

**e-BID NOTICE**

**Bid No.1351(05)/NIFT/Pur-HO/Visual Enhancement of TFC/2018**

**e-BID DOCUMENT  
FOR  
EXHIBITION DESIGN AGENCY  
FOR VISUAL ENHANCEMENT AT TRADE  
FACILITATION CENTRE (TFC), 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](mailto:purchase.ho@nift.ac.in)

## Notice Inviting E-Tender

Digitally sealed Limited e-tenders on QCBS system are invited by the NIFT – Head Office, Hauz Khas, New Delhi from bonafide, experienced and reputed Exhibition Agency / Company / Architectural Firm (Pvt. Ltd. Company/ Public Ltd. Company/ Partnership Firm/ LLP/ Proprietorship firms) for execution of Façade, props and design space at TFC at Varanasi.

**Table – I : NIT & Eligibility Criteria Document Details.**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
<b>1.</b>	<b>NIT NO.</b>	<b>Bid No.1351(05)/NIFT/Pur-HO/Visual Enhancement of TFC/2018 dated 13.11.2018</b>
<b>2.</b>	EMD/BID Security	<p>The bidder shall furnish the EMD/Bid security of Rs. 80,000/- in one of the following ways: -</p> <p>a) In form of Demand Draft of any Indian Nationalized/ Scheduled Bank infavour of NIFT, Head Office, Hauz Khas, New Delhi payable at Delhi.</p> <p>b) Bank Guarantee from any Indian Nationalized/ Scheduled Bank in favour of <b>“NIFT, Head Office, payable at Delhi”</b> valid for minimum 90 days from the tender opening date.</p>
<b>3.</b>	Availability of Tender Document	<p>i. A complete set of Bidding Document in English may be downloaded at free of cost from CPP Portal (URL: <a href="https://nifttenders.eproc.in">https://nifttenders.eproc.in</a>) and NIFT, Delhi website (URL: <a href="https://www.nift.ac.in">https://www.nift.ac.in</a>). Corrigendum/addendum, if any, will be published only in the website and separate communication will not be sent for the same.</p> <p>ii. Instructions regarding submission of online bids are available at URL: <a href="https://nifttenders.eproc.in">https://nifttenders.eproc.in</a></p> <p>iii. Bids should be submitted through online only. Manual / physical bids will not be accepted.</p> <p>iv. On submission of online bid, please intimate the same to the e-mail ID: <a href="mailto:purchase.ho@nift.ac.in">purchase.ho@nift.ac.in</a></p>
<b>4.</b>	Date of Publication of Bid notification on official website/e-Portal	13.11.2018 at 1700 Hours (IST)
<b>5.</b>	Download of Bid Document Commence from	13.11.2018 at 1800 Hours (IST)
<b>6.</b>	Pre-Bid Meeting	16.11.2018 at 1100 Hours (IST), Board Room, NIFT HO
<b>7.</b>	Amendment of bid document	20.11.2018 at 1100 Hours (IST)
<b>8.</b>	Last Date of download of Bid Document	24.11.2018 at 1100 Hours (IST)

9.	Last Date for submission of duly filled in Bids	24.11.2018 at 1300 Hours (IST)
10.	Date and Time of the opening Technical Bids	24.11.2018 at 1400 Hours (IST)
11.	Place of Opening of the Bid	<b>Board Room, NIFT – Head Office, Hauz Khas, New Delhi – 110016</b>
12.	Presentation of the proposal by Agency	27.11.2018 at 1000 Hours (IST)
13.	Date and Time of the opening Price Bids	29.11.2018 at 1000 Hours (IST)
14.	Eligibility Criteria	<b><i>The bidder must have the following documents-</i></b> A. Proof of Registration B. Taxpayer Information C. Turnover Certification & Income Tax Return D. Experience Certificate E. No-conviction Certificate F. Earnest Money Deposit G. Undertaking H. Reference Check I. Technical Bid Compliance Statement
15.	Rejection of Tender	Incomplete, ambiguous and Conditional rate, unsealed, late receipt tender will be rejected.

**NOTE:**

- i) The tendering authority i.e. **NIFT – Head Office, Hauz Khas, New Delhi – 110016** reserves the right to accept / reject any or all tender without assigning any reason thereof or is not bound to accept the lowest tender.
- ii) The tender document can be downloaded from the website through NIFT link of [www.nift.ac.in/tender](http://www.nift.ac.in/tender) and to be submitted in the e-format. EMD/Bid security (in the form of DD/BG) in a sealed envelope super scribed as **Envelope-A** have to be submitted to Purchase Officer, **NIFT, Head Office, Hauz Khas, New Delhi – 110016** before **12:00 noon** of **24.11.2018** otherwise the Bid will not be considered.
- iii) Intending bidders are requested to register themselves through <https://nifttenders.eproc.in> for obtaining user-id, etc. by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- iv) NIFT has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- v) Incomplete, ambiguous and conditional tender bids liable to be rejected.
- vi) The bidder should attach with the technical bid scanned copy of properly filled “Tender Acceptance Letter” (Annexure-VI) duly signed & stamped by the bidder.

- vii) In case of any correction / addition / alteration / commission in the tender document, the tender bid shall be rejected summarily.
- viii) All statutory taxes as applicable shall be deducted at source before payment.
- ix) **Tender Information**
  - a) Type of Tender: **QCBS** type e-tender.
  - b) Bid Validity Period / Validity of bid offer for acceptance by NIFT: 90 days from the tender opening date.
  - c) The bidder should refer Section-VI of this document for details of documents to be scanned and uploaded in the NIFT portal.

**Note: This bid document contains 41 pages (Total no. of pages including Annexure).**

This bid document is divided into VI Parts and 6 Annexure

PART I - **Background** – gives details about NIFT, the project and duration of the project.

PART II - **Purpose of the Bid** – gives detail of purpose of recruitment, scope of work and role & responsibilities of Agency.

PART III - **Guidelines for Submitting of the Bid** – give details on how to submit the Bid.

PART IV - **Payment Terms** – gives payment schedule and conditions applicable.

