition and modernity. Trans-global cultural narratives enable relevant issues to transcend the regional to take on wider significance.

The inaugural event on 31st January 2018 will be a curtain-raiser to this mega fashion conference which will be attended by dignitaries including Hon'ble Minister of Textiles, senior officials of different Ministries, industry stalwarts, bureaucrats, senior alumni and NIFT officials and faculty. Foreign dignitaries and fashion academia will also be present for this event. On this occasion, NIFT proposes to organize a gala fashion show that will be commensurate with the global significance of the conference. The participant designers in this show are illustrious alumni of NIFT whose contribution to Indian fashion and textiles have been instrumental not only in their success but has also brought acclaim to NIFT as their *alma mater*. While the distinctiveness of each of these designers characterize their different signature styles, there is a binding thread of synchronicity in their commitment to hand woven and handcrafted textiles of India. A multitude of fabric embellishment techniques, natural dyeing and printing in womenswear and menswear collections are exemplars of Indian textiles and crafts heritage as living tradition.

This show will not only set the tone of the conference over the next two days but enhance the 'India experience' for the spectators and especially for the international visitors. The dual objectives of the fashion show therefore, are to showcase the fashion creations of the alumni who will demonstrate the diversity embedded in our textile culture and fashion aesthetics and simultaneously to project a vibrant image of India as a country that holds deep fascination for overseas visitors. It is imperative that the quality of the show support NIFT in reiterating its premier position as India's foremost fashion institute and its global standing.

I accept the above terms & conditions

*Ashe
21/12/17*

(Full Signature & Stamp of the Tenderer)