



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल
National Institute of Fashion Technology, Bhopal

File No. NIFT/BPL/Estate/13303(2)/EOI Doc./2021

Dated: 01st December, 2021

**Last date for Submission of Tender:
21st December, 2021 up to 05:30 PM**

**NOTICE INVITING TENDER
FOR AWARDING THE CONTRACT FOR SHIFTING OF OFFICIAL GOODS**

National Institute of Fashion Technology, Bhopal invites sealed tenders in two bid system from eligible reputed logistic firms for "Shifting of Official Goods" (Furniture & Fixtures of Offices, Class Rooms, Laboratories, Library, Hostels, Lab Equipments and machinery items, Computer Systems and Peripherals etc. from NIFT Bhopal transit campus (i.e. NIFT Block, M.P. Bhoj (Open) University Campus, Kolar Road, Bhopal) to its permanent campus situated at Bhouri (Bhopal) near IISER, Bhopal which include packing/unpacking, loading/unloading, dismantling and shifting of fabricated structure made in transit campus for TD/AD lab. Interested bidder/ firms can visit the transit campus in any working day (Monday-Friday between 09:00 AM to 05:30 PM).

Interested bidders/ firms, if so desire, may contact Estate Department telephonically or personally visit at NIFT Bhopal for any clarification on any working day between 09:00 A.M. and 05:30 P.M.

The Tender Document for Shifting of Official goods will be on two-Bid System consisting of Technical Bid and Financial Bid. The Tender Document will be submitted in two separate sealed covers clearly mentioning on the envelope the particulars of the tender for which bid is submitted and Technical Bid/ Financial Bid.

The tender document (non-transferable) along with detailed specifications and terms & conditions can be obtained from our website www.nift.ac.in/bhopal. Forms can be downloaded and used along with payment of non-refundable tender price as mentioned below. The Tender price may be paid in the form of Bank Draft in favour of NIFT Bhopal payable at Bhopal.

a) Date of commencement Tender: **01/12/2021**

b) Last date and time for receipt of Tender Document: **21/12/2021 upto 05:30 PM**

c) The tender should be addressed to the Director, NIFT Bhopal and should be delivered by only registered / speed post/ by hand (to be dropped in Tender Box) so as to reach the Institute on or before **21.12.2021 upto 05:30 PM**. No tender will be accepted after the due date and time.

Tender Document must be accompanied by the Bid Security Form/Earnest Money Deposit (Refundable) **of Rs. 15,000/- (Fifteen Thousand only)**. The Earnest Money Deposit (EMD) is to be paid in the form of Bank Draft in favour of the NIFT Bhopal payable at Bhopal. The Bid Security Form/ Earnest Money Deposit Bank Draft must be enclosed with Technical Bid. The details of Bank Draft Number of Earnest Money Deposit must be endorsed on top of envelope containing Technical Bid.

The Institute will not be responsible for any delay in receiving Bids. The quantum of goods may increase or decrease approximately by 10%. Bidders are requested to visit the sites and access the goods to be shifted before submission of bids. An Undertaking in this regard has to be submitted along with Tender document.

TERMS AND CONDITIONS OF TENDER:

The tenderers are required to quote their lowest rate for shifting the official goods (Furniture & Fixtures of Offices, Class Rooms, Laboratories, Library, Hostels, Lab Equipments and machinery items, Computer Systems and Peripherals etc. which include packing/unpacking, loading/unloading and transporting the official goods, dismantling and shifting of fabricated structure made in transit campus for TD/AD lab etc. from NIFT Bhopal transit campus (i.e. NIFT Block, M.P. Bhoj (Open) University Campus, Kolar Road, Bhopal) to its permanent campus situated at Bhouri (Bhopal) near IISER, Bhopal mentioning rates for all-inclusive in Annexure- 'C' enclosed herewith and the rates should be valid for a minimum period of one year from the award of the contract. The tenderer shall not be entitled during the contractual period of one year to revoke or change the quoted rate or to vary the terms & conditions of tender or any terms thereof.

The tenderers are required to send their tender along with Demand Draft drawn in favour of "NIFT Bhopal" towards **Earnest Money Deposit of Rs. 15,000/-** for shifting of official goods etc. (Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). No interest will be payable on EMD. If EMD is exempted, Certificate/Registry empanelment letter has to be submitted along with the tender documents. Earnest money will be refunded to the unsuccessful tenderer on their written request after awarding of the Contract to the successful tenderer.