PART V - **General Terms and Conditions** – gives terms of the tender, which form part of the contract.

PART VI - **Eligibility Criteria for Bid Evaluation** – gives details of bid eligibility criteria and evaluation process

ANNEXURE I – Pre-Bid Eligibility Criteria for Agency

ANNEXURE II – Format of No-Conviction Certificate

ANNEXURE III – Details of Earnest Money Deposit

ANNEXURE IV – Technical Bid

ANNEXURE V – Price Bid

ANNEXURE VI – Tender Acceptance Letter

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## **1. PART I- BACKGROUND**

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### **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 Installations at Trade Facilitation Centre (TCF) at Varanasi**

NIFT, New Delhi under the aegis of Ministry of Textiles, Govt. of India, is undertaking Visual Enhancement of the Façade and Installations at the Trade Facilitation Centre, Varanasi, during 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 15<sup>th</sup> PBD is to be held in Varanasi, in Uttar Pradesh from 21<sup>st</sup> – 23<sup>rd</sup> January 2019. As part of the celebrations, the Government of India (GOI) has decided to organize events at the Trade Facilitation Centre and Crafts Museum (TFC & CM), Varanasi.

The Trade Facilitation Centre and Crafts Museum (TFC & CM) at Varanasi under the Ministry of Textiles, is an integrated and modern facility created to support the Handicrafts and Handloom sectors of India. Its objective is to provide these sectors with a platform for enhancing trade and facilitating buyers, domestic and international, and promote the handlooms and handicrafts of the Varanasi region. Its primary objective is to be a one-stop shop for export as well as domestic enterprises, provide market support through market linkages with domestic and international markets to weavers and artisans, promote the rich craft traditions of Varanasi and showcase the products of the craft sector of this region and link craft with tourism. As part of the PBD events it has been proposed by the Ministry of Textiles to showcase India's rich handloom and handicraft heritage at the TFC.

## **1.1. Specific Objectives & Scope**

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The main objective of this project is to visually enhance the Façade and Installations at the Trade Facilitation Centre and Crafts Museum, Varanasi, during the Pravasi Bharatiya Diwas 2019.

The objectives of the project are:

1. Visual enhancement of the main façade
2. Seating options for garden area & open spaces at C2 Block (Craft Bazar)
3. Scrolls to be designed for entrance plaza (D-Block)
4. Visual enhancement of the ceiling grid at the entrance areas
5. Information panel designed to highlight Indian crafts for the MEA Reception area
6. Installation designed for the Wall opposite lifts in C2 area

## **1.2. What the Project Entails**

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The project approved by Government of India will entail the work of visual enhancement of the Façade and Installations at the Trade Facilitation Centre and Craft Museum, Varanasi. As a part of the Visual Enhancement of TFC, Varanasi, NIFT would have to create installations for the main façade, open area spaces and few sitting area. These areas identified by the Ministry are varied and spread all over the TFC. The work involves designing of the space, making of the prototype, developing installations, props and furniture, execution of the same and installation of the same at the venue.

The theme of the displays & installations will be inspired by the Ghats of Varanasi & Indian Crafts. Banaras, located on the northern shore of the holy river Ganga or Varanasi as it is popularly known in the modern times, is a unique city surrounded by the thousand year old majestic legacy of the Indian culture, art, literature, history and architecture. People from all over the world, know Banaras, Varanasi and Kashi; as a city with many names, ghats, arts, temples and festivals. It is a perfect symbol of the colors of India and an ideal ground for the discovery of the richness of culture especially for those searching for an amalgamation of the spiritual and the ethereal confluence that has the power to alter minds and lift one's spirits helping them face life anew. For centuries, Varanasi has produced some immaculate craft forms and masters of these crafts, and earned great name and fame for its textiles, sarees, handicrafts, toys, ornaments, metal & wood work, clay arts and other various crafts.



### **1.3. Time Period of the Tender**

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Duration of the Project would start from signing of the contract with NIFT upto completion of the of the event. The time frame will be from November 2018 to January 2019. The installations have to be set up at TFC by **first week of January 2019**. However, the Agency would be required to be present for supervision of the installations during the event of PBD i.e 21<sup>st</sup> – 23<sup>rd</sup> January 2019.

## **2. PART II - PURPOSE OF THE BID**

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The purpose of this bid is to appoint an Agency/ Contractor for implementing the Visual Enhancement of TFC, Varanasi.

### **2.1. Recruitment of Agency**

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NIFT will have the overall responsibility for the implementation of Visual Enhancement at TFC. 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 interested agencies. Strength of personnel available and previous experience in carrying out such activity will be important criteria for the selection. A committee comprising of all stakeholders constituted for this purpose will evaluate the technical and price bid and recommend the selection of agency for final acceptance by the Competent Authority.

### **2.2. Scope of Work of Agency**

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The proposal should be prepared on the basis of the following scope of work.

#### **2.2.1. Visual Enhancement of the Front Facade**

Externals walls of the TFC would have 5 metal structure of approximately 20' X 40' cut-outs inspired from the Ghat illustrations. These structures will have to be illuminated from the back so that it can be lit up in the night. Basic ideation will be given by NIFT, however, the final creative's for the cutout will be provided by agency. These should be mounted and installed on the walls of the TFC at identified places as per NIFT instructions. Facade should be as per approved design only.

**2.2.2. Visual Enhancement of the Ceiling at the Entrance Area**

The scope of work of agency would include fixing of frames on the ceiling grid at the entrance areas. In this the ceiling outside the main entrance have to be covered with handloom fabrics and embroideries of India or similar prints, which have to be protected from climate. This would entail purchasing of fabric or digital printing of the selected designs. Creating of frames, stretching of fabric or printed flex by the agency, covering with glass panel and finally installing these at the respective places. 500 such panels of either 2 feet by 3 feet or 1 foot by 3 feet approximately (actual sizes will have to be measured by the agency) have to be prepared.

