

राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

(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 Printing of NIFT Promotional Kits – 2020/19

निविदा दस्तावेज (TENDER DOCUMENT)

FOR

निफ्ट प्रमोशनल किट्स-2020 की प्रिंटिंग और आपूर्ति के लिए
(THE PRINTING & SUPPLY OF NIFT
PROMOTIONAL KITS – 2020)

निफ्ट मुख्यालय, हौज़ खास, नई दिल्ली
(NIFT, HEAD OFFICE,
HAUZ KHAS, NEW DELHI-16)

निविदा प्रक्रिया की समय सारिणी (Time Schedule for Tender Process):

Date & Time of Publication of Tender notification on official website / e-Portal / CPP Portal	24/10/2019 at 2.00 P.M. (Thursday)
Download of Tender Document Commence from	24/10/2019 at 2.30 P.M. (Thursday)
Last Date & Time of submission of e-Tender Document	07/11/2019 upto 10.30 A.M. (Thursday)
Date and Time of the Opening of Technical Bids	07/11/2019 at 11.00 A.M. (Thursday)
Date and Time of the Opening of Financial Bids	Will be notified to the technically qualified Tenderes

Note: This tender document contains 21 pages (Total no. of pages including Annexure) and Tenderers are requested to submit the signed/scanned all the pages.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

विषय सूची

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Sub: Notice Inviting for Tender Enquiry for Printing & Supply of 5500 Nos. of NIFT Promotional Kits – 2020 (i.e. 01 Diary, 01 Calendar, 01 Planner & 01 Box) for NIFT-Head Office, New Delhi and its all Campuses

1. परिचय (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 17 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, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong, Srinagar and Panchkula.

2. निविदा आमंत्रित नोटिस (NOTICE INVITING TENDER):

Tenders are invited from registered printers for printing & supply of 5500 Nos. of NIFT Promotional Kits – 2020 (i.e. 01 Diary, 01 Calendar, 01 Planner & 01 Box) for NIFT-Head Office and its Campuses across India.

3. ऑनलाइन पंजीकरण और बिड्स को प्रस्तुत करने की प्रक्रिया (PROCESS OF ONLINE REGISTRATION & SUBMISSION OF BIDS):

- a) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **24/10/2019 to 07/11/2019 upto 10.30 A.M.** Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.
- b) Applications to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- c) For applying online, the firm should get itself registered at <https://nifttenders.eproc.in> by paying online.

Please note that:

- i) The bidder needs to mention his Company Name, Address, User ID to register.

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- ii) Registration Charges of Rs. 2,000/- + 360/- (18% GST) = Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty only – Non refundable are to be borne by bidder).
- iii) Bid Processing Fee charges of Rs. 1,892.4208 + Rs. 340.635744/- (18% GST) = Rs.2,233/- (Rupees Two Thousand Two Hundred Thirty Three only, non refundable to be borne by bidder).
- d) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast windows 7.
 - Java version : Java 8 update 25.
 - Use Internet Explorer 8 and above.
 - All java add-ons must be enable in the system.
 - Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- e) The bidder should ensure that it complies with the above requirements before applying for tender upto **07/11/2019 (Thursday) at 10.30 A.M.**
- f) Original **03 sets of Sample Papers** for inner & cover page duly signed & stamped as per specifications, Brand of the paper may also be mention on the sample paper, if any & two printing jobs of Govt. / PSU and Autonomous bodies (As mentioned in Annexure – I of Technical Bid) shall be submitted in sealed envelope superscribing **“Printing / Supply of 5500 Nos. of NIFT Promotional Kits - 2020”** and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2nd Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi (HO)– 110016 on or before **07/11/2019 (Thursday) upto 10.30 A.M.**
- g) The EMD of **Rs.75,000/-** (Rupees Seventy Five Thousand only) in the form of Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at Annexure –V) in favour of NIFT, payable at New Delhi shall be submitted in sealed envelope superscribing **“Printing & Supply of 5500 Nos. of NIFT Promotional Kits– 2020”** and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2nd Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi (HO)– 110016 on or before **07/11/2019 (Thursday) upto 10.30 A.M.** The bidder shall also submit the EMD online in NIFT account as per bank details given below :-