Hypothetical or conditional Tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, EMD submitted by tenderer may be confiscated and in future the tenderer may be debarred to participate in the tender process of the NIFT Bhopal.

The Institute will deal with the tenderer directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Institute.

Over-writing/over-typing or erasing of the figures which render the tender doubtful or ambiguous are not allowed and shall render the tender invalid.

NIFT Bhopal reserves the right to accept or reject any bid, for any technical or administrative reason. No correspondence in this regard will be entertained. Earnest Money shall be forfeited in case it is found at any stage that information/ particulars / specifications are found to be false or tempered.

Each tenderer has to certify that all the terms and conditions are acceptable to him.

TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

The successful tenderer shall have to deposit **Performance Security @ 5% of the total amount of the contract or Rs.25,000/- whichever is higher** by way of Bank Guarantee drawn in favour of "NIFT Bhopal". "The Bank Guarantee will be released after two months of successful completion of the warranty period or payment of the last bill, whichever occurs later.

The shifting the official goods (Furniture & Fixtures of Offices, Class Rooms, Laboratories, Library, Hostels, Lab Equipments and machinery items, Computer Systems and Peripherals etc. which include packing/unpacking, loading/unloading, transporting the official goods, dismantling and shifting of fabricated structure made in transit campus for TD/AD lab etc. from NIFT Bhopal transit campus (i.e. NIFT Block, M.P. Bhoj (Open) University Campus, Kolar Road, Bhopal) to its permanent campus situated at Bhourli (Bhopal) near IISER, Bhopal shall be made within a week or as per the directions of Competent Authority, NIFT Bhopal on receipt of the Order. In case shifting of official goods etc. is not made within the stipulated time/period and the Institute is forced to make the work from other agency to meet the emergent demand, the tenderer will be liable to make the loss due to difference which the Institute may directly deduct from Bill/Security Deposit. Non-availability of man power, vehicle etc. shall not be accepted as a ground for delay in shifting etc. and shall equally be penalized.

Even after awarding the Rate Contract, the Institute reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

The tenderer shall give an undertaking (**as per Annexure-III**) that the firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector units/ Autonomous bodies have not been banned/ terminated on account of poor performance.

The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Institute.

The payment will be made only after the completion of the shifting etc. and as per the satisfaction of the Institute and accepted as per approved requirements.

PENALTIES

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

Irrespective of the fact as to whether or not the Institute makes work from outside, the Institute may impose penalty up to **1% per day subject to maximum of 10%** of total cost of delayed shifting (in every case), or of forfeiting the performance security if the delay in services is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Institute.

The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the service is found unsatisfactory/not as per specifications.

INVITATION OF TENDER

Interested bidders may send their Tender in two sealed envelopes super scribing (a) "Technical bid for Shifting of official goods etc" and (b) "Financial Bid for Shifting of Official goods etc." addressed by name to the Director, NIFT Bhopal so as to reach on or before **21st December, 2021 up to 05:30 PM.**

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.	
	Trade License 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)	2018-19: Rs. _____ 2019-20: Rs. _____ 2020-21: Rs. _____
8	Name, its Branch & Address of banker with details of Accounts:	

9	Earnest Money: Details of Online Money Transfer If it is SSI/MSME units concerned certificate to be enclosed	I hereby submit that EMD of Rs _____ have been deposited. The UTR no. /Ref. No. of the transaction is _____ dated _____.
10	Whether all the terms & conditions of NIT are acceptable:	Yes/No
11	Details of minimum 5nos. of trucks with Agency	

All the information provided by towards this tender 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

FINANCIAL BID

Date: _____

1. Name of the Bidder :

2. Address of the Bidder :

3. Contact person with Mobile No. :

Description of items to be Shifted	Rate quoted in Rs. (In Figures and in words)
“Shifting of Official Goods” (Furniture & Fixtures of Offices, Class Rooms, Laboratories, Library, Hostels, Lab Equipments and machinery items, Computer Systems and Peripherals, etc. from NIFT Bhopal transit campus (i.e. NIFT Block, M.P. Bhoj (Open) University Campus, Kolar Road, Bhopal) to its permanent campus situated at Bhouri (Bhopal) near IISER, Bhopal which include packