



## **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)

### **NOTICE INVITING EXPRESSION OF INTEREST (EOI)** **FOR** **EMPANELMENT OF CIVIL CONTRACTORS**

**Bypass Road, bhauri, Bhopal-462030 Madhya Pradesh (India)**

**Ph: 2493636/736 Website : [www.nift.ac.in/bhopal](http://www.nift.ac.in/bhopal)**

**EOI NO. : NIFT/BPL/BUILDING/63/2023**

### **TIME SCHEDULE FOR EXPRESSION OF INTEREST (EOI) PROCESS:**

Date of publication of EOI notification in newspaper as well as NIFT Bhopal official website commences from	23/05/23
EOI Submission start date	23/05/23
Last date and time for submission of duly filled in EOI	06/06/23
Date and Time of the opening of Technical EOI	in the presence of such of the contractors/firm/agency.

### **INTRODUCTION:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Panchkula, Patna, Raibareli, Shillong and Srinagar.

No:

Date: \_\_/\_\_/2023

**EMPANELMENT OF CIVIL CONTRACTORS IN NIFT BHOPAL**



**NIFT**

**NIFT – BHOPAL**  
**(MINISTRY OF TEXTILE GOVT. OF INDIA)**

**LAST DATE FOR SUBMISSION OF APPLICATIONS:**

**NIFT: NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

Phone: 0755-2493736

Website: <https://www.nift.ac.in/bhopal/>

**EMPANELMENT OF CIVIL CONTRACTORS IN NIFT**  
**BHOPAL**

Applications are invited from contractors/firm/agency having registration with Govt. organizations such as CPWD, MES, Railway, PWD of any state, PSUs, Urban local bodies etc. for empanelment in NIFT Bhopal, for carrying out various minor civil works in the campus, within the estimated value limit of Rs. 5 Lakhs. The empanelment period will be 03 years from the date of issue of order or till further orders as issued by Director, NIFT Bhopal. The Director, NIFT Bhopal reserves the right to cancel/reject any/all empanelment applications or the empanelment of the firm(s) at any time without assigning any reason thereof. The contractors will be empanelled after scrutiny of relevant documents. The application for empanelment should be submitted in **Annexure – I ‘Application For Empanelment of Contractors’** along with supporting documents as specified.

**Note:** The Institute follows Delhi Schedule of Rates and CPWD Specifications for work. General rules for empanelment are as follows:

**I. Eligibility Criteria for Empanelment**

1. The status of an applicant for empanelment as a contractor in NIFT Bhopal may be one of the following.
  - (a) An individual, who is a citizen of India.
  - (b) Sole proprietorship
  - (c) Partnership firm
  - (d) Limited liability partnership
  - (e) Private limited company
  - (f) Public limited company
2. Applicant should possess valid registration in CPWD, MES, Railway, PWD of any state, PSUs, Urban local bodies etc. on the date of application.
3. Applicant should have valid GST registration. Self attested copy of the same shall be submitted.
4. An undertaking shall be provided in the letter head of the firm, duly signed and sealed, stating that the firm/contractor is never blacklisted or debarred from any Govt. agency.

5. Firm/contractor will be barred to participate in the process, in case they have any legal case/filed court case/ dispute with NIFT Bhopal.

## **II. Work Experience**

1. The criterion for work experience shall be of completed works, of the prescribed nature and magnitude executed on independent contract basis during the last seven years (works executed on labour rate contracts will not be considered).The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application.
2. Experience of a petty contractor, labour rate contractor, work shall not be accepted.
3. The applicant shall furnish the list of completed works in **Annexure-II ‘Completed works during last seven years’**. The applicant shall also furnish award letters and experience certificate having date of completion and amount of completed work (issued by appropriate competent authority), of the works mentioned in **Annexure-II**.
4. Bidder should have successfully completed civil works of following magnitude in any Central, State Government organizations or Institutions/Public Sector Undertakings in last 7 years ending last day of the month previous to the one in which the applications are invited.
  - (i) Three works each of value not less than 2 Lakhs  
OR
  - (ii) Two works each of value not less than 3 Lakhs  
OR
  - (iii) One work of value not less than 4 Lakhs

## **III. Financial Soundness**

1. The firm should have a minimum gross turnover of works Rs. 9.0 Lakhs in the last three financial years.
2. Turnover Certificate on works during the last three financial years from a Chartered Accountant is required to be submitted along with application.