Name of Beneficiary : **National Institute of Fashion Technology**
Bank : **Union Bank of India, Yusuf Sarai Branch, New Delhi 110016**
IFSC/RTGS Code : **UBIN0534064**
Saving Bank A/c no. : **340602050000022**

On line Technical Bids will be opened on the same day **i.e. 07/11/2019 (Thursday) at 11.00 A.M.** in presence of such vendors who may wish to be present, either by themselves or through their authorized representatives.

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- h) On line submission of technical bid contain in prescribed Performa as per **Annexure – I (Technical Bid)** along with scanned copies of Demand Draft / Banker Cheque / FD /BG (Format enclosed at Annexure – V) / Online (Bank details are mentioned above) of **Rs.75,000/-** (Rupees Seventy Five Thousand only) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY and payable at New Delhi towards Earnest Money Deposit (refundable but non-interest bearing) with all relevant documents. On line financial bid may be submitted / filled separately only as per **Annexure – II (Financial Bid)**.
- i) The online financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- j) The interested bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and / or are found incomplete in any respect will be summarily rejected.
- k) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT & Service Provider of e-tendering :-
- Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016. Phone No. 011-26542071 / 26542176 and e-mail Id : purchase.ho@nift.ac.in
 - Mr. Sandeep Bhandari, service provider for online submission of the tender on e-portal & CPP Portal, Mob. No.: 8826814007, e-mail ID - sandeep.bhandari@clindia.com, Landline no. 0124-4302033/36/37 & E-mail ID : niftsupport@clindia.com

4. **बिड दाता की चयन प्रणाली (SELECTION CRITERIA OF Bidder) :-**

The selection of Printer will be based as per following terms & Conditions:

Technical Bid: The financial bid will be opened only of those bidders who will qualify technical bid.

Financial; Bid:

- Printing and supply order will be awarded to the L-1 bidder who will quoted overall lowest rates for printing of **NIFT Promotional Kits – 2020** and Courier charges as per Financial Bid.

- **Technical Bid: (As per Annexure - I)**
- **Financial Bid : (As per Annexure –II)**

4. **आवश्यक दस्तावेज DOCUMENTS REQUIRED:**

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Tender shall be accompanied by the relevant documents with Technical Bid (Annexure–‘I’) duly certified by authorized representative of the firm:-

- (i) The Proof of Annual turnover upto Rs.25 Lakhs per year for the last two years i.e. 2016-2017 & 2017-2018 in the form of the Audited Balance Sheet duly certify by Chartered Accountant .(Submit scanned copy online).
- (ii) A list of organizations where the supplier has currently provided / has printed / supplied the items (Submit scanned copy online).
- (iii) At least two printing job of Govt. / PSU / Autonomous bodies during last 5 years i.e. 1st April, 2014 to 31st March, 2019 (Submit the hard copy only).
- (iv) The proof of printing press should be based / located in Delhi / NCR region with in-house facility including designing / dispatch etc. to execute the job as required (Submit scanned copy online).
- (v) Copy of Registration Certificate in support of GST No. & Validity etc. (Submit scanned copy online).
- (vi) Copy of PAN No. (Submit scanned copy online).
- (vii) 03 sets of Sample Papers for inner & cover page duly signed & stamped may be enclosed as per specifications at **Annexure ‘III’**. Brand of the paper may also be mentioned on the sample paper, if any (Submit hard copy only).
- (viii) Earnest Money Deposit of **Rs.75,000/-** (Rupees Seventy Five Thousand only) in the form of Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at Annexure – **V**) / Online (Bank details are mentioned above) in favour of NIFT, payable at New Delhi (Submit hard copy and scanned copy online).
- (ix) Those tenderer exempted from EMD cost, submit the certificate issued by the concerned department like – “NSIC, MSME” (Submit scanned copy online).
- (x) Declaration that the printer has not been debarred from participating in Tender anywhere in NIFT HO and its Campuses. (Submitted scanned copy online).