**2.2.3. Scrolls to be Designed for Entrance Plaza**

Agency is required to hang Doha's of Kabir written in calligraphy either as cut out on metal or printed on canvas. Either 20 scrolls of canvas fabric of size 2 feet by 20 feet or 10 metal installations of 2 feet by 10 feet will have to be prepared and installed appropriately.

**2.2.4. Construction of the Umbrellas**

The scope of work of the agency would include construction of 40 umbrellas with fabric stretched over it inspired by umbrellas of the ghats of Banaras. The dimensions of these umbrellas would be 6 feet diameter and height of 6-8 feet. Good quality material specified by the agency & approved by NIFT will have to be used. Provision would also have to be made for installation of these umbrellas all over the front lawn areas as specified by NIFT.

**2.2.5. Seating Arrangement for Garden and Open Spaces**

The Agency would provide tables and sitting options in the open spaces between the stalls in Craft Bazaar area (C2 Block). The Agency will make the tables designed by NIFT in the required sizes and material suggested by the agency. The idea behind these areas should be similar to Banaras Ghats. Thirty tables will be of two sizes 4 feet by 2 feet and 6 feet by 4 feet with 2 feet height. This may also involve providing lighting for the area. It will be the responsibility of the agency for making all items available as per the layout plans and designs.

**2.2.6. Indian Crafts Information Panel**

Information panel designed to highlight Indian crafts for the MEA Reception area will have to be prepared using vinyl mounted sun board by the agency. The screen size will be 20 feet by

20 feet approx. Agency will be responsible for printing, stretching and mounting of the information panel.

#### **2.2.7. NIFT Installation designed for the Wall opposite lifts in C2 area**

Installation designed in metal & MDF for the stone wall opposite lifts in C2 area of the Trade Facilitation Center.

#### **2.2.8. Partition Screen created of MDF**

Agency will be required to create an MDF (Multi-density-fibreboard) screen with router cutting of 10 feet by 20 feet.

#### **2.2.9. Any Other Related Work**

Any other related services on mutually agreed terms related to creative display.

#### **2.2.10. Installation of all the Façade and Structures**

Agency will be required to coordinate and supervise all work related to preparation and execution of all installations. The agency will provide all labor, transportation, and qualified manpower for implementation of the work.

#### **2.2.11. Power Supply and Main Electrical Connections**

It shall be the responsibility of the agency to provide all electrical connections for uninterrupted supply to the front façade and umbrella structures from the source of the power.

#### **2.2.12. NOC's, Permissions and Parking Permits**

The agency shall ensure that all municipal clearances/NOCs/permissions/parking permits (wherever necessary) required by various enforcement/other government agencies in the state concerned are obtained to the satisfaction of the NIFT authority. The agency shall submit copies of all the NOCs, permissions, and clearances along with the receipts to NIFT.

#### **2.2.13. Insurance**

The agency shall ensure that all necessary insurance for the equipments and associated infrastructure are obtained to the satisfaction of NIFT authority.

#### **2.2.14. 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.

#### **2.2.15. Coordinate with NIFT Team**

Agency would be required to coordinate with the NIFT Team.

#### **2.2.16. 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.

#### **2.2.17. 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.
- Standby vehicles for urgent requirement of items to be procured, as and when needed, and may be available with agency if necessary.
- 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.

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### **2.3. Roles and Responsibilities of Agency**

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- The principal responsibility of the agency is to carry out the installation and display work at TFC & Craft Museum at Varanasi.
- Agency should strictly adhere to the timeline.

- 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.
- The cost related to transporting any materials from agency to NIFT after completion of the exhibition must be borne by the agency.
- 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.

### **3. PART III- GUIDELINES FOR SUBMITTING THE BID**

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#### **3.1. Information on Bid**

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1. The Bid document in English may be downloaded free of cost from CPP Portal <https://nifttenders.eproc.in> and NIFT website [www.nift.ac.in](http://www.nift.ac.in), from 13.11.2018 at 1800 Hours (IST).
1. A Pre-bid meeting to explain the exact scope of the work and to resolve queries of the participating agencies will be organized by NIFT on 16.11.2018 at 1100 Hours (IST) in the Boardroom of NIFT HO, Hauz Khas, New Delhi.
2. Interested agencies will be required to register online as indicated in Clause 3.3 Process of Online Registration.
3. The Bids (both Technical and Price bid), have to be submitted through online only. The responsibility to ensure this lies with the Bidder.
4. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the tender or submission of a bid not substantially responsive to the tender [in every respect] will be at the Bidder's risk and may result in rejection of bid.
5. Last Date and Time for submitting the Bids: On 24.11.2018 at 1300 Hours (IST).

#### **3.2. Preparation of the Bid**

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1. After downloading the bid document, the Bidder should go through it carefully to understand the documents required to be submitted as part of the bid.
2. Bidder should take into account any corrigendum published on the bid document before submitting their bids.
3. It is construed that the bidder has read all the terms and conditions before submitting their offer.
4. Bidders must ensure that all the pages of the documents must be signed & stamped by authorised signatory and serially numbered.
5. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document and generally, they can be in PDF / XLS / RAR / DWF/JPG formats.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

#### **3.3. Process of Online Registration**

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1. Applications to this tender will be accepted “only through the online” mode through <https://nifttenders.eproc.in>
2. No other mode of application will be considered.

3. For applying online, the firm should get itself registered at <https://nifttenders.eproc.in> by paying online.
4. As part of the enrolment process, the bidders will be required to mention his Company name, address, choose a unique username and assign a password for their accounts.
5. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
6. Registration Charges of Rs. 2000/- + 360/- (18% GST) = Rs. 2,360/- (Two Thousand Three Hundred Sixty only, Non refundable are to be borne by Seller) to be made through NEFT.
7. Bid Processing Fee charges of 3200/- + 576/- (18% GST) = Rs. 3,776/- (Three Thousand Seven Hundred Seventy Six only, non refundable) to be made through NEFT.
8. Bidders need to send the scanned copies of UTR number to [achal.garg@c1india.com](mailto:achal.garg@c1india.com) and [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com) mentioning their Company name, address and User ID for approval of Registration and Bid ID and Bid Title for Approval of Bid Processing fees.
9. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
10. A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.
11. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
12. The basic requirements for registration and applying for bid online are as under:
  - Operating System should be Windows 7 and above.
  - Java version: Java 8 update 25.
  - Internet Explorer 11
  - All java add-ons must be enabled in the system.
  - Use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

### **3.4. Online Submission of Bid**

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1. The interested bidders are required to apply online and submit soft copies of their bids along with scanned copies of all the relevant documents in support of their technical & price bids electronically, all duly signed, using valid Digital Signature Certificates, on the <https://nifttenders.eproc.in> from 13.11.2018 at 1800 Hours (IST) up to 24.11.2018 at 1300 Hours (IST).
2. Bid document would also be available for viewing on the "bids" link of the NIFT website i.e. <https://nifttenders.eproc.in>; <http://www.nift.ac.in>.
3. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bid document.

