



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, मुंबई

### NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(निफ्ट अधिनियम 2006 द्वारा शासित और वस्त्र मंत्रालय, भारतसरकार द्वारा स्थापित एक वैधानिकसंस्थान)

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

#### **LIMITED E-TENDER DOCUMENT FOR**

#### **ARRANGEMENT OF STAGE, SOUND & LIGHTS FOR NIFT CONVOCATION** **- 2023**

**Limited Tender No.: - LT-04/NIFT/MUM/PO/2023-24**

#### **Time schedule for tender process:-**

<b>Date of tender notification</b>	<b>30.11.2023</b>
<b>Date of tender commences from</b>	<b>30.11.2023</b>
<b>Last date for submission of duly filled tenders</b>	<b>04.12.2023 up to 3:00 pm</b>
<b>Date and time of the opening of Technical Bid</b>	<b>04.12.2023 at 3:30 pm</b>

Note: This limited tender document contains "09" pages and bidders are requested to sign on all the pages of tender. Tender should be one envelope bid system Technical Bid & Financial Bid. The tender shall be in one separate envelopes, One for the Technical bid (as per Annexure 'A') and another One for the Financial bid (as per Annexure 'B').

NIFT Campus, Plot No.15, Sector -4, Kharghar, Navi Mumbai-410210

Phone: 91 -022-27747103/7000, Fax no. 91 -022-27745386

E-mail: purchase.mumbai@nift.ac.in, Web: <https://eprocure.gov.in/eprocure/app>

## **PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology (NIFT) is a premier educational institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. The Mumbai centre has been set up since, 1995 with undergraduate and post graduate programmes.

### **Tender Notice:**

NIFT invites E- Tenders under two Bid systems for Arrangement of Stage, Light and Sound for NIFT Convocation 2023 as per the quantity and specification mentioned in financial bid (Annexure "B"). The tender bids duly-filled in all respects enclosing necessary documents and upload on CPP Portal <https://eprocure.gov.in/eprocure/app> and send the hard copies of bid document to The Joint Director, National Institute of Fashion Technology, Plot No.15, Sector -4, Kharghar, Navi Mumbai – 410 210. The bids to be submit **on or before 3:00 PM, on 30.10.2023.**

### **Technical Qualifying Criteria :-**

1. NIFT proposes to invite limited tenders for Stage, Sound & Lights for **Convocation on 9<sup>th</sup> December 2023** at the Venue:- NIFT Campus, Plot NO.15, Sector-4, Kharghar, Navi Mumbai The tender shall be uploaded in **Tender shall be one envelop bid system, one for the Technical bid (as per annexure 'A'), and another one for the Financial bid (as per Annexure 'B') and hard copies are also required to be submitted with one envelopes which should be clearly super scribed on the envelopes. These sealed cover is to be put in a single sealed envelop & duly super scribed as Tender for “Stage, Sound & Lights for NIFT Convocation 2023”.**
2. The date of event is tentatively scheduled for **9<sup>th</sup> week of December 2023** However, the dates may vary based on exigencies and/ or as per decision of NIFT. Final date of event shall be communicated to agency before 10 days of finalization of event date.
3. Tender shall be uploaded in official tender form only. If submitted in any other form the same shall be summarily rejected.
4. Tenderer shall enclose a demand draft / pay order for an amount of **Rs.15,000/-**

drawn in favour of NIFT Mumbai payable at Mumbai as the non-interest bearing **Earnest Money Deposit (EMD)**. If the agency has registered with MSME/NSIC the EMD charges will be exempted after uploading the Certificate of the same.