5. नियम और शर्तें TERMS & CONDITIONS:

1. The tenderer shall depute technically qualified executive to coordinate the job with NIFT team.
2. The tenderer should have licensed software for color correction / printing compatible with Adobe Suite (In Design / Illustrator).
3. The soft copy of complete text and pictures in the layout will be provided by NIFT to the printer.

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4. The design & basic layout of the NIFT Promotional Kits – 2020 (i.e. 01 Diary, 01 Calendar, 01 Planner & 01 Box) will be provided by NIFT separately. However the final artwork and formatting of all pages will be prepared by the printer in consultation with NIFT team.
5. The final corrections in the layout of NIFT Promotional Kits - 2020 (if any) will be carried out by the printer.
6. The verification of date, day and holidays as per Govt .Gazette of NIFT Promotional Kits – 2020 will be the responsibility of the printer.
7. The tenderer will provide laser printouts of the first dummy + final dummy of the NIFT Promotional Kits – 2020. The final dummy in colour will be approved by NIFT team before printing at the printer premises.
8. Pre inspection of the quality of the printing material will be checked by the Indentor before delivery at NIFT to avoid future dispute regarding the quality.
9. The tenderer shall supply all the copies of the above NIFT Promotional Kits - 2020 in proper packaging (water proof and fabric packing over carton) at all NIFT Campuses including Head Office as per distribution list given by NIFT as per Annexure - IV.
10. The price quoted for printing of all the jobs should be as per financial bids (**Annexure – II**). **The rates quoted should also be on the basis of free delivery at NIFT Head Office & NIFT New Delhi Campus.** Further the tenderer will provide GSTIN number with submission of Technical Bid and all the applicable rules of Goods and Services Tax, act will be binding on the tenderer.
11. Tenderer shall provide a soft copy of NIFT Promotional Kits – 2020 pdf format in CD / DVD / Pen Drive to NIFT after completion of the work and final pdf before it goes in print.
12. L1 will be decided on overall lowest for printing of NIFT Promotional Kits – 2020 and Courier charges as per Financial Bid (Annexure – II) for award of printing / supply order.
13. Input services Distributors (ISD) clause available in GST can be used so centralized billing in the name of National Institute of Fashion Technology (NIFT) Head Office can be made by L1 bidder. However, the same is not applicable for those bidders who are not registered in India in GST.
14. No overwriting, correction, insertion shall be permitted in any part of the Tenderer.
15. **NIFT GSTIN. - 07AAATN2067J3ZG.**
16. A Demand Draft of **Rs.75,000/-** (Rupees Seventy Five Thousand only) is required to be deposited as Earnest Money Deposit in favor of NIFT payable at New Delhi in the sealed envelope. In the absence of required EMD cost, bid shall be deemed to be invalid & will be rejected by NIFT. Those bidders who are exempted from submission of EMD cost, they have to submit scanned copy of requisite certificate issued by the concerned authority like – “NSIC, MSME”. The EMD will be returned to the bidders except the successful bidder as

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soon as the tender for awarding the printing material is finalized. No interest shall accrue to this deposit which will be returned after completion of the work and after adjusting dues, if any.