3. The certificate shall be duly signed and issued by the certified Chartered Accountant on their letterhead. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.

#### **IV. Empanelment Fee & Security Deposit**

1. The applicant shall have to pay the empanelment fee of Rs.3000/- (Rupees Three Thousand) infavour of **DIRECTOR, NIFT BHOPAL**, in the form of Demand Draft from a nationalised bank. This empanelment fee is non-refundable.
2. The applicant shall have to submit a security deposit of Rs.25,000/- (Rupees Twenty Five Thousand) in favour of **DIRECTOR, NIFT BHOPAL**, in the form of FDR from a nationalised bank, valid for the period of the empanelment. ie; 03 years. No interest will be payable on the Security Deposit by the Institute.
3. Applications received without empanelment fee and security deposit shall be summarily rejected.

#### **V. Procedure for Application for Empanelment**

1. The applications should be submitted in complete along with the specified Annexures, supporting documents, required certificates, empanelment fee, security deposit etc. in a sealed envelope super scribed "**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS AT NIFT BHOPAL**" to be dropped at **Office of Joint Director NIFT Bhopal, MP - 462030** on or before the last date and time of application ie; on or before **18/05/2023 till 28/05/23**.
2. All the documents to be submitted should be duly sealed and signed by the authorised person(s).
3. Applications received after the specified date and time shall not be accepted.
4. Incomplete applications will not be considered.

#### **VI. Validity of Empanelment**

The empanelment shall be valid for a period of 03 years from the date of issue of order or till further orders as issued by Director, NIFT Bhopal. The empanelment shall be open to review by the Institute authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary, after issue of notice.

## **VII. Change of Name, Address, Constitution, and Status of Empanelled Entities**

1. Any change in the name, constitution, and status of the empanelled firm should be intimated to the Authority not later than one month of any such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the empanelment.
2. The contractor shall intimate the change, if any, in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the empanelment.
3. Any change in the contact number, e-mail ID of the firm shall be informed to the Authority in writing.

## **VIII. Review of Enlistment**

1. The contractors are expected to bid for works of appropriate magnitude during the empanelment period.
2. Authority reserves the right to review the participation and performance of the contractor during the empanelment period.
3. The empanelment is liable to be cancelled in case the contractor is found to be non participating for a continuous period of 06 months.

## **IX. Enlisted Contractors' Obligations**

The contractor shall fulfill all his obligations under these Rules in the prescribed manner, failing which he shall be liable for appropriate action as mentioned therein. Some of the obligations are summarised below.

- (a) Any change in the name, address, constitution, and status of the empanelled firm should be intimated to the Authority not later than one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (b) The firm/contractor is expected to bid for and secure works of appropriate magnitude during the empanelment period.
- (c) The firm/contractor shall abide by the Empanelment Rules and amendments issued by the competent authority.
- (d) The firm/contractor shall not indulge in unethical practices and maintain good conduct.
- (e) The firm/contractor shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.
- (f) The firm/contractor shall have obligation to rectify construction or structural defects observed after completion of work during the defect liability period prescribed for the subject work from the date of completion of the work.
- (g) Only contractor/proprietor or duly authorised person is allowed to interact with the Institute officials. The authorised person will not be the same person for more than one empanelled contractor. The identity credential (Photo ID card) of the authorised person is required to be submitted.
- (h) The firm/contractor must follow all the relevant labour rules and regulations during the work. Necessary safety arrangements for the workers should be made by the firm/contractor, at all time.

