

NOTICE INVITING TENDER

**TENDER DOCUMENT
FOR HIRING AGENCY FOR
EXHIBITION TO SHOWCASE CRAFT PRODUCTS
OF THE USTTAD PROJECT IN
VARANASI**



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)

NIFT CAMPUS, NEAR GULMOHAR PARK, HAUZ KHAS,
NEW DELHI – 110016

PHONE: (011) 26542071/2176, EMAIL ID- purchase.ho@nift.ac.in

Sealed Limited tender is invited by the NIFT – Head Office, Hauz Khas, New Delhi from reputed Exhibition Agency for exhibiting the products developed under the USTTAD Project by NIFT at Varanasi.

About National Institute of Fashion Technology (NIFT)

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 the field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 campuses. 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, Delhi, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, Patna, Raebareli, Shillong and Srinagar.

About Exhibition at Crafts Museum in Varanasi, Uttar Pradesh

NIFT, New Delhi under the aegis of Ministry of Textiles, Govt. of India, is going to exhibit the products developed under the USTTAD Project **from 15th January, 2019 to 25th January, 2019 i.e. for eleven days** at the Crafts Museum, Varanasi in conjunction with the Pravasi Bharatiya Diwas event being held from 21st – 23rd January 2019.

The Pravasi Bharatiya Divas (PBD) is a bi-annual event that celebrates the contributions of India's overseas community and provides a platform for the Indian diaspora's engagement with the Indian Government and the country, as they reconnect with their roots. The 15th PBD is to be held in Varanasi, in Uttar Pradesh from 21st – 23rd January 2019.

Details of Tender Document

| Sl. No. | Description | Details |
|----------------|--|--|
| 1. | NIT NO. | <i>1351(10)/NIFT/Pur.-HO/USTTAD PROJECT/Exhibition to showcase craft products of Varanasi/2018</i> |
| 2. | EMD | The bidder shall furnish the EMD of Rs. 24,000 in one of the following ways: - a) In form of Demand Draft of any Indian Nationalized/ Scheduled Bank in favour of NIFT, Head Office, Hauz Khas, New Delhi payable at Delhi. Or b) Bank Guarantee from any Indian Nationalized/ Scheduled Bank in favour of "NIFT, Head Office, payable at Delhi" valid for minimum 90 days from the tender opening date. |
| 3. | Date of Publication of Bid notification on NIFT official website | 24.12.2018 |

| | | |
|-----|--|---|
| 4. | Download of Bid Document from NIFT Website i.e. www.nift.ac.in commence from | 24.12.2018 |
| 5. | Last Date for submission of duly filled in sealed bid | 28.12.2018 upto 01.30 p.m. |
| 6. | Date and Time of the opening of Technical Bids | 28.12.2018 upto 02.00 p.m. |
| 7. | Place of Opening of the <u>Technical Bid</u> | PURCHASE DEPARTMENT HEAD OFFICE |
| 8. | Date and Time of opening Price Bids | To be notified to the technically qualified bidders |
| 9. | Eligibility Criteria | <i>The bidder must have the following documents-</i> A. Proof of Registration B. Turnover Certification C. Experience Certificate D. Tender Acceptance Letter E. Earnest Money Deposit F. Technical Bid Compliance Statement |
| 10. | Rejection of Tender | Incomplete, ambiguous and Conditional rate, unsealed, late receipt tender will be rejected. |

NOTE:

The tender should be submitted by the bidder in the sealed envelopes super scribed "**Bid for exhibiting the products developed under the USTTAD Project by NIFT at Varanasi**" (Technical Bid and Financial Bid should be submitted separately) Technical Bid (**Annexure –I**) EMD Rs. 24,000/- alongwith all document in 1st Envelope superscribing "Technical Bid" and "Financial Bid" (**Annexure II**) in 2nd Envelope super scribing "Financial Bid". Both the envelopes must be put in 3rd envelope and sealed with firm seal and addressed to the Purchase Officer, National Institute of Fashion Technology, Head Office, Hauz Khas, New Delhi –110016 or to be deposited in the Tender Box available at 2nd Floor, B-Block, NIFT Campus, Hauz Khas, New Delhi, Head Office on or before 01.30 p.m. on 28.12.2018.

- i) The bidder should attach with the technical bid copy of properly filled "Tender Acceptance Letter" (**Annexure-III**) duly signed & stamped on Letter Head of agency.
- ii) All statutory taxes as applicable shall be deducted at source before payment i.e. TDS, etc.
- iii) An Exhibition is planned from 15th January, 2019 to 25th January, 2019 i.e. for eleven days.

Note: This bid document contains 13 pages (Total no. of pages including Annexure).