17. The Earnest Money Deposit of the successful tenderer shall be forfeited if the tenderer:
 - Withdraws tender offer before finalization of the same.
 - Fails to accept the tender, if his / their tender is accepted by NIFT Head Office
 - Fails to deposit the security deposit within stipulated time limit and the firm will be black listed.
18. The date of the Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at Annexure –V) / Online (Bank details are mentioned above) will be after the publication of this tender.
19. Late tenders will not be considered at all.
20. The L1 Tenderer shall deposit **6% amount of the total supply order value** as Security Deposit (refundable but non-interest bearing) in form of Demand Draft / Fixed Deposit receipt from a Commercial Bank / BG (Format enclosed at Annexure – VI) receipt from a Commercial Bank / online (bank details are mentioned above) in favour of NIFT payable at New Delhi, within one week after receipt of supply / printing order. No interest shall be paid on security deposit which will be returned after successful printing / supply and after adjusting dues, if any.
21. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and not bound to accept the lowest bid since due weightage shall be given to several factors (as shall be decided by NIFT) besides the commercial bid.
22. In case **L-1** is more than one, the decision of NIFT will be final.
23. Conditional Bids / Vague offers like “**Duties as applicable**” shall not be considered.
24. Dispatch of NIFT Promotional Kits – 2020 through Courier to all NIFT Campuses is required to be completed within **15 days from the date of handing over final proof**. Addresses of NIFT Campuses are enclosed at **Annexure – IV**.
25. NIFT reserves the right to alter the quantity of NIFT Promotional Kits – 2020 to be printed.
26. **Penalty for Non-Compliance:-**
 - a. The first proof of the material should be submitted within **5 days** from the date of submission of relevant material, failing which **Rs.500/- per day will be charged**.
 - b. All printed copies of the material is to be dispatched within **15 days** from the date of approval of final proof, failing which **Rs.500/- per day subject to maximum of 20% of the bill will be charged**.
 - c. Inferior or defective printed matter shall under no circumstances be accepted by the NIFT.

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- d. In case any error or defect is discovered after delivery of the printed matter which is ascribable to the printer, he shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by the NIFT for the purpose.
- e. In case of the delivery of any defective printed material which owing to urgency or any other reason, cannot be rejected wholly, the NIFT shall deduct such sums from the concerned printer's bills as may be considered proper.
- f. The rejected printed material shall lie in the NIFT premises entirely at the printer's risk. The tenderer will be expected to remove it at the earliest. However, if such rejected material is not removed within 7 days of notice to the printer regarding rejection, the NIFT shall have the right to dispose of such material as it deems fit.
28. Tenders once submitted shall not be allowed to be withdrawn, altered or cancelled in part or in whole.
29. The Security Deposit will be released on receipt of the bill completed with all delivery vouchers and delivery of printed materials with satisfaction of NIFT. No interest will be paid on the Security Deposit.
30. If the job is not executed after accepting the same, earnest money will be forfeited in full and job will be got executed at firm's risk from some other firm. The firm shall also be liable to be black listed.
31. Execution of job should be of standard quality, neat and accurate according to the specifications, quality of paper where NIFT is satisfied. If the execution of the job is not upto the standard, suitable deductions will be made or the entire job shall be rejected by NIFT, as the case may be, at the cost of firm risk's.
32. The tenderer shall print the NIFT Promotional Kits - 2020 on the paper specified. In case the tenderer uses inferior quality of paper, NIFT will get it tested from the approved Govt. testing lab and a penalty on the total bill shall be imposed by the Competent Authority as deemed fit on the firm and further lead to disqualification for any future job prospects with NIFT.
33. The Payment will be released on receipt of the original bill and after completion of delivery of printed material in good conditions and receipt of the satisfactory report from the all NIFT Campuses.
34. On finalizations of tender the selected bidder needs to submit the declaration under anti profiteering applicable as per GST laws.
35. The successful Tenderer shall have to submit the self attested photocopy of the Invoice for purchase of paper and shall have to give in writing in the following Performa :-
- “Certified that the paper procured from the M/s. -----is actually used in printing of NIFT Promotional Kits - 2020 at the time of submission of bills.
-

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(Full Signature & Stamp of the Tenderer)

36. सुलह माध्यस्थम/विधि Conciliation / Arbitration:

- i) If any dispute(s) or difference(s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG – NIFT.
- ii) In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG – NIFT.
- iii) The Arbitration proceedings shall be in accordance with the provision of the Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- iv) The venue of the Arbitration shall be based upon the NIFT Head Office. The language of the arbitration proceedings shall be in English.
- v) The Arbitrator will give the speaking & reasoned award.
- vi) The cost incurred during arbitration, if any, shall be borne by the supplier.