5. Bidder should prepare the EMD as per the instructions specified in the tender in Clause 4.1 on EMD. The original should be posted/couriered/given in person to the concerned official, latest by before bid opening date/time as mentioned in critical date sheet or as specified in the tender. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
6. The bidder is advised to attach any additional information that is considered necessary to establish its capabilities.
7. No further information will be entertained after submission of Bid application unless it is required by NIFT. However, NIFT reserves the right to call for clarification on information and documents submitted by the bidders.
8. The server time will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
9. Online price bid may be filled only as per Annexure - V.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
11. Proposals received after the due date and time specified will be automatically rejected.
12. Any further clarifications can be sought from the service provider for online submission of the bid on e-portal i.e. Mr. Sandeep Bhandari Mobile No. +91 8826814007, alternate Office No. are +91 124 4302033/ 36/ 37.
13. This tender is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof or foreclose the procurement case at any stage. The Buyer also reserves the right to disqualify any agency, should it be necessary, at any stage on grounds of National Security.
14. In case of any query bidder may contact The Purchase Officer, National Institute of Fashion Technology, NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi 110016, Mobile No. +91 9891628548, Phone No. +91 11 26542017/2176, email- purchase.ho@nift.ac.in for grievance related to bidding condition, bidding process and/or rejection of bid. With regards to bidding condition, this shall be done in writing atleast 3 days in advance of the stipulated date of submission of bid.



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## 4. PART IV -PAYMENT TERMS

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### 4.1. Payment Schedule

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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.
- 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 completion of the project.

### 4.2. Earnest Money Deposit

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The bidders should furnish an Earnest Money Deposit (EMD) of Rs. 80,000/- (Eighty Thousand only) 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. Scanned copy of EMD should be submitted along with the technical bids online and original form of EMD should reach NIFT by the day of opening of bid at NIFT, Hauz Khas, New Delhi. Cheque, Cash payment, Money Order, Fixed deposit etc. will not be accepted as EMD. 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 and the bidder's acceptance of the Letter of Intent (LOI) or it can be adjusted against PBG to be submitted. NIFT will discharge EMD to each unsuccessful Bidder after completion of tendering process.

#### **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 which ever 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.

#### **4.3. Performance Bank Guarantee (PBG)**

---

Selected bidder will have to deposit 5% of the contract value (including all taxes) as Performance Bank Guarantee (PBG) at the time of signing the contract. The selected bidder shall at his own expense deposit the PBG 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 150 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.

#### **4.4. Bid Currencies**

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Prices shall be quoted in the Indian Rupees.

## **5. PART V - GENERAL TERMS AND CONDITIONS**

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### **5.1. Language of Bid**

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The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Buyer shall be written in the English language.

### **5.2. Clarification of Bidding Documents**

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A prospective Bidder requiring any clarification of the Tender Documents may notify NIFT in writing by e-mail: [purchase.ho@nift.ac.in](mailto:purchase.ho@nift.ac.in) two days prior to the Pre-bid meeting on 16.11.2018. Written copies of the Buyer's response (including an explanation of the query but without identifying the source of inquiry) will be notified on the NIFT website. No change in the prices or substance of the Bid shall be sought, offered, or permitted. No clarification will be issued after opening of the bid.

### **5.3. Amendment of Bidding Documents**

---

NIFT may amend the Bid Conditions up to 04 days prior to the time fixed for last date of the Bid submission. Amendment to the bid, in response to clarifications sought by prospective Bidder's, is solely at the discretion of NIFT. Such amendments will be notified on e-procurement CPP portal and NIFT's website. NIFT, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time, if any, will be notified on e-procurement CPP portal and NIFT's website. All the Bidder's are advised to periodically browse NIFT website <http://www.nift.ac.in> and e-procurement CPP Portal (URL: <https://nifttenders.eproc.in> for any amendments or corrigenda issued in connection with this Bid. NIFT will not be responsible for any misinterpretation of the provisions of this bid document on account of the Bidder's' failure to update the bid documents based on changes announced through the website.

### **5.4. Modification/ Substitution/ Withdrawal of Bids**

---

A bidder may modify or withdraw his Bid after submission provided that the written notice of modification or withdrawal is received by NIFT prior to dead line prescribed for submission of bids. A withdrawal notice may be sent by email; however, it should be followed by signed copy to be sent by post. Signed scanned copy and such confirmation of withdrawal should reach NIFT not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the specified period of bid validity.

### **5.5. Pre Bid Meeting**

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A Pre Bid meeting to explain the exact scope of the work and to resolve queries of the participating agencies will be organized by NIFT on 16.11.2018 at 1100 Hours (IST) in the Boardroom of NIFT HO, Hauz Khas, New Delhi.