Recruitment of Agency

NIFT will have the overall responsibility for the implementation of exhibition. However, considering the magnitude of work, reputed agency will be hired for execution of the work. The selection of this agency will be done by inviting technical and price bids from all the shortlisted agencies. Quality of work done in the past and previous experience in carrying out such activity will be important criteria mentioned in the Technical Bid. A committee comprising of all stakeholders constituted for this purpose will evaluate the technical bid. Price bid of the technically qualified bidders only will be opened. **Overall lowest of all the items mentioned in the Price Bid (Annexure – II) will be awarded the contract.**

Scope of Work : Exhibition

Fabrication of props and fixtures as per the design provided by NIFT, transportation to the venue installation and display of the products. The Prop Design and layout of the venue are attached at **Annexure – IV. All the material and props developed by the agency for display during the Exhibition and after winding up the Exhibition, the material and props will be taken back by the agency from the venue.**

Any Other Related Work

Any other related services on mutually agreed terms related to creative display. Agency will be required to coordinate and supervise all work related to preparation and execution of all installations. The agency will provide all labour, transportation, and qualified manpower for implementation of the work.

Manpower Requirement

The Agency would be required to provide the manpower for installation, transportation and winding up (if any).

The Agency will be required to provide remuneration to all people employed by them for the project. Agency will fulfill all the statutory requirements like Workers' Compensation, Pay Roll Tax, Industrial Relations Act, etc of the state in which the exhibition will be displayed. The agency is required to follow work health and safety procedure/system in respect of all personnel engaged by them as per the laws. Agency will be fully responsible for financial, social and moral well being of the staff recruited by them and NIFT will not be responsible for the same.

Coordinate with NIFT Team

Agency would be required to coordinate with the NIFT Team.

Actualisation of the Design Brief

The responsibility of the actualization of the design brief by NIFT will be of the agency. The agency needs to provide contact details of a person who will be coordinating and executing designs with NIFT.

Other Consideration of Agency

- The material such as wall panels, furniture, display aids etc. to be provided by the agency has to be sturdy and withstand transportation and usage hence of a very high quality.
- The agency will ensure presence of sufficient number of technical manpower (decorators, electrical, civil) available on call throughout the installation and PBD event for attending to any complaints/contingencies.
- The agency shall obtain adequate insurance cover for the equipment, exhibit and associated infrastructure, including Civil Responsibility Insurance and other insurance for compliance with rules and regulations of the venue authorities.
- Agency will undertake cleaning of their material before vacating the venue.
- The agency will have to settle all bills of the venue authority and other vendors, if any, before vacating the venue, in case these services are availed of.

Roles and Responsibilities of Agency

- Agency should strictly adhere to the timeline.
- **All the material and props developed by the agency for display during the Exhibition and after winding up the Exhibition, the material and props will be taken back by the agency from the venue.**
- Agency is strictly advised to refrain from extending any undue favours to any staff of NIFT or other monitoring staff. NIFT reserves the right to take appropriate action if any such incidents are brought to the notice of NIFT. Any direct or indirect interference that hinders the monitoring and supervision work can amount to termination of the contract along with suitable penalty. NIFT may blacklist the agency if it is found to be involved in any such malpractices.
- NIFT will be providing instructions/suggestions from time to time. These instructions must be strictly followed by agency for maintaining the high standard of NIFT.
- Proposals received after the due date and time specified will be automatically rejected. In case of any query bidder may contact The Purchase Officer, National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi 110016, 9810136563, Phone No. +91 11 26542176, email- purchase.ho@nift.ac.in

Opening of Price Bid

The price bid of the technically qualified bidders only will be opened after evaluation of technical bids.

Payment Schedule

The payment schedule is provided below :-

- i. 30% advance of the contract value will be released to the agency on acceptance of work order and submission of Performance Bank Guarantee/Demand Draft.
- ii. 60% of the contract value will be released after satisfactory completion of all installation as certified by NIFT Project Coordinators.
- iii. Final Payment (i.e. 10% of the contract value) after successful Transportation of material to NIFT Head office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016.

Earnest Money Deposit

The bidders should furnish an Earnest Money Deposit (EMD) of Rs. 24,000/- by means of Demand Draft drawn on any Nationalized Bank / Scheduled Bank payable in favour of the National Institute of Fashion Technology payable at New Delhi or in form of Bank Guarantee with validity for 90 days. The Bid received without the Earnest Money Deposit will be summarily rejected by the Accepting Authority as non-responsive.

The Earnest Money Deposit will be refunded after the completion of the selection process as per the GFR 170. The amount remitted towards Earnest Money Deposit is liable to be forfeited in case the bidder retracts its offer after submission of the bid or after the acceptance of the offer by NIFT or fails to sign the contract or to remit the Security Deposit. No interest will be payable by the NIFT on the Earnest Money Deposited/remitted.