37. लागू कानून और क्षेत्राधिकार Applicable Law & Jurisdiction:

All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court at Delhi.

38. NIFT reserves the right to annul the bidding process at any stage to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidders on the ground of NIFT action.
39. The agency should not sublet the work or any part of the work to any other agency without written consent of NIFT.
40. In case of any deviation / fault in the quality as also printing mistake, NIFT shall have the right either to reject printed material or deduct part payment from the bill.
41. As per instructions of Central Vigilance Commission, no negotiation will be made in this aspect. The bidder who will quote lowest rates in all the items will be treated as lowest one.
42. Decision of the DG-NIFT will be final and binding in case of work requirement and in all the matters relating to technical and commercial terms and specifications including right reserved to reject the tender.

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(Full Signature & Stamp of the Tenderer)

43. **वैधता (Validity):**

- The first proof of the material should be submitted within **5 days** from the date of submission of relevant material and all printed copies of the material is to be dispatched to all NIT Campuses within 15 days from the date of approval of final proof.
- Your rates should be valid for a period of 3 (Three) months from opening of Technical Bid, the repeat order of any quantity can be placed if required.

The Tender should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.

The bidders should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.

If any clarification required the bidder may contact the undersigned.

Yours faithfully,

(Vikram Verma)
Assistant Director (Purchase)
Head Office Ph: 011-26542071/26542176

Encl. As above.

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

संलग्नक - I (Annexure – I)

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(Full Signature & Stamp of the Tenderer)

निफ्ट प्रमोशनल किट्स - 2020 (i.e. 01 डायरी, 01 कैलेंडर, 01 प्लानर व 01 बॉक्स) की 5500

प्रतिलिपियाँ प्रिंटिंग और आपूर्ति के लिए - तकनीकी बिड्स

Technical Bid for Printing & Supply of 5500 Nos. of NIFT Promotional Kits – 2020 (i.e. 01 Diary, 01 Calendar, 01 Planner & 01 Box)

1. Name of the Agency :
2. Name of the authorized person
(Who signs on the tender document) :
3. Address of the Agency :
4. Phone No :
5. email- address :
6. Mobile No. :

Eligibility Criteria for Selection:-

Sl. No.	Documents to be submitted	Proof Required
1.	The Proof of Annual Turnover for upto Rs. 25 Lakhs per year atleast for last 2 years i.e. 2016-2017 & 2017-2018 in the form of Audited Balance Sheet duly certify by Chartered Accountant.	Submit Scanned Copy online
2.	A List of organizations where the supplier has currently provided / has printed / supplied the items.	Submit Scanned Copy online
3.	At least two printing job of Govt. / PSU / Autonomous bodies during last 5 years i.e. 1st April, 2014 to 31st March, 2019	Submit hard Copy only
4.	The proof of the printing press of the printer should be based on Delhi / NCR region with in-house facility including designing / dispatch etc. to execute the job as required.	Submit Scanned Copy online
5.	Copy of Registration Certificate in support of GST No. & validity etc..	Submit Scanned Copy online
6.	Copy of PAN No.	Submit Scanned Copy online
7.	03 sets of Sample Papers for inner & cover page duly signed & stamped may be enclosed as per specifications at Annexure 'III'. Brand of the paper may also be mentioned on the sample paper, if any.	Submit hard copy only
8.	Earnest Money Deposit of Rs.75,000/- (Rupees Seventy Five Thousand only) in the form of Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at Annexure – V) / Online (Bank details are mentioned above) in favour of NIFT, payable at New Delhi	Submit scanned copy online & submit hard copy also.
9.	Those bidders exempted from EMD cost, submit the certificate issued by the concerned department Like "NSIC, MSME".	Submit Scanned Copy online
10.	Declaration that the printer has not been debarred from participating in Tender anywhere in NIFT HO and its Campuses.	Submit Scanned Copy online

Note : - All document of above mentioned Technical Bid should be submitted in hard copy also in sealed envelope with proper index of each paper and addressed to Purchase Officer, National Institute of Fashion Technology, 2nd Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi (HO)– 110016 on or before 07/11/2019(Thursday) upto 10.30 A.M.

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

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(Full Signature & Stamp of the Tenderer)

संलग्नक - II (Annexure – II)

निफ्ट प्रमोशनल किट्स - 2020 (i.e. 01 डायरी, 01 कैलेंडर, 01 प्लानर व 01 बॉक्स) की 5500

प्रतिलिपियाँ प्रिंटिंग और आपूर्ति के लिए - वित्त बिड्स

(Financial Bid for Printing & Supply of 5500 Nos. of NIFT Promotional Kits – 2020 (i.e. 01 Diary, 01 Calendar, 01 Planner & 01 Box))

NIFT GSTIN. - 07AAATN2067J3ZG.

Sl. No.	Item	Specifications	Qty	Unit Price in Rs.	GST in %	Total Price in Rs.	Price of +/- 4 Pages if any
1.	Printing & Supply of NIFT Promotional Kits – 2020 (i.e. 01 Diary, 01 Calendar, 01 Planner & 01 Box)	As per Annexure - III	5500 Nos.				
2.	Total Courier Charges including GST	————	As per Annexure - IV				
	Grand Total of 1 + 2 in Rs.						
Total in Words : (The total must be mentioned in words also. Any mistake, overwriting etc in mentioning the price will result into cancellation of bid.)							

Note : - Printing & supply order will be awarded to the L-1 bidder who will quoted overall lowest rates for printing & supplying of NIFT Promotional Kits – 2020 and Courier charges.

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

संलग्नक - III (Annexure – III)

NIFT PROMOTIONAL KIT 2020

Specification for NIFT Diary

Quantity : To be specified by the Purchase Department
Size : 6" x 8.25" (Finished)
Paper : Inside pages : 200 pages
: 100 gsm Super Fine Imported Paper (Ivory)
Inside pages **similar to any** of the following:
1 Galgo : Classic Ivory
2 Cordenon : Prestige White Impressive Ivory –
Natural
3 Conqueror : Conqueror Wove High White
Cover : 3mm board covered with printed paper

Printing : Inside Pages (four color printing)
: Cover (Colored Paper with foiling &UV)

Binding : The cover page should be hard bound with 3mm board covered with printed paper and inside pages are perfect binding

2. Specification of Calendar

Quantity : Same as No of Diary
Size : 6" x 8.25"
Paper : Monthly pages : 28 Nos (14 sheets with both side printing)
270 gsm (example Rendezvous Super)
Stand : Front and Back
130 gsm Super Fine Imported Paper pasted on 2
mm imported board (example Kappa Board)
Printing : Monthly pages – 26 (four color printing with aqueous
varnish UV)+
: Front and back Monthly pages – 2 (four color
printing with aqueous varnish UV and Foiling)
Stand – four colour printing
Binding : Wiro Ring binding on 6" side imported material with
½" Diameter.

(contd....2)

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3. Specification of Planner

Quantity	:	Same as No of Diary
Size	:	16.5" X 12" (open) 6"X8.25" (finish)
Paper	:	One Sheet (Both side printing) 180 gsm (example Rendezvous Super White or Equivalent)
Printing	:	Four color printing with aqueous varnish with aqueous varnish UV and foiling
Folding	:	Machine Folding

4. Specification of Box

Quantity	:	Same as No of Diary/Calendar
Size	:	to Accommodate all the components i.e. diary, calendar and planner
Paper	:	300 gsm. Super Fine Imported Paper
Printing	:	Four color printing with aqueous varnish UV and foiling
Folding	:	Machine Folding with Top tuck Pocket with Shrink wrap on each box