### **5.6. Technical Bid Opening**

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1. The Buyer will open all the Bids received, in the presence of the
2. In the event of the specified date of the opening being declared a holiday by the Buyer, the Bids will be opened at the appointed time and location on the next working day.
3. NIFT reserves the right to postpone or cancel a scheduled bid opening at any time prior to its opening. Information of the same will be displayed at NIFT website.
4. Opening of bids will be done through online submission process.
5. The bidder's representatives, who are present, shall sign in an attendance register.
6. NIFT shall subsequently examine and evaluate the bids in accordance with the provision set out in the bid document.
7. The bids will be evaluated for qualifying criteria as mentioned in Clause 6.3. NIFT shall not be responsible for any postal delay in receipt of all original documents and EMD. In case of non-receipt of these documents in original within the aforesaid period, the bid will be treated as non-responsive
8. The technically qualified bidders (notified through email) need to present their plan of action as per the tender document as per Clause 6.5. Date of presentation of the qualified bidders will be on 27.11.2018 starting at 10am in Board Room, NIFT.
9. It will be the bidder's responsibility to check the status of their Bid online regularly after the opening of bid till award of work.

### **5.7. Place of Opening of Bid**

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Board Room, National Institute of Fashion Technology, Head Office, Hauz Khas, New Delhi -16. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of representative of any bidder.

### **5.8. Time and Date for Technical Opening of Bids**

---

Opening of Technical Bid date and time: 24.11.2018 at 1400 Hours (IST).

Date of Presentation of the qualified bidders will be on 27.11.2018 starting at 1000 Hours (IST)

Opening of Price Bid: 29.11.2018 at 1500 Hours (IST) in presence of technically qualified bidders only.

*If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by NIFT.*

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### **5.9. Period of Validity of Bids**

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Bids shall remain valid for the period of 90 days after the date of technical bid opening prescribed by the Buyer. A bid valid for a shorter period shall be rejected by the Buyer as non-responsive.

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### **5.10. Opening of Price Bid**

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The online price bid will be opened on 29.11.2018 which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

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### **5.11. Non-Conformities, Errors and Omissions**

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Once technical bid is opened, no correspondence shall be entertained.

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### **5.12. Contacting the Buyer**

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From the time of bid opening to the time of contract award, if any bidder wishes to contact the buyer on any matter related to the bid, it should do so in writing.

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### **5.13. Rejection of Bid**

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Canvassing by the Bidder in any form including unsolicited letter and post-bid correction may invoke summarily rejection with forfeiture of EMD. Conditional bids will be rejected. Non-compliance to the conditions of General Information & Technical Bid will be liable to be disqualified.

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### **5.14. Right to Accept Any Bid and to Reject Any or All Bids**

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The tendering authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on grounds of such action.

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### **5.15. Bids of Debarred/ Blacklisted Firms**

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Bids of debarred/ blacklisted firms will not be considered for evaluation.

### **5.16. Issue of Letter of Intent (Lol)**

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Issue of Lol shall constitute the intention of tendering authority to enter into the contract with the bidder. The bidder shall submit Lol within 3 days of acceptance of the work order giving his unconditional acceptance to the terms and conditions of the tender in writing along with performance security in form of bank guarantee for an amount of 5% of contract value for a period of 150 days.

### **5.17. Contract Amendments**

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No variation in or modification of the terms of the Contract shall be.

### **5.18. Penalty for Use of Undue Influence**

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The bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the Contract or any other contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/ employee of the Buyer or to any other person in a position to influence any officer/ employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

### **5.19. Withholding of Payment**

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In the event of the Seller's failure to submit the Bonds, Guarantee sand Documents, supplying of appropriate infrastructure, installations and manpower requirement, as specified in the Contract, the Buyer may, at his discretion, with hold any payment until the completion of the Contract.

## **5.20. Transfer and Sub-letting**

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The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contractor any part thereof, as well as to give or to let a third party take benefit or advantage of the Contract or any part thereof without written consent of the Buyer.

## **5.21. Liquidated Damages**

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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.

## **5.22. Termination for Default**

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The Buyer, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or part, after examination of progress, if the Supplier fails to meet the obligation(s) under the Contract. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

## **5.23. Termination for Insolvency**

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The Buyer may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Buyer.

## **5.24. Force Majeure**

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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 labor 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.

Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority shall be considered as sufficient proof of commencement and cessation of the above circumstances.

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.

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## **5.25. Settlement of Disputes**

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All disputes or differences arising out of or in connection with the Contract shall be settled through mutual consent between the parties. Any dispute, disagreement or question arising out of or relating to the Contract or relating to product or performance, which cannot be settled amicably, shall be resolved by arbitration as follows-

1. The case of arbitration may be referred to Director General of NIFT or a person appointed by him/her who will be the sole arbitrator and the arbitration proceeding shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
2. The venue of the arbitration shall be New Delhi, India & the language of arbitration shall be English. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
3. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief.
4. The parties shall not be entitled to any pendentelite interest during arbitration proceedings.



**5.26. Court Jurisdiction**

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The Contract shall be governed and interpreted in accordance with the Laws of India and shall be subject to the exclusive jurisdiction of Courts at New Delhi only. To entertain a dispute or a claim arising out of this tender.

**5.27. Notices**

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Any notices given by one party to the other pursuant to this Contract shall be sent to the other party through email and written notice. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**5.28. Taxes and Duties**

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A Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed during the execution of the project.

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## **6. PART VI - ELIGIBILITY CRITERIA FOR BID EVALUATION**

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The eligibility criteria for the Agency to qualify for the Bid evaluation have been provided below.

### **6.1. Bid System & Evaluation**

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The selection of Agency will be based on QCBS System.

### **6.2. The Bid Evaluation Process**

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The bid evaluation process has three stages

This stage consists of evaluation of

1. Technical Bid Evaluation  
Experience and Profile of the bidder will be evaluated.
2. Presentation on Proposal for Execution of the Project.  
Bidders will submit a proposal of executing the project with the bid. Bidders will also be given opportunity to present the proposal indicating their plan of execution to NIFT committee through a presentation, indicative prototypes and material swatches for duration of 40 minutes.  
Technical bids will be evaluated by Bid Evaluation Committee constituted for the purpose. An evaluation criteria is enclosed for ready reference Clause 6.3. The committee will record in detail the criteria adopted for acceptance or rejection of the technical proposals.
3. Price Bid Evaluation  
The bid committee will evaluate the price bids of only those bidders who qualify by securing 65% marks in the Technical evaluation by the Committee. Price proposal will be evaluated for completeness, justification for each item, appropriateness, rational and other criteria as considered by the evaluating committee and enclosed for ready reference in clause 6.8.

