

**NIFT/DC/PO/2009-10/233/Furniture Items**

**National Institute of Fashion Technology**

**(Purchase Department)**

**(Delhi Centre)**

**NIFT Campus, Haus Khas,**

**Near Gulmohar Park, New Delhi – 110016**

**(Telefax: 011-26542166)**

National Institute of Fashion Technology (NIFT) invites Tenders for the supply of Furniture items in NIFT, Delhi Centre as per details below.

The tenders can be purchased from Accounts Officer (Delhi Centre) by way of Demand Draft in favour of NIFT, New Delhi. The tender papers can also be downloaded from the website "[www.nift.ac.in](http://www.nift.ac.in)" & cost of application submitted alongwith the tender. The tender addressed to Purchase Officer (Delhi Centre) may be dropped in Tender Box placed at 1<sup>st</sup> Floor, near DR(F&A)'s room, Hostel Block, NIFT, Delhi Centre.

**Cost of Tender form: Rs. 500/- (Rupees Five Hundred only)**

**Earnest Money: Rs. 4,000/-(Rupees Four Thousand only)**

**Last date of Sale of Tender: upto 1700 hrs on 21.08.2009**

**Last date for receipt of Tender: upto 1500 hrs on 24.08.2009**

**Date of opening of Tender: at 1530 hrs on 24.08.2009**

(Mahesh Chand)  
Deputy Registrar(F&A)  
Delhi Centre

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**TENDER DOCUMENT**

**OF**

**FURNITURE ITEMS**

**AT**

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**DELHI CENTRE, NIFT CAMPUS,**  
**HAUS KHAS, NEW DELHI**

**To be deposited in the Tender Box placed at**  
**1<sup>st</sup> Floor, near DR(F&A)'s room, Hostel Block, NIFT, Delhi Centre.**

**Cost of Tender Rs. 500/- through Demand Draft in favour of**  
**NIFT, New Delhi**

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1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
2. Tenders received without prescribed earnest money shall not be considered.
3. The schedule issued with the form of tender listing the details of items to be supplied must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender.
5. The name and address of the tenderer 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 ignored.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as
  - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
  - (iii) Director or Principal Officer duly authorised by the Board of Directors of the company.
  - (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of

registration of firm should be attached alongwith the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorised by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.

8. The tender must be addressed to the Purchase Officer, National Institute of Fashion Technology, Delhi Centre, Hauz Khas, New Delhi-110016 and be deposited in the Tender Box placed at 1<sup>st</sup> Floor, near DR(F&A)'s room, Hostel Block, NIFT, Delhi Centre. before 3.00 PM on 24.08.2009. The tenders will be opened on the same day at 3.30 P.M. in N.I.F.T., Hauz Khas, New Delhi in the presence of such tenders who may wish to be present, either by themselves or through their authorised representatives.
9. **All firms who are not specifically registered for required stores as per TE specifications either with DGS&D or with NSIC, are required to submit Earnest Money Deposit (EMD) Rs. 4,000/- alongwith their offer. Registration with any other organization, or to any other specification, will not exempt them from depositing EMD. As per present Government policy, public sector undertakings not registered with DGS&D are not exempted from depositing earnest money. However, Kendriya Bhandaar and NCCF are also exempted from submitting Earnest Money.**
10. Offers received without earnest money or with earnest money less than the amount specified above shall be summarily rejected. Tenderers are advised to go through the Earnest Money clause (Annexure "A") attached with this Tender Enquiry carefully before filling the tenders)
11. Offers of those firms who are not registered for the subject stores either with DGS&D or NSIC as per specifications mentioned above will not be considered unless the same is submitted along with the required earnest money.
12. Firms claiming exemption from depositing earnest money must enclose copies of their registration details valid as on the date of tender opening along with all its amendments for the subject stores. Offers received without these details and without earnest money will liable to be ignored.
13. The bids should be valid in the case of all the tenders for at least 6 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period till the supplies are completed.
14. Correction if any must be attested.
15. Late tenders will not be considered.
16. 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 is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.

17. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the supplier will indemnify NIFT in case of any damage or liability, which may arise on account of action of the supplier.
18. Dispute, if any, arising out of the supply of Items shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the DG, NIFT at New Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
19. Tender shall be accompanied by the relevant documents including a list of organizations where the supplier has currently provided/has supplied the items covered in the tender.
20. The full & final payment shall be made after delivery of goods at NIFT Delhi Centre and acceptance of the goods on the basis of certification by Delhi Centre.
21. As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearest higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.
22. The supplier shall ensure that he himself or his authorized representative is available for proper handing over the supplies/consignments at NIFT New Delhi.
23. The agreement will be valid for the delivery as incorporated in the tender document. This should be strictly adhered to.
24. In case L-1 is more than one, then the Technical qualification of the Tenderer will be the criteria and the decision of NIFT will be final.
25. The specification of items is required as per Schedule of Quantity. The rates quoted should be on the basis of free delivery to the consignee.
26. The rates quoted should be on FIRM & FIXED basis.
27. Prices may be quoted on per unit basis for the items Schedule of Quantity. Local taxes as applicable will be extra reimbursable on the basis of documentary evidence. Delivery is required to be completed within 15 days from the date of issue of supply order.
28. Firms must clearly indicate in their offers, the different taxes and duties which they propose to charge extra, mentioning clearly the present rate(s) thereof. Vague offers like "**duties as applicable**" shall not be considered.
29. The Purchase Order shall be issued by NIFT, Delhi Centre and delivery of the equipments/items/machines shall be arranged by the supplier at NIFT, Delhi Centre.
30. The Purchase order shall be split up for any items depending upon the rate quoted without prejudice/claim of any supplier.
31. If there is any training required on a specific and specialized items/equipments/machines the vendor should be ready to get the training on its/their cost.

32. For any imported machine(s) the vendor/Agent should have an authorisation certificate from the Manufacturing company and should enclose a copy with the Technical bid.
33. Vendor should enclose a client list for the items/equipments/machines quoted for & supplied by them during the last 2 years.
34. The vendor should preferably enclose copies of Audited Annual accounts for the last 2 years for the works exceeding 5 lacs.
35. They should be registered for VAT/CST/SST and Income Tax and should enclose copies of relevant certificates.
36. The vendor should have the qualified engineers/ staff to attend to after sales service at the centres where the machines are to be supplied.
37. They should indicate whether they are registered with DGS&D or any other such Government organisations for supply of the items/equipments/machines quoted by them. If yes, copies of the Rate Contract or other such relevant document should be enclosed.
38. The items supplied should be New and Unused.
39. **All supplies shall be warranted for a period minimum of one year, for any manufacturing defect excluding normal wear and tear.**
40. For all items/equipments/machines the Insurance Coverage shall be at the cost of the vendor & his responsibility shall be up to FOR Destination i.e. Centre/Place of installation.
41. The installation of the items/equipment/machine shall be the responsibility of the vendor and it should be certified as in working condition by the consignee after the installation.
42. The tenderers are free to quote for all or any of items/equipments/machines as per list.
43. If the goods are not delivered within the stipulated time period liquidated damages @ Rs.100/- per day for each item shall be charged and deducted from their bill subject to 10% of the contract / bill value.
44. A penalty as decided by the Competent Authority of NIFT for each type of items equipment/machine shall be payable & the same shall be deducted from his bill or security deposit as the case may be, for any defect in the equipment/machine developed/noticed later on during the currency of warranty not set right or for non compliance of any terms & conditions other than time clause by the supplier.
45. Retention money @ 5% (including EMD) shall be deducted from the final bill of the agency to be released after defect liability period of 1 year.
46. EMD is required to be submitted for the quoted items only.
47. **For all items, the bidders may see the sample at NIFT for quality, material, dimension, weight and other parameters and quote accordingly. In case supplies are not as per sample, the Purchase Order shall be cancelled at the risk and cost of the firm.**

**NIFT/DC/PO/2009-10/233/Furniture items**

**Schedule of Quantity**

<b>Item No.</b>	<b>Description of Stores with specifications</b>	<b>Deptt.</b>	<b>Qty. (Nos.)</b>	<b>Unit Price (Rs.)</b>	<b>Total Cost (Rs.)</b>
1	Classroom chair <b><u>Specifications and Drawings as per Annexure "C":</u></b>	F&LA	53		
2	Faculty chair <b><u>Specifications and Drawings as per Annexure "C":</u></b>	F&LA	6		
3	Student stools <b><u>Specifications as per Annexure "C":</u></b>	FD	40		
4	Classroom Table <b><u>Specifications and Drawing as per Annexure "C":</u></b>	F&LA	18		
5	Faculty Table <b><u>Specifications and Drawing as per Annexure "C":</u></b>	F&LA	4		
	<b>TOTAL</b>				