Terms and Conditions

1. The printer should have software for color correction / printing compatible with Adobe Suite (In Design / Illustrator).
2. The printer will depute technically qualified executive to coordinate the job with NIFT team.
3. NIFT would provide the soft copy of complete text and pictures to the printer.
4. The design and layout of the Kit 2020 will be provided by NIFT. However the final artwork of the complete Diary will be prepared by the printer in consultation with the NIFT team.
5. The final corrections in the layout of Kit 2020 (if any) will be carried out by the printer.
6. The verification of date/day and holidays as per Govt Gazette will be the responsibility of the printer.
7. The printer will provide colour laser printouts of the first dummy and final dummy.
8. The final colour dummy will be approved by NIFT team before printing.
9. The printer will supply all the copies of the Diary in proper packaging (water proof and fabric packing over carton) and would be sent through courier to other NIFT Campuses across India directly by the printer.
10. The printer will provide a soft copy of the complete Kit 2020 to NIFT and a final PDF before it goes in print.


(UI-CCC)


(Head-CCC)

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संलग्नक- IV - निफ्ट परिसरों के पते - Annexure – IV – Addresses of NIFT Campuses and quantity of Kits to be delivered.

S. No.	Address	Qty	S.No	Address	Qty
1	To, The Director NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 – (Delhi Campus)	450 Nos. To be delivered by Hand	10	To The Director National Institute of Fashion Technology Dharmasala, Mangattuparamba, Kannur – 670562 (Kerala)	130 Nos. To be dispatched through courier by Air
2	To, Director (Admn) NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 (Head Office)	1100 Nos. To be delivered by Hand	11	To The Director National Institute of Fashion Technology Mithapur Farms, Patna – 800001 – (BIHAR)	150 Nos. To be dispatched through courier by Road
3	To The Director National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 (Tamilnadu)	400 nos. To be dispatched through courier by Road	12	To The Director National Institute of Fashion Technology NIFT Campus, (Old NEIGRIHMS) Block 'C', Pasteur Hills, Lawmali, Polo, Shillong – 7930001, (Meghalaya)	200 Nos. To be dispatched through courier by Air
4	To The Director National Institute of Fashion Technology NIFT Campus, GH – O Road, Behind Info City, Near DAIICT, Gandhi Nagar – 382 007 – (Gujarat)	400 Nos. To be dispatched through courier by Road	13	To The Director National Institute of Fashion Technology NIFT Campus, Chheb, Kangra- 176001 (Himachal Pradesh)	200 Nos. To be dispatched through courier by Road
5	To The Director National Institute of Fashion Technology Opposite HI-Tech City, Cyberabad Post Madhapur, Hyderabad- 500081 (Telanagna)	400 Nos. To be dispatche d through courier by Road	14	To, The Director, National Institute of Fashion Technology NIFT Campus, Karwar, Jodhpur- 342037 (Rajasthan)	200 Nos. To be dispatched through courier by Road

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6	To The Director National Institute of Fashion Technology Plot No 3B, Block LA SEC- III, Salt Lake city, Kolkata – 700106 (West Bengal)	400 Nos. To be dispatched through courier by Road	15	To, The Director National Institute of Fashion Technology IDCO Plot No – 24, Opp. KIIT School of Mgmt. Chandaka Industrial Estate, Bhubaneswar – 751024 (Odisha)	200 Nos. To be dispatched through courier by Road
7	To Director National Institute of Fashion Technology NIFT Campus, Plot No. 15, Sector – 4, Kharghar, Navi Mumbai – 410 210 (Maharashtra)	400 Nos. To be dispatche d through courier by Road	16	To The Director National Institute of Fashion Technology NIFT Campus, Madhya Pradesh Bhoj (Open) University Campus, Kolar Road, Bhopal – 462016 (MP)	200 Nos. To be dispatched through courier by Road
8	To The Director National Institute of Fashion Technology Doorbhash Nagar, Sector – II, Raebareli- 229010 (Uttar Pradesh)	200 Nos. To be dispatched through courier by Road	17	To, The Director National Institute of Fashion Technology NIFT Campus, SIDCO Electronics Complex Rangreth, Srinagar Jammu & Kashmir – 191132 (J & K)	50 Nos. To be dispatched through courier by Road
9.	To The Director National Institute of Fashion Technology NIFT Campus, CA Site No. 21, 27 th Main Road, Sector-1, HSR Layout, Bangaluru – 560 034 (Karnataka)	400 Nos. To be dispatched through courier by Road	18	To The Director National Institute of Fashion Technology NIFT Campus, Govt. Polytechnic Cum Multi skill Training Centre, Sector – 26, Panchkula, Haryana - 134116	20 Nos To be dispatched through courier by Road