### **6.3. Pre-Qualification Eligibility Criteria for Selection**

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The Bidder's should meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided.

**Documents required for Eligibility Criteria:**

NO.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Tick
(i)	<b>Proof of Registration</b> The bidder should be an Exhibition Design Agency/ Architectural firm registered as a Pvt. Ltd. Company/ Public Ltd. Co./ Partnership Firm/ LLP/ Proprietorship firm for not less than 5 years on the date of opening of the Technical Bid.	Registration certificate of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable	
(ii)	<b>Taxpayer Information</b> The bidder firm should have been in existence and should have been registered with the Tax Department.	For Indian Bidder a. Income Tax Registration (PAN No/ TAN No.) b. <b>GSTIN</b> Registration	
(iii)	<b>Turnover Certification &amp; Income Tax Return</b> The Bidder's average annual gross turnover should not be less than Rs. 1Crores atleast for 3 years during the last five financial years.	a. Copy of audited balance sheet and profit & loss account must also be attached for the F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18. b. Income tax return along with income computation sheet for last 5 years (A.Y. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19.	
(iv)	<b>Experience Certificate</b> The bidder should have successfully executed artistic projects/ Installations at least 5 projects of minimum value 10 Lakhs or greater and at least one of them having value greater than or equal to 25 Lakhs in the last 3 years of similar nature for any Central Government/State Government/Quasi Government/ PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute. Bidders experience to be provided in the Table 1 given in Annexure I Pre-Qualification Eligibility Criteria.	A List of organizations where the supplier has worked covered in bid along with proof of work order.	

(v)	<b>No-conviction Certificate</b> Bidder should neither be a black listed firm nor have its contracts been terminated/ foreclosed by any NIFT / company/ department/ organization till date, due to non-fulfillment of contractual obligations.	A Self-declared certificate to this effect on bidder firm's letter head signed by authorized signatory (Annexure - II).	
(vi)	<b>Earnest Money Deposit</b>	Earnest Money Deposit of Rs. 80,000/- in the form of Demand Draft/ Bank Guarantee. Fill Annexure – III. (Not exempted in any case except those bidders exempted from EMD, submit the certificate issued by the concerned department i.e. NSIC).	
(vii)	<b>Undertaking</b>	An undertaking from the firms that they will not be part of cartel with other vendors and will quote competitive rates in the bids on the company letter head duly signed by authorized signatory.	
(viii)	<b>Reference check</b>	Provide details of 3 clients for whom project was completed successfully for reference check	
(ix)	<b>Technical Bid Compliance Statement</b> – Parameter – Specifications of items to ascertain Experience and Profile of the bidder and Proposal for undertaking the proposed work (details in Clause 6.5 & 6.6)	Technical Evaluation Criteria will be evaluated as per Annexure IV. Tender Acceptance Letter as per Annexure VI duly signed by the authorized signatory and stamped should be submitted.	
(x)	<b>Price Bid</b> Ref Clause 6.7& 6.8	To be filled online in the specified format as per Annexure V.	

\*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.

#### 6.4. Pre Bid Evaluation

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. The NIFT will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether to required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.

3. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non-responsive and will be rejected.
4. The following are some of the important aspects, for which a bid shall be declared non – responsive during the evaluation and will be rejected:
  - I. Bid is unsigned
  - II. Bid validity is shorter than the required period
  - III. Poor/ unsatisfactory past performance
  - IV. Agency is not eligible as per eligibility criteria
  - V. Incomplete information
  - VI. Lack of required documents
  - VII. Failure in arrangement of documents
  - VIII. EMD not deposited

## 6.5. Technical Bid Evaluation

1. The bidders who clear the pre-qualification norms shall be considered for technical evaluation.
2. Technical bid will be examined to determine the completeness of each document submitted
3. If any of these documents or information is missing, the offer shall be rejected.
4. The technical evaluation will consist of profile of the bidder and proposal.
5. Technically qualified bidder will be intimated separately by Purchase Officer or on the CPP Portal.
6. Presentation along with indicative prototypes and material swatches of the proposal will be undertaken on 27.11.2018 at 1000 Hours (IST).
7. The rating sheet for evaluation and marks allocation of technical bid is in Clause 6.6
8. Bidders securing 65 marks or above will only be considered technically qualified.

## 6.6. The Rating Sheet for Evaluation of Technical Bid

S.No.	Criteria	Maximum Marks
<b>1. Profile&amp; Experience - 50 Marks</b>		
<b>Turnover</b> The Bidder's average annual gross turn over should not be less than Rs. 1 Crore for 3 years during the last five financial years.	Rs. 3 Crore for 3 years during the last five financial years - 20marks	<b>20</b>
	Rs. 2 Crore for 3 years during the last five financial years- 14 marks	
	Rs. 1 Crore for 3 years during the last five financial years- 7 marks	

<b>Experience with medium value projects</b> Number of successfully executed artistic projects/ Installations having value equal to or more than 10 lakhs executed in the last 3 years of similar nature for any Central Government/State Government/Quasi Government/PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute with them.	5 Projects and above - 15 Marks	<b>15</b>
	4 Projects - 10 Marks	
	3 Projects - 5 Marks	
<b>Experience with high value projects</b> Number of successfully executed artistic projects/ Installations of similar nature having value equal to or more than 25 lakhs executed in the last 3 years for any Central Government/State Government/Quasi Government/PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute with them.	3 Projects - 15 Marks	<b>15</b>
	2 Projects – 10 Marks	
	1 Project – 5 Marks	
<b>Proposal &amp; Presentation - 25 marks</b>		
Over all Presentation of the Project	5 marks	<b>25</b>
Design Interpretation	10 marks	
Innovation in Design	5 marks	
Ideation Sketches	5 marks	
<b>Prototype Development- 25 marks</b>		
Appropriate Material	10 marks	<b>25</b>
Realization of prototypes	10 marks	
Quality of Prototype	5 marks	
	<b>Total Marks</b>	<b>100</b>

## 6.7. Price Bid

Price Bid Submission Online Form

Financial proposition for Visual Enhancement of Facade and Open Spaces					
S. No	Description	Dimensions	Nos. required	Unit cost (Rs.)	Amount (Rs.)

