



EXPRESSION OF INTEREST

FOR

Hiring of mattresses, pillow and other items for CONVERGE-2022

at

National Institute of Fashion Technology, Bhopal

Bhopal By-pass Road, Bhauri, Bhopal- 462 030
Ph. 0755- 2493636, Email: purchase.bhopal@nift.ac.in

This is to certify that this document contains 11 (Eleven) pages only.

Joint Director
NIFT Bhopal

(Signature of Bidder)

(Signature of Issuing Officer)

National Institute of Fashion Technology, Bhopal

Bhopal By-pass Road, Bhauri- 462 030 (M.P.)

EOI for Hiring of mattresses, pillow and other accessories for CONVERGE-2022

Ref: NIFT-BPL/Admin/79/2022 (PART-XI)

Dated: 09.12.2022

M/s _____

Name of work: Hiring of mattresses, pillow and other items for CONVERGE-2022

Sir,

Sealed Quotations are invited from intending service provider & Specialized Agencies for the Hiring of mattresses, pillow and other items for CONVERGE-2022 at NIFT Bhopal. The above-mentioned work as per the terms and conditions stipulated in the annexure. You are requested to quote your most competitive rate and submit the same in a **Sealed Envelope** super scribing the enquiry reference Name of work and due date opening and should reach the office of the undersigned on or before the due date & time of submission.

Date of Issue	:	09/12.2022
Last date & time of submission	:	18/12/2022 upto 05:30 PM
Date & Time of opening	:	19/12/2022 at 11:30 AM

Joint Director
NIFT Bhopal

(Signature of Bidder)

(Signature of Issuing Officer)

Undertaking by Bidder

If the above proposal/ quotation is accepted and order is placed on us for the work as specified above, we agree to abide by the terms and conditions enclosed. **Our quotation is valid upto One months from the date of opening. We hereby return your original quotation form, duly filled and signed.**

(Signature of firm/Bidder with rubber stamp)

Tel. No. : _____

Mob No. : _____

Email- _____

Address _____

(Signature of Bidder)

(Signature of Issuing Officer)

SPECIAL CONDITIONS OF CONTRACT

1. Scope of Work:

The scope of work shall be as specified in the Schedule of quantities and as per the details given in the special conditions of the contract.

2. Prices:

The prices quoted shall be for the hiring/rent of providing the schedule items as per bid inclusive of supplying, erecting, freight upto site destination (NIFT Bhauri, Bhopal), loading, unloading, insurance charges, dismantling & taking away the material after completion of rented period. The quoted rates shall be firm throughout the currency of the contract or extended period of completion. However, if there is any statutory variation in the rate of taxes & duties (applicable) during the period of contract, this may be considered by the Authority, provided sufficient proof/documents are submitted by the successful Bidder.

3. Inspection of Site:

Bidder is advised to depute a suitable team to visit the site to fully understand the job and ascertain the difficulties that may be encountered during execution of works and for obtaining all information for himself on his own responsibility that may be necessary for preparing the bid and entering into Contract. The site visits shall be entirely at bidder's own expense.

4. Insurance:

The successful Bidder shall insure all the materials for transit upto destination & during the rented. The rate quoted by the firm shall be inclusive of complete insurance charges. It is also advised to insure for the workers employed in the work.

5. Dispatch of materials:

The successful Bidder shall arrange loading and unloading of material at their factory/stockroom and at the station of dispatch including transportation from their works to the station of dispatch, the cost of which shall also be included in their offer. Successful Bidders shall arrange to have their own loading and unloading mechanism required at site for all the materials.

6. Terms of payment:

The Authority shall pay to the Bidder in the following manner, the contract price unless agreed upon otherwise between the Bidder and the Authority.

100% payment shall be released by NIFT Bhopal after Hiring/Rented Period completion of the

(Signature of Bidder)

(Signature of Issuing Officer)

work in satisfactory manner. Hiring/Renting period shall be counted only after complete erection of items & all other utilities found functioning satisfactorily by NIFT Bhopal. Erection & removal period of hired items shall not be included in the Hiring period.

All above payments shall be release after permissible deductions/taxes/penalties if any as per the current application of laws & terms of the contract.

7. EMD:

The Bidder has to deposit Rs 50,000/- as EMD with in the form of Demand Draft from any nationalized Bank in the favor of NIFT Bhopal, payable at Bhopal, along with the Quotation. If the Bidder fail to submit EMD along with the Quotation, offer will be summarily rejected. The Security Deposit shall be released only after successful completion of the work (Hiring period).