Successful bidder's EMD will also be returned after submission of Performance Bank Guarantee / Demand Draft and the bidder's acceptance of the Letter of Intent (LOI).

Note: Exemption to SSI Units

The bidders (small scale units who are registered with National Small Scale Industries Corporation under Single Point Registration Scheme are exempted from payment of bid security upto the amount equal to their monetary limit or Rs. 50 lakhs whichever is lower. In case of bidders having monetary limit as "NO LIMIT" or "Without Limit" or exceeding 50 lakhs, the exemption will be limited to Rs. 50,00,000 (Rupees Fifty Lakhs) only. A proof regarding current registration with NSIC for the Tendered items will have to be attached along with the bid.

Performance Bank Guarantee (PBG)

Selected bidder will have to deposit 5% of the contract value (including all taxes) as Performance Bank Guarantee (PBG) / Demand Draft at the time of signing the contract. The selected bidder shall at his own expense deposit the PBG/Demand Draft with NIFT, within three (3) working days of the date of issuing notice of award of the contract or prior to signing of the contract whichever is earlier. An unconditional and irrevocable Performance Bank Guarantee from a Nationalized/ Scheduled bank acceptable to NIFT, payable on demand, for the due performance and fulfillment of the contract by the bidder. This PBG should be valid for 90 days. All incidental charges whatsoever, such as premium, commission, etc., with respect to the PBG shall be borne by the bidder/agency. The performance bank guarantee may be discharged/returned by NIFT upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee. In case of delay on completion of project the successful bidder will have to extend the period of bank guarantee.

The selected agency must ensure compliance with the given schedule and work failing which payment will be made to the agency after deducting the amount of penalty imposed due to delay. In case of delay Liquidation Damages at the rate of 0.1 % per day of the contract value subject to maximum of 10% of the total contract value may be deducted from the agency payment.

- A Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed during the execution of the project.
- Force Majeure shall mean any cause which is beyond the control of a Party or Parties or the Party invoking force majeure, including but not limited to the following: any law, decree, regulation, order, or request of any governmental authority, nationalization, expropriation, confiscation, requisition, riot, war, hostilities, public disturbance, act of the public enemy, strike, lock out, or other labour dispute, fire, flood, earthquake, storm, explosion, or Act of God.

If either Party is prevented from or delayed in carrying out any provision of this Agreement by reason of Force Majeure the Party whose performance is so prevented or delayed, upon prompt written notice thereof to the other Party, shall be excused from such performance to the extent and during the period of such prevention or delay.

This clause shall not be available to a Party if such Party fails to use reasonable diligence to remedy by the applicable situation described in above clause hereof with reasonable dispatch or if such applicable situation is caused by such Party.

- The party for which it becomes impossible to meet obligations under the Contract due to Force Majeure conditions, is to notify in written form to the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from their commencement. If the impossibility of complete or partial performance of an obligation lasts for more than 10 (ten) days, either party here to reserves the right to terminate the Contract totally or partially up on giving prior written notice of 5 (five) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the contract. Force Majeure will be applicable throughout the contract period.
- All disputes or differences arising out of or in connection with the Contract shall be settled through mutual consent between the parties, as per NIFT rules.






Technical Bid : - Eligibility Criteria for Selection (Annexure – I)

| NO. | ELIGIBILITY CRITERIA | DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME | Tick |
|-------|--|---|------|
| (i) | <p>Proof of Registration The bidder should be an exhibition design agency/ registered as Private Limited Co./Public Ltd. Co./Partnership firm/LLP/Proprietorship firm for not less than 5 years on the date of opening of the Technical bid who has undertaken exhibition or installation work in fashion/textile/craft area.</p> | Registration certificate of the firm/Partnership deed/ Certificate of incorporation etc. | |
| (ii) | <p>Taxpayer Information</p> | <p>a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration</p> | |
| (iii) | <p>Turnover Certification The Bidder's annual gross turnover should not be less than Rs. 20 lakhs during the last three financial years 2015-16, 2016-17 and 2017-18.</p> | Copy of audited balance sheet and profit and loss statement duly certified by Chartered Accountant | |
| (iv) | <p>Experience Certificate List of clients for 3 projects undertaken in the area of fashion/textile/craft in the last 05 years. Please enclose 3 pictures of each project. Copy of the work order to be attached.</p> | Documentary evidence / proof of execution of work (work order/ certificate/ testimonial / photographs etc.) | |
| (v) | <p>Earnest Money Deposit</p> | <p>Earnest Money Deposit of Rs. 24,000/- in the form of Demand Draft/ Bank Guarantee. (Not exempted in any case except those bidders exempted from EMD, submit the certificate issued by the concerned department i.e. NSIC).</p> | |

*All submitted documents should be duly signed by the bidder.