ANNEXURE "A"

**CONDITIONS REGARDING DEPOSIT OF EARNEST MONEY**

1. All firms who are not specifically registered with NSIC or DGS&D for the stores for which the offers are being invited, are required to deposit EARNEST MONEY as mentioned in the tender schedule.
2. For claiming exemption from depositing earnest money, the tenderers should be registered with NSIC/DGS&D specifically as mentioned in the tender schedule. Firms which are not specifically registered for the stores as mentioned in the tender schedule, will be treated as unregistered, and shall be required to deposit earnest money as above.
3. Similarly, firms who are specifically registered for the stores with NSIC/DGS&D, but with a certain monetary limit, will be treated as unregistered for their tender value exceeding their monetary limit of registration. Such firms shall be required to deposit EM over and above their Exemption Limit.
4. The EM can be deposited in any one of the following alternative forms:
  - (a) A crossed bank draft drawn in favour of National Institute of Fashion Technology payable at New Delhi.
  - (b) An irrevocable bank guarantee of any Nationalised/Schedule bank OR reputed commercial bank of the tenderers country (in case of imported stores) in the format attached (Annexure "B").
  - (c) Fixed Deposit Receipt
  - (d) Banker's Cheque
  - (e) In any other form prescribed in DGS&D-68 (Revised) for submission of security deposit.
5. The earnest money shall be valid and remain deposited with the Purchaser for the period of 180 days from the date of tender opening. If the validity of the tender is extended, the validity of the BG/ or any other document submitted in lieu of EM will also be suitably extended by the tenderer, failing which the tender after the expiry of the aforesaid period shall not be considered by the Purchaser.
6. No interest shall be payable by the Purchaser on the Earnest Money deposited by the tenderer.
7. The Earnest Money deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.
8. The Earnest Money of the successful tenderer shall be returned after the security deposit as required in terms of the contract is furnished by the tenderer.
9. If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the EM shall be liable to be forfeited by the Purchaser.
10. Earnest Money of all the unsuccessful tenderer shall be returned by the Purchaser as early as possible after the expiry of the bids validity, but not later than 30 days after placement of contract. Tenderers are advised to send a pre receipted challan alongwith their bids so that refund of Earnest Money is made in time.
11. Any tender not accompanied with earnest money in any one of the approved forms acceptable to the Purchaser, shall be rejected.

(Vinod Kumar)

Purchase Officer (Delhi Centre)

ANNEXURE "B"

**PROFORMA FOR BG FOR SUBMITTING EARNEST MONEY  
(ON BANK'S LETTER HEAD WITH ADHESIVE STAMP)**

Bank Guarantee No.....

Dated:

To

The Director  
National Institute of Fashion Technology  
Near Gulmohar Park,  
New Delhi – 110016

Dear Sir,

In accordance with your Invitation to Tender No.....  
M/s..... hereinafter called the Tenderer with the following Directors  
on their Board of Directors/Partners of the firm:

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

wish to participate in the said Tender for the supply of ..... as a  
Bank Guarantee against Earnest Money for a sum of ..... (in words &  
figures).....valid for (180 days) one hundred and eighty days from the date of  
opening of the Tender viz. .... is required to be submitted by the Tenderer as a  
condition for the participation, this bank hereby guarantees and undertakes during the above  
said period of (180 days) one hundred and eight days to immediately pay, on demand by  
Director, NIFT (Delhi Centre) in writing the amount of ..... (words & figures) without  
any reservation and recourse, if:-

- (i) The Tenderer after submitting his Tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser:
- (ii) The Tenderer withdraws the said Tender within 180 days after opening of tender' or
- (iii) The Tenderer having not withdrawn the Tender, fails to furnish the contract security deposit imposed for due performance of the contract within the period provided in the General Conditions of contract.

The Guarantee shall be irrevocable and shall remain valid upto..... if further extension to this guarantee is required, the same shall be extended to such required periods on receiving instructions from M/s .....on whose behalf this Guarantee is issued.