- a) The EMD deposited of successful applicant will be treated as Security Deposit and remain with NIFT Bhopal during the contract period. This security deposit will be refunded after successful completion of the contract as per the NIFT Bhopal norms. The EMD amount will not carry any interest.
- b) Earnest Money of all unsuccessful Bidder will be returned within the 10 working days after opening of the financial bids, except for L2 which will be returned after the L1 signs the agreement to the work. No interest is payable on the amount of EMD at the time of refund.
- c) Earnest Money shall be forfeited in following circumstances.
 - If the offer is withdrawn at any time prior to its rejection,
 - If the offer is withdrawn after the acceptance is communicated to the Bidder.
 - If the selected applicant fails to execute the agreement within 10 days of issue of work order.
 - If it is found that the materials supplied are not in good conditions and to the satisfactions of NIFT Bhopal.
 - If it is found that any information or documents submitted by bidder are false or forged.

8. Bidding Process:

The bid should be submitted in two envelopes

i. Envelope 1 should contains the following documents:

- a) EMD of Rs. 50,000/-
- b) Unconditional Acceptance Letter as per Page no. 11 of this document
- c) PAN Card of the firm/ proprietor
- d) GST Certificate
- e) Gumasta/ Firm registration certificate
- f) Annexure-I

ii. Envelop 2 should contains the following documents:

- a) Rates Duly filled in words and Figures (Annexure-II), signed and stamped Quotation document both the envelops should be put and sealed in single master envelop and the envelope should super scribed with words Quotation for Hiring of mattresses, pillow and other accessories for CONVERGE-2022 at NIFT Bhopal.

(Signature of Bidder)

(Signature of Issuing Officer)

9. One Bid Per Bidder:-

Each bidder shall submit only one Quotation either by himself or as a partner firm. If a bidder or if any of the partners of the firm participate in more than one bid, the bids are liable to be rejected & EMD shall be forfeited. Bidder to ensure that the financial bid (Annexure-II) is separately kept in a sealed envelope outside the technical bid falling which the bid will be disqualified/ rejected.

10. NIFT BHOPAL RESERVES THE RIGHT TO ACCEPT OR REJECT BID:

Notwithstanding anything contained in this Bid document, NIFT Bhopal reserves the right to accept or reject any Bid and / or to cancel the Bidding process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.

NIFT Bhopal reserves the right to invite revised Technical Bid and / or revised Price Bids from Bidders with or without amendment of the Bid document at any stage, without liability or any obligation for such invitation without assigning any reason.

11. Safety Rules at Work:

The bidder's & it's authorized representative/ supervisor are responsible for ensuring the workers comply with the safety rules at work & use of safety harness.

12. Supply Terms:

Successful bidder will ensure timely delivery of the hired items, and will also ensure that the items received are in clean and usable conditions without any wear and tear. Any delay beyond this period shall attract penalty @ 0.5% of contract value per day of delay subject to a maximum of 10% of contract value.

13. All materials should be approved by the NIFT Bhopal or its authorized representative before final supply.

14. NIFT Bhopal reserves the right to change the quantity at any point of time.

15. If the work/supply is not made in given time/period and the Institute is required to make work/supply from outside at higher rates, the loss, if any, sustained by the Institute would be recovered from the tenderer.

16. In the event of any dispute of any kind related to the works, the decisions of the Director. NIFT Bhopal shall be final and binding.

17. The Bidder shall be responsible for any damage, resulting from his negligence to existing fixtures and will restore, replace or repair any such damage to the complete satisfaction of the NIFT Bhopal.

18. A written order from NIFT Bhopal shall be dispatched on approval of quotation.

19. Rate should be clearly stated in words and figures as per the unit indicated by NIFT Bhopal in the enclosed schedule of quantities. The Bidder should unconditionally accept the quotation conditions of NIFT Bhopal quotation document in its entirety for the above work.

20. The hired items shall be inspected by NIFT official(s), and NIFT Bhopal may reject them in full or in part if the same is found wear and tear condition, inferior quality. NIFT Bhopal decision in this regard shall be final and NIFT Bhopal is not bound to give any reasons for such rejections.

(Signature of Bidder)

(Signature of Issuing Officer)

Removal of the rejected materials :

In case materials are rejected at site due to any reason occurred during transportation, a notice of such rejection shall be given to the Bidder and immediately on its receipt, Bidder has to remove the rejected goods at his expense and replace them by fresh materials to be approved by NIFT Bhopal. All rejected materials pending removal, shall remain in NIFT Bhopal premises at the Bidder's risk. NIFT Bhopal shall also right to dispose off the said materials at the risk and responsibility of the Bidder.