*All prospective bidders are requested to submit their Proposal as per the terms and conditions set forth in this document.

Price Bid (Anexxure – II)

| S.No | Items Details | Props photos | Size | QTYs | Price/pcs persqft | Total Cost Rs |
|------|--|---|---------------------|------|-------------------|---------------|
| T1 | 8mm MDF Wooden Walls with acrylic paints finished | | 50x8' | 01 | | |
| T2 | Painted wooden boxes 2x2... 1 to 4 ft. ht. |  | | 6 | | |
| T3 | Display Unit as per design - MDF |  | 4x4x8ht | 4 | | |
| T4 | Metal Jali | | 10x2 | 2 | | |
| T5 | Display boxes painted - Ply board | | 1.5'x1.5'x4 ft. ht. | 4 | | |
| T6 | 3/4" MDF Tree cut out with hooks Boxes 2x2x2 ht |  | 4x7'ht | 4 | | |
| T7 | 3/4" MDF Tree cut out with hooks | | 4x7'ht | 3 | | |
| T8 | Painted Display tables - Ply board |  | 6x2x4 ht | 2 | | |
| T9 | Display Racks - MDF |  | 2x2x8 ht | 8 | | |
| T9 | Display Shelves as per Design - MDF | | 4x2x8 ht | 2 | | |
| T10 | Display units steps - MDF | | 6x2x2 ht | 2 | | |
| T11 | TV | | 42" | 1 | | |
| T12 | Digital prints matt lamination with sunboard | | 2x1.5' | 25 | | |
| T13 | Digital prints matt lamination with sunboard | | 4x3 | 2 | | |
| 14 | Track Light | | 1 mtr. | 10 | | |
| 14 A | Metal Rod | | 20 ft. | 05 | | |
| 14 B | Exhibition Light | | | 30 | | |
| 15 | Graphic design + signage for Direction | | | 8 | | |
| 16 | Platform for Artist | | 6'x3x1' ht | 4 | | |
| 17 | Labour, Installation and display charges | | | | | |
| 18 | Transportation | | | | | |
| 19 | Any other cost (if any) | | | | | |
| 20 | Taxes | | | | | |
| | Total Amount | | | | | |
| | Total Amount (in words) | | | | | |

Note: 1. The quantity may vary as per the requirement.

2. In case of difference in amount in words and numeric, the quote in words prevails.

3. Overall lowest bidder will be awarded the contract.

Signature _____

Name of the Authorised Signatory _____

Name of the Agency _____

Address _____

ANNEXURE III - Tender Acceptance Letter

(To be given on Firm's Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender.
Tender Bid No.

NAME OF WORK: Exhibition to promote craft products developed under the Ustad project in Varanasi.

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the NIFT Website namely:- www.nift.ac.in
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 13 (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization 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 totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.
6. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason there for, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours faithfully

(Signature of the Bidder, with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

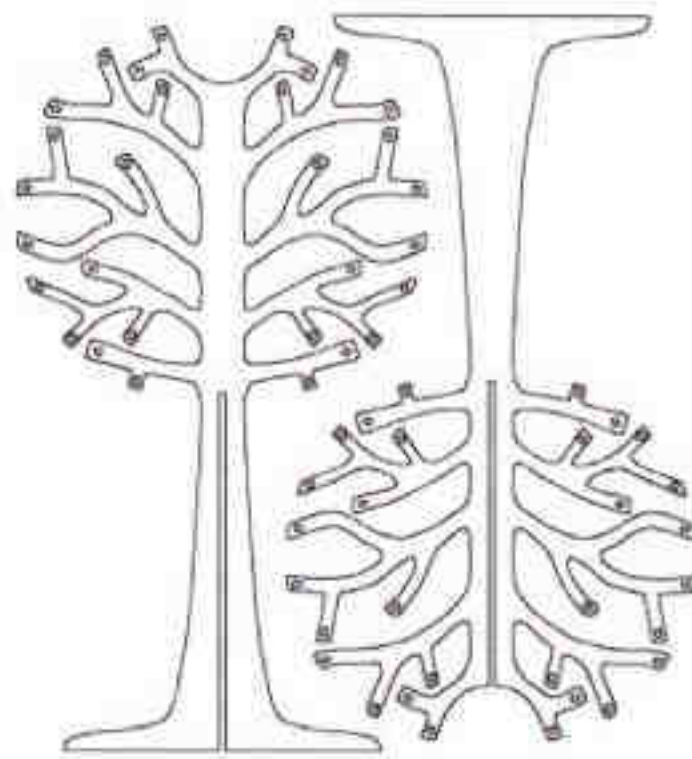
Date:

Place:

Prop Design Ref



T8



T6



T2



T3



T7

Ustad Exhibition Layout

Annexure-IV