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 instruction laid down herein: otherwise the tender is liable to be ignored. Further, tenderer must sign all the pages of the tender document and should be upload in the respective envelopes by online.
6. The tender should be upload on or before **3:00 pm on 04.12.2023**. The Technical bids will be opened on the same day i.e on **04 .12.2023** at **3.30 pm** in CPP Portal site.
7. 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.
8. Offers received without EMD shall be summarily rejected.
9. The EMD to other than lowest bidders will be returned within two weeks of opening of tenders.
10. The successful tenderer will have to deposit 5% of the total bid amount as security deposit and this will also be treated as Performance Guarantee. Part of this amount will be adjusted against the EMD deposited by the tenderer along with the tender form. The balance amount will have to be deposited by the successful tenderer within 5 working days of the receipt of the work Order by a Demand Draft in favour of NIFT Mumbai, payable at Mumbai at any branch of Scheduled Bank failing which the work Order will be treated as cancelled and the EMD amount will be liable to be forfeited. The successful bidder's Security Money will be returned after **successful completion of event and after adjusting dues, if any**.
10. Tender shall be accompanied by the relevant documents including Annexure "A" list of organizations where the supplier/agency has currently setup/provided/ the items covered in the tender.
11. These rates will be valid for 180 days from the date of opening of tender document.
12. No tenderer will be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him/her will be forfeited and he/she will be disqualified from participating in any future tender of the Institute.

13. Rates should be offered unconditionally and if rates are submitted with any condition the tender liable to be rejected.
14. The firm bidding must have proven in conducting Convocation Programme, fashion shows etc for reputed Colleges or Schools or fashion events/ organizations like FDCI, NIFT, Mumbai Fashion Week, LIFW, etc.
15. The full & final payment shall be made on the successful completion of the event, on production of satisfaction certificate from the Committee. Subject to statutory deductions.
16. The bill will be settled within 15 days of the date of submission of bills.
17. The supplier/agency shall ensure that himself / herself or his / her authorized representative is available for proper handing over the supplies/consignments **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai.**
18. The agreement will be valid for the delivery as incorporated in the tender document. This should be strictly adhered to.
19. NIFT 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.
20. The specification of 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 (without GST & charges) and the GST will be applicable as per Govt. Norms. The rates quoted should be on the basis of free delivery and execution of the work at venue.
21. The rates quoted should be on FIRM & FIXED basis. No additional payment will be made other than quoted in this tender. Price may be quoted on per unit basis for the items as per **Annexure "B". Delivery and Arrangement is required on 9<sup>th</sup> December 2023 at the venue: NIFT Campus, Plot No.15 & 20, Sector-4, Kharghar, Navi Mumbai.** However, the date is tentative and may subject to change.
22. The Work Order shall be issued by NIFT, Mumbai and delivery of work/equipments/items/machines shall be arranged by the supplier/agency at **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai.** They should be registered for GST and should enclosed copies of relevant certificates along with technical bids.
23. Firms must clearly indicate in their offers the different taxes and charges which they propose to charge mentioning clearly the present rate(s) thereof. Vague offers like **"duties as applicable"** shall not be considered.
24. In case of any dispute raised by the agency, a representation will be made only by the

authorized representative of the agency and the decision of the Director NIFT – Mumbai will be binding on the agency. The jurisdiction of Court will be Mumbai.

25. For items mentioned at Annexure "B", the bidders must ensure the required quality, material, dimensions & other parameters and quote accordingly. In case items are not the same as quoted they shall not be accepted. No payment/claims for such items shall be entertained.
26. NIFT will provide the stage design option in PDF or word document format only.
27. Installation and fixing of stage, sound & light must be completed by one day before the event. The NIFT officials will inspect installation and the completing of stage, sound and light arrangement before the start of the event day, failing which penalty will be impose as decided by NIFT Authority.
28. The quantity given in the tender offer may be increase or decrease or withdrawn as per actual requirement. The payment will be made accordingly.
29. Event management is expected to organize the event of very high standard and keep entire area of main stage and surrounding area neat and tidy.
30. Measurement and details are provided as per Annexure " B".
31. The payment will be made as per actual material used for the event if materials are (Increase/Decrease).
32. Penalty - If the performance of the agency is not satisfactory then a penalty of maximum upto 5% of the awarded value of work shall be levied on the agency based on recommendation of inspection committee or authorized representative nominated by competent authority of NIFT Mumbai.
33. Post event it will be responsibility of the agency to deploy their own manpower for transportation of good & cleaning of premises. The payment shall be released only after inspection to the effect that agency has cleared all the material from campus in neat & clean manner.
34. The bidder may quote for the items given in this tender document. However, since it is an auspicious & big event where many high profile dignitaries are

invited us guest there are slight chances that same additional things shall be required to provide by the agency. All such additional required material shall be provided by agency only after prior approval of NIFT & the payment shall be strictly done on the basis of executed quantity.