21. If after acceptance of the order, if Bidder fail to replace the rejected items immediately, NIFT Bhopal shall be free to execute the same in the open market on the Bidder's account and risk and the Bidder will be liable to make good to NIFT Bhopal any loss or damage, NIFT Bhopal may suffer thereby.
22. Any correction, modification or overwriting in figures or rates should be supported by signature; otherwise the quotation will not be considered. No revision or correction in rates will be allowed after expiry of date of submission of quotation and quoted rates once accepted by NIFT Bhopal will be binding on the Bidder and the Bidder will have to execute the order at such accepted rates and no revision rates or relaxation of terms and condition of transaction will be allowed thereafter.
23. NIFT Bhopal reserves the right to accept or reject quotations partly/fully without assigning reasons thereof.
24. Sealed quotations duly subscribed with enquiry reference and due date will only be considered.
25. Rates shall be valid for a period of one month from the date of opening of the quotation.
26. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words.
27. Bidders are invited to be present while opening of the quotations at the time and date specified in the enquiry. Quotations will be opened in the presence of the Bidders who remain present in the office of the undersigned at the time and date of opening specified in the EOI.
28. **Hiring Period:** The Event is proposed to be conducted on 27th December, 2022 to 29th December, 2022. However, hiring period would be for 5 days (i.e. 26th December, 2022 to 30th December, 2022).
29. In case, if hiring period extended, then the payment for the extended days will be made as per approved rates.

(Signature of Bidder)

(Signature of Issuing Officer)

TECHNICAL BID

1	Name of the Agency	
2	Nature of Organization (Proprietorship/HUF/Firm/Company)	
3	Full address along with telephone no. & email	
4	Full name(s) and address(s) of Proprietor/Partners/Directors	
5	Statutory Requirement	
	Permanent Account Number (PAN)	
	GST Registration No.	
	Gumasta/ Firm Registration No.	
	Any other	
6	Details of experience	Name of the Work carried out (Scan of the experience Certificate(s) to be enclosed indicating period with dates clearly) 1) 2) 3)
7	Annual Turnover for last 3 Years (Past 3 Years Balance Sheet/Annual Reports to be enclosed)	2019-20: Rs. _____ 2020-21: Rs. _____ 2021-22: Rs. _____
8	Name, its Branch & Address of banker with details of Accounts:	

(Signature of Bidder)

(Signature of Issuing Officer)

9	Earnest Money: DD Details If it is MSME units concerned certificate to be enclosed	I hereby submit that EMD of Rs. 50,000/- have been deposited. The DD No. is _____ dated _____ Issued by
10	Whether all the terms & conditions of EOI are acceptable:	Yes/No

All the information provided by towards this EOI and in the process of the tender is factual and correct and NIFT Bhopal can take appropriate action if found that any information provided is false.

Date: _____

Signature of Tenderer

Seal

(Signature of Bidder)

(Signature of Issuing Officer)

SCHEDULE OF QUANTITIES
Hiring of mattresses, pillow and other items for CONVERGE-2022

Item No.	Description of Item	Proposed Quantity	Rate		GST%	Net Amount
			In words	In figure		
1.	Carpets (Dari) 9'x7' Feet	600				
2.	Mattresses	1100				
3.	Bed sheets	1100				
4.	Blankets with cover	1100				
5.	Pillow	1100				
6.	Pillow cover	1100				

(In words RupeesOnly)

(Signature of Bidder)

(Signature of Issuing Officer)

COPY TO BE SUBMITTED IN ENVELOPE-I

ACCEPTANCE LETTER

To
The Joint Director
National Institute of Fashion Technology
Bhopal By-pass Road
Bhopal- 462 030

Sir,

ACCEPTANCE OF NIFT Bhopal QUOTATION CONDITIONS

The Quotation documents for the work “Hiring of mattresses, pillow and other items for CONVERGE-2022 at NIFT Bhopal” have been given to me/us by National Institute of Fashion Technology, Bhopal and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the bid documents made available to me/us. Which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

1. I/We hereby unconditionally accept(s) the Quotation conditions of NIFT Bhopal EOI documents in its entirety for the above job/work.
2. It is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates if any) in the Quotation, enclosed in “Envelope- II” and the same has been followed in the present case. In case, this provisions of the Quotation if found violated after opening “Envelope-II”. I/We agree that the Quotation shall be rejected and NIFT B h o p a l shall without prejudice to any other right or remedy be at liberty to reject the Quotation.
3. **The required earnest money as specified at SCC Clause no. 7 for this work is enclosed herewith.**

Yours Faithfully

(Signature of the Tenderer)
With rubber stamp