Date.....

Signature.....

Place.....

Printed Name.....

Witness:.....

.....  
(Designation)

1 .....

.....  
(Bank's Common Seal)

## ANNEXURE "C"

### SPECIFICATIONS & DRAWING FOR THE ITEMS

**1. Item sr. No.: 1 &2**

**Item Name: Classroom chair and Faculty chair**

**Specifications:**

REVOLVING Chairs with seat & back made of 1.2 cm thick hot press ply with molded PU foam with density 45+/-2kg/m<sup>3</sup> and hardness 20+/-2, Shore hardness at 25% compression, Back and seat cover injection moulded in black Co-polymer Polypropylene, Ergonomically designed lumber supporting waterfall edge seating system. Complete with single piece PU arm rest reinforced with MS insert and connecting brackets in 0.5cm thick HR steel, Centre pivot mechanism for revolving 360 degrees, tilting 17 degree max, upright locking, tilt tension adjustment, pneumatic height adjustment with gas lift mechanism and poly propylene, telescopic bellow assembly, HR steel pedestal 55cm pitch dia covered with PP moulded cladding and 65cm with 5 Nos. castors of black nylon injection moulded twin wheels. Structure in 1 inch ERW tubular frame. Fabric upholstery fast color wear and tear resistant of approved. Mid back 41cm(W) X 46cm(H) back and 44cm(W) X 41cm (d) seat.

**Drawing:**



**2. Item sr. No.: 3**

**Item Name: Student stools**

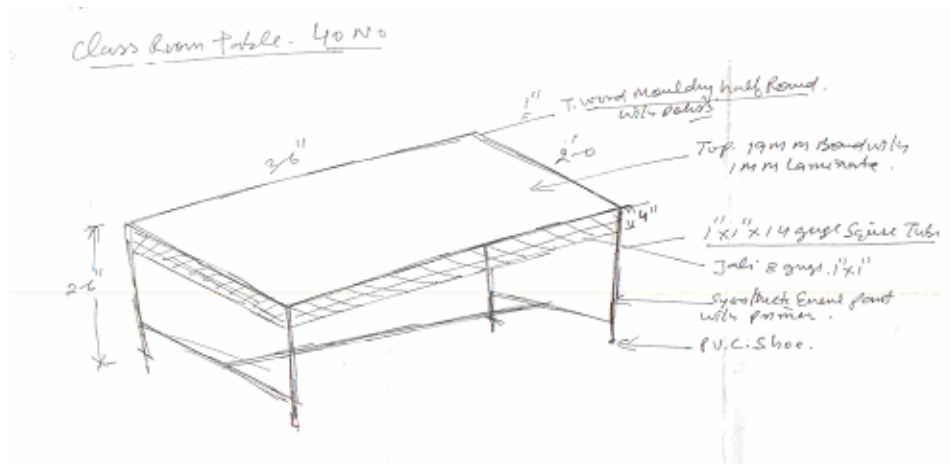
**Specifications:** Fabrication and supply of injection moulded single unit, PVC seat with low back stool screwed to MS pipe 20mm dia 14 gauge of length, 18 & 28 cms and welded to MS plate 16cm length x 7cm width x 6mm thickness welded to square threaded central strut – MS round bar dia 21mm x 30cm (L) running within box nut bush type top dia 31mm, bottom dia 27mm welded on powder coated MS tubular pipe of 30mm dia and 16G thickness for rotational movement and for height adjustability, supported on four legs of 25mm dia in 18G thickness, tied by 20mm dia. 14G MS structure and with PVC shoes at the ends.

3. Item sr. No.: 4

Item Name: Classroom Table

**Specifications:** Fabrication and supply of class room table with using 19mm commercial board (ISI Make and Termite proof), 1mm thick laminate and 1" teak wood moulding half round on top of table. Below the table top 1" X 1" X 14 gauge square Tube and 8 Gauge 1" X 1" sq MS jalli to be provided functioning as a shelf. Base of table will be prepared with using 1" X 1" X 14 gauge MS square tube with fixing PVC shoes at the end of tube. Size of table 3'- 6" X 2'-0 X 2'-6". As per attached drawing and approved sample by the competent authority.

**Drawing:**



4. Item sr. No.: 5

Item Name: Faculty Table

**Drawing:**