#### **X. Administrative /Legal Action**

1. The contractor shall abide by all the rules of empanelment, and also by the terms and conditions of notice inviting quotation/tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for administrative / legal action, the Institute authority shall have the right to suspend business with him for a specified period, or to cancel his empanelment.

2. If at any instance during the empanelment period, it is found that the details submitted during the empanelment are wrong, the Institute authority reserves the right to cancel the empanelment.
3. If the contractor's work is found to be non satisfactory, then the contractor is liable to be levied penalty, termination of contract, black listing etc. as decided by the Institute authority.

#### **XI. Cancellation of Empanelment**

The empanelment of contractor may be cancelled if any of the following is established: -

- (a) fails to execute a contract or executes or executed it unsatisfactorily; or
- (b) violates any conditions of the contract; or
- (c) fails to abide by the conditions of empanelment; or
- (d) is found to have given false particulars at the time of empanelment; or
- (e) has indulged in any type of forgery or falsification of records; or
- (f) fails to inform the authority regarding change in name, address, constitution, and status of the empanelled firm within one month of such change; or
- (g) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (h) violates the labour regulations and rules; or
- (i) is involved in complaints of serious nature received from any source, which have been proved; or
- (j) defaults in settlement of tax dues like income tax, GST, etc.; or
- (k) ceases to fulfill eligibility criteria based on which empanelment was done; or
- (l) Fails to start the work after the same is awarded to him.
- (m) fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the defect liability period as mentioned in the contract from the date of completion of works.
- (n) Failure to start work in time after issuing of work order or involvement of the licensee in illegal, unethical, violent activities or breach of any terms and conditions of the agreement will lead to debarment of the licensee from participating in any of the Tender/EOI of the institute.



## ANNEXURE I

### Application for empanelment of contractors

1. (a) Name of applicant: \_\_\_\_\_  
(b) Nature of entity (Individual / Sole proprietorship firm/ Partnership firm/ LLPfirm / Company) \_\_\_\_\_  
(c) Registration No. of firm \_\_\_\_\_

2. Address of registered office \_\_\_\_\_  
\_\_\_\_\_

Address of Head Office (if different from Registered office) \_\_\_\_\_  
\_\_\_\_\_

### 3. Contact Details:

- (a) Telephone No. \_\_\_\_\_
- (b) Mobile No. \_\_\_\_\_
- (c) Email Id \_\_\_\_\_
- (d) Website URL (If any) \_\_\_\_\_

4. PAN No. \_\_\_\_\_

5. GST No. \_\_\_\_\_

6. Name of banker with full address \_\_\_\_\_

### 7. Enlistment processing fee enclosed details:

- (a) Transaction Reference No./ Date \_\_\_\_\_
- (b) Amount \_\_\_\_\_

## ANNEXURE I

### Application for empanelment of contractors

**8. Details of works completed, during last 7 years (to be filled in the proforma as given in Annexure – II**

**9. Name, scanned passport size photograph and signature of the Individual(s)/ Partner(s)/Director(s)**

S.No.	Name	Photo	Signature

**Declaration:**

I/We hereby affirm that the I/We have read all the terms and conditions of the empanelment of contractors at NIFT Bhopal and are acceptable to me/us. I further declare that I will abide by all the terms and conditions and directions of Director, NIFT Bhopal. The information furnished by me/us are true to the best of my knowledge and belief. I/we understand that if any information is found incorrect, our empanelment is liable to be cancelled.

Place:

**Date: Applicant's Signature:**

**Applicant's Name: Seal of the firm/contractor:**

**ANNEXURE – II**

**(Completed works during last seven years)**

S.No	Name of work & Agreement No.	Date of completion		Reasons of delay, if any	Tendered Amount	Gross amount of completed work	Name, designation & complete address of the authority for whom the work was executed
		Stipulated	Actual				

**Certificate:**

This is to certify that no adverse action on any of the above mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Place:

**Date: Applicant's Signature:**

**Applicant's Name: Seal of the firm/contractor:**