1	Banaras Umbrellas Metal structure with fabric stretched on them	6ft diameter x 6ft height	40		
2	Tables for open spaces	4x2ft & 6x4ft	30		
3	Front Façade Metal structure cutouts of Ghat illustration with light	20x40 ft	5		
4	Fabric swatches to be mounted on roof area in front of the TFC Façade. Protected from sunlight & rain	2x3 & 1x3 ft	500		
5	MDF Screen With cutout design to block an area	10x20 ft	Per square feet		
6	Partition Vinyl mounted on sun-board	20x20 ft	Per square feet		
7	Scrolls Kabir Dohas in calligraphy: 20 units canvas prints OR	2x20ft	Per square feet		
	10 units Metal sheet with cutouts	2x10ft	Per square feet		
8	NIFT Installation designed in metal & MDF for the stone wall opposite lifts in C2 area of the Trade Facilitation Center.				
9	Installation & Labor Cost				
10	Transportation Cost				
11	Consultancy Fee				
12	Taxes, if any				
13	Less Discount (If offered)				
14	Any Other Item (Please specify)				
15	Total Amount				
16	Total Amount (in words)				

## 6.8. Price Bid Evaluation

1. The date and time of opening the price bid is 29.11.2018 at 11:00 am at NIFT Campus, only technically qualified bidders would be allowed to be present for the same.
2. Likewise, following the evaluation of Technical Bid, the Buyer shall examine the Online Price Bid to confirm that all documents and financial documentation requested in Clause 6.7 have been provided, and to determine the completeness of each document submitted.
3. If any of these documents or information is missing, the offer shall be rejected.

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## 6.9. Procedure for Ranking of the Bids

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1. The Technical and Price Bid shall be evaluated separately.
2. A bidder should secure minimum 65% marks out of 100 marks in Technical Evaluation in order to become eligible for opening of Price Bid.
3. While calculating the total score of the bidder against a total of 100 points, the Technical Bid will carry 70% weightage and the Price Bid will carry 30% weightage.
4. With regard to the Price Bid, the lowest quote in terms of cost would be assigned a financial score of 30 on 30 (100%) and other bids will be given marks inversely proportional to the increase in the cost over the lowest bid (please see example below).
5. The Contract will be given to the bid with the highest marks on combination of marks from the technical and price bids.

### EXAMPLE:

Minimum qualifying marks for technical qualifications as 65. The weightage of the technical bids and financial bids will be 70:30. 03 proposals i.e. A, B & C were received and marks awarded by committee them as 65, 70 & 75 marks respectively in the technical evaluation.

All the three proposals found technically qualified and their financial proposals were opened and quoted price as under:

- A. Rs.120
- B. Rs.100
- C. Rs.110

#### Formula

- A.  $100/120 \times 100 = 83$  points
- B.  $100/100 \times 100 = 100$  points
- C.  $100/110 \times 100 = 91$  points

#### Combined Technical & Financial Score:

Proposal A:  $65 \times 0.70 + 83 \times 0.30 = 70.40$  Points

Proposal B:  $70 \times 0.70 + 100 \times 0.30 = 79.00$  Points

Proposal C:  $75 \times 0.70 + 91 \times 0.30 = 79.80$  Points

In this case, proposal C with the highest combined marks will be the successful bidder.



## ANNEXURE I Pre-Bid Eligibility Criteria for Agency

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

### Eligibility Criteria for Selection:-

NO.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Proof Required
(i)	<b>Proof of Registration</b> The bidder should be an Exhibition Design Agency/ Architectural firm registered as a Pvt./ Ltd. Company/ Public Ltd. Co./ Partnership Firm/ LLP/ Proprietorship firm for not less than 5 years on the date of opening of the Technical Bid.	Registration certificate of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable	Scanned copy of the document submitted online
(ii)	<b>Taxpayer Information</b> The bidder firm should have been in existence and should have been registered with the Tax Department.	For Indian Bidder a. Income Tax Registration (PAN No/ TAN No.) b. <b>GSTIN</b> Registration	Scanned copy of the document submitted online
(iii)	<b>Turnover Certification &amp; Income Tax Return</b> The Bidder's average annual gross turn over should not be less than Rs. 1 Crore for 3 years during the last five financial years.	a. Copy of audited balance sheet and profit & loss account must also be attached for the F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18. b. Income tax return along with income computation sheet for last 5 years (A.Y. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19.	Scanned copy of the document submitted online
(iv)	<b>Experience certificate</b> The bidder should have	A List of organizations where the supplier has worked covered in bid.	Scanned copy of the

	successfully executed at least 5 artistic projects/ Installations of similar nature of minimum value 10 Lakhs or greater and at least one of them having value greater than or equal to 25 Lakhs in the last 3 years for any Central Government/State Government/Quasi Government/ PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute.		document submitted online
(v)	<b>No-conviction Certificate</b> Bidder should neither be a black listed firm nor have its contracts been terminated/ foreclosed by any NIFT / company/ department/ organization till date, due to non-fulfillment of contractual obligations.	A Self-declared certificate to this effect on bidder firm's letter head signed by authorized signatory (Annexure - II).	Scanned copy of the document submitted online
(vi)	<b>Earnest Money Deposit</b>	Earnest Money Deposit of Rs. 80,000/- in the form of Demand Draft/ Bank Guarantee. Fill Annexure – III. (Not exempted in any case except those bidders exempted from EMD, submit the certificate issued by the concerned department i.e. NSIC).	Scanned copy of the document submitted online and original bank guarantee should reach by 24.11.2018 at 12.00 noon (IST) at NIFT, Hauz Khas, ND)
(vii)	<b>Undertaking</b>	An undertaking from the firms that they will not be part of cartel with other vendors and will quote competitive rates in the bids on the company letter head duly signed by authorized	Scanned copy of the document submitted online

		signatory.	
(viii)	<b>Reference check</b>	Provide details of 3 clients for whom project was completed successfully for reference check	Contact Data of 3 clients
(ix)	<b>Technical Bid Compliance Statement</b> – Parameter – Specifications of items to ascertain Experience and Profile of the bidder and Proposal for undertaking the proposed work (details in Clause 6.5 & 6.6)	Technical Evaluation Criteria will be evaluated as per Annexure IV. Tender Acceptance Letter as per Annexure VI duly signed by the authorized signatory and stamped.	Scanned copy of the document submitted online
(x)	<b>Price Bid</b> Ref Clause 6.7 & 6.8	To be filled in the specified format as per Annexure V.	To be submitted online