**DECLARATION**

I/We declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name of the official :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

**TECHNICAL BID**

**ANNEXURE – “A”**

Name of the Tenderer : \_\_\_\_\_  
Address : \_\_\_\_\_  
Pin Code No. : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Status of the Company : \_\_\_\_\_

(Pls. Tick mark as applicable): Proprietor/Partnership/Company.

**TECHNICAL BID should contain the following :-**

- (1) Tender documents along with technical bid -Annexure 'A' duly completed and signed but without indicating the rates.
- (2) Experience Certificate of Minimum 02 years in same filed.
- (3) Company profile.
- (3) List of Clients as per same works has done earlier.
- (4) Copy of PAN Card.
- (5) Copy of GST registration Certificate.
- (6) Copy of Company registration.
- (7) Turnover should be not less than 04 lakhs for past 02 financial year's i.e. 2021-2022 & 2022-2023
- (8) EMD Amount of Rs. 15,000/- drawn infavour of NIFT Mumbai by DD also to submit the hard copies of the DD with the hard copy of the tender document.

**UNDERTAKING**

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

**Date:**

**(Signature with full name & Seal of the Tenderer)**

**Place :**

**ANNEXURE – “B”**

**Financial Bid for Stage, Sound & Lights for NIFT Convocation 2023**

**FINANCIAL BID (Separate Cover)**

<b>No</b>	<b>Description</b>	<b>Qty</b>	<b>Size</b>	<b>Rate</b>
<b>1</b>	<b>Stage Set Up at NIFT Campus, Plot No.15, Sector-4, Kharghar</b>			
1.01	Stage backdrop flex Frame 13 x 36 ft. (With flex printing)	1	13X36 FT	
1.02	White sofa 03 seater on stage	4	No's	
1.03	Flower Chain Decoration on Dias Stage	1	24 Rft	
1.04	Flower line chain on stage front	1	50 Rft	
1.05	Podium flower decor	1	2 ft	
1.06	Special Vass buke Lilium flowers	2	No's	
1.07	Large hand bouquet ( round )	10	No's	
1.08	Top Ceiling with white cloth on Stage	1	28X 42 ft	
1.09	Photos shoot Stage- 9 & 18 inch ht. And 30 Inch Ht = 3 Step lineOn Stage	3	2X 24 ft	
1.10	Side white cloth frame on stage	2	13 x 28 ft	
1.11	Steel sofa with white cover 3 seater	8	No's	
1.12	VIP 06 seater Sofa for Ground front row	04	No's	
1.13	Plastic Chairs	750	No's	
1.14	Red Carpet On Stage	1	30X40 ft	
1.15	Red Carpet VIP Area	1	25 x 50 Sq ft.	
1.16	Dias counter with frill on stage	1	2 x 24 ft	
1.17	Table counter on stage	6	No's	
1.18	AC Tower unit on Stage 4 Ton	02	No's	
1.19	Standing Fans	12	No's	
1.20	Walkie Talkie	10	No's	
1.21	VIP Dunlop Chairs	40	No's	
<b>2</b>	<b>SOUND SYSTEM 3 WAY</b>			
2.01	4 base, 4 top, 2 monitor with live mixer, & mikes for meeting purpose on Stage	01	Set	
<b>3</b>	<b>Lights</b>			
3.01	Stage Colour Lights with Stand	24	No's	
3.02	White Halogen lights at Stage & Ground	50	No's	
3.03	Follow Light	01	No	



3.04	Parcan Lights	15	No's	
	<b>Total (Without GST) Rs.</b>			

**Note:** Above mentioned rate are without GST and the GST will be applicable as per Govt. Norms

1. The venue for conducting the event is **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai** On **9<sup>th</sup> December 2023**. However, the date is tentative and may subject to change. Final date of event shall be communicated to agency before 10 days of finalization of event date.
2. The company will depute technically qualified executive to coordinate the job with NIFT team.
3. For items mentioned above, the bidders must ensure the required quality, material, dimensions & other parameters and quote accordingly. In case items are not as quoted the same, shall not be accepted. No payment/claims for such items shall be entertained.

**Date:**

**(Signature with full name & Seal of the Tenderer)**

**Place :**