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संलग्नक- V (Annexure – V)

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas.....

(hereinafter called the “tenderer”)

has submitted their offer datedfor printing /supply of NIFT Admission Brochure (Prospectus)-2020/2019 (hereinafter called the “tender”) against the purchaser’s tender enquiry No.

1351(20)/NIFT/Pur-HO/Printing of NIFT Promotional Kits – 2020/2019 KNOW ALL MEN by these presents that WE

of..... having our registered office at

are bound unto **National Institute of Fashion Technology**

(hereinafter called the “Purchaser”)

in the sum of -----for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 2019

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity : -
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount

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(Full Signature & Stamp of the Tenderer)

claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

.....
(Signature of the authorized officer of the Bank)

.....
.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

संलग्नक- VI (Annexure – VI)

Bank Guarantee Format for Furnishing Security Deposit

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, Huaz Khas, New Delhi – 110016

(hereinafter referred to as NIFT which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to-----with its Registered / Head Office at -----(hereinafter referred to as the ‘Contractor’ which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT’s Letter of Intent No.-----dated-----and the same having been unequivocally accepted by the contractor resulting in a ‘Contract’ bearing No.-----dated-----valid at Rs.------(Rupees-----only) for -----and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.------(Rupees-----value of the contract to NIFT, we -----having its Head Office at expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees-----only) as aforesaid at any time upto without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT and Contractor or any dispute pending before any Court, Tribunal or any other authority.

2. We, the -----Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT and further agree that the guarantee herein contained shall continue to be enforceable till NIFT discharges this guarantee or -----which is earlier.
3. NIFT shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor. NIFT shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or two forbear to enforce any covenants, contained or implied, in the Contract

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between NIFT and the Contractor or any other course or remedy or security available to NIFT. The Bank shall not be released of its obligations under this guarantee by any exercise by NIFT of its liberty with reference to the matter aforesaid or any of them or by reason of any other acts of omission or commission on the part of NIFT or any other indulgence shown by NIFT or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.

4. The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor's liabilities.
5. This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.
6. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs.-----
----- (Rupees-----only) subject to the clause as stated immediately hereafter. This guarantee shall remain in force till.
7. This guarantee shall continue and hold good until it is released by NIFT on the application of the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor has discharged all their obligations under the said Contract and produced a certificate from NIFT's representative certifying the due completion of the work under the said contract and submitted 'No-demand Certificate' provided always that unless extended this guarantee shall remain in force till----- should it be necessary to extend this guarantee beyond the said date on account of extension being granted by NIFT to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of the guarantee on NIFT's request till such time as may be required by NIFT.
8. We-----the said Bank shall be discharged of our liability under the guarantee unless a claim is made by NIFT within 3(three) months from the date of expiry of this Bank Guarantee.

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संलग्नक- VII (Annexure – VII)

Sub: Undertaking/Acceptance of Terms & Conditions of Tender.

Tender Bid No.1351(20)/NIFT Pur-HO Printing of NIFT Promotional Kits – 2020/19

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) / portal namely:-<https://nifttenders.eproc.in>
2. I / We hereby certify that I / We have read entire terms and conditions of the tender document from Page No. **01 to 21** (including all annexures) and I / We shall abide by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s).
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by anywhere in NIFT HO & its campuses and any Government Department / Public sector undertaking.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)