## BIDDERS EXPERIENCE

**TABLE 1: BIDDERS EXPERIENCE**

### Experience with Medium Value Projects

Number of successfully executed artistic projects/ Installations having value equal to or more than 10 lakhs executed in the last 3 years of similar nature for any Central Government/State Government/ Quasi Government/ PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute with them.

Sl. No.	Full address of Client with names of contact persons, Fax & Phone No.	Project Title	Purpose of project	Description of Project - Duration and year of Execution and type of Artistic Projects/ Installations*	Value of Project	Order Nos. and date along with copy of Orders

### Experience with High Value Projects

Number of successfully executed artistic projects/ Installations of similar nature having value equal to or more than 25 lakhs executed in the last 3 years for any Central Government/State Government/ Quasi Government/ PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute with them.

Sl. No.	Full address of Client with names of contact persons, Fax & Phone	Project Title	Purpose of Project	Description of Project - Duration and year of	Value of Project	Order Nos. and date along with
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	No.			Execution and type of Artistic Projects/ Installations*		copy of Orders

\*Type of Artistic Project or Installation can be supported with visuals/ other documents.

**ANNEXURE II - Format of No-Conviction Certificate**

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[On the letter head of the organization]

**No - Conviction Certificate**

This is to certify that (Name of the organization), having registered office at (Address of the registered office) has currently or at any time in past had not been blacklisted or restricted to apply for any survey related activities by any NIFT Centers/ Autonomous organization/Institution or Central/ State Government Department/ Undertakings of Government of India or Court of law anywhere in the India.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place:

## **ANNEXURE III – Details of Earnest Money Deposit**

### **Details of Earnest Money Deposit**

<b>S. No.</b>	<b>Title</b>	<b>Details</b>
<b>1</b>	Name and Address of the Company	
<b>EMD</b>		
<b>2</b>	Details of Interest free Earnest Money Deposit (EMD). The demand draft of Earnest Money Deposit (EMD) has to be physical and encashable No.	<b>Amount:</b> TT/NEFT/RTGS Details/Demand Draft No.: Date: Bank Name:

DATE : SIGNATURE OF AUTHORISED REPRESENTATIVE

Place : NAME

COMPANY SEAL

(Please attach Authorization letter for signatory)

## ANNEXURE IV - Technical Bid

S.No.	
Profile& Experience	Details Required
<b>Turnover</b> The Bidder's average annual gross turn over should not be less than Rs. 1 Crore for 3 years during the last five financial years.	
<b>Experience with medium value projects</b> Number of successfully executed artistic projects/ Installations having value equal to or more than 10 lakhs executed in the last 3 years of similar nature for any Central Government/State Government/ Quasi Government/ PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute with them.	Number of projects List the Title of the projects Complete Detail in Annexure I
<b>Experience with High Value Projects</b> Number of successfully executed artistic projects/ Installations of similar nature having value equal to or more than 25 lakhs executed in the last 3 years for any Central Government/State Government/ Quasi Government/ PSU's or Public listed firms or government recognized educational institutes or Non government organization of repute with them.	Number of projects List the Title of the projects Complete Detail in Annexure I
<b>Proposal &amp; Presentation</b>	
Over all Presentation of the Project	
Design Interpretation	
Innovation in Design	
Ideation Sketches	
<b>Prototype Development</b>	
Appropriate Material	
Realization of prototypes	
Quality of Prototype	

## ANNEXURE V – Price Bid

NIFT Head Office GSTIN. - 07AAATN2067J1ZI

**Price Bid Format:** The Price Bid Format as given below is required to be filled by Bidders:

Financial proposition for Visual Enhancement of Facade and Open Spaces					
S. No	Description	Dimensions	Nos. required	Unit cost (Rs.)	Amount (Rs.)
1	Banaras Umbrellas Metal structure with fabric stretched on them	6ft diameter x 6ft height	40		
2	Tables for open spaces	4x2ft & 6x4ft	30		
3	Front Façade Metal structure cutouts of Ghat illustration with light	20x40 ft	5		
4	Fabric swatches to be mounted on roof area in front of the TFC Façade. Protected from sunlight & rain	2x3 & 1x3 ft	500		
5	MDF Screen With cutout design to block an area	10x20 ft	Per square feet		
6	Partition Vinyl mounted on sun-board	20x20 ft	Per square feet		
7	Scrolls Kabir Dohas in calligraphy: 20 units canvas prints OR	2x20ft	Per square feet		
	10 units Metal sheet with cutouts	2x10ft	Per square feet		
8	NIFT Installation designed in metal & MDF for the stone wall opposite lifts in C2 area of the Trade Facilitation Center.				
9	Installation & Labor Cost				
10	Transportation Cost				
11	Consultancy Fee				
12	Taxes, if any				
13	Less Discount (If offered)				
14	Any Other Item (Please specify)				
15	Total Amount				
16	Total Amount (in words)				



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## **ANNEXURE VI – Tender Acceptance Letter**

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(To be given on Firm's Letter Head)

Date:

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Bid No.1351(05)/NIFT/Pur-HO/Visual Enhancement of TFC/2018**

**NAME OF WORK: Visual Enhancement at Trade Facilitation Centre (TFC), Varanasi.**

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely :- <https://nifttenders.eproc.in>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 41 (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 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 therefor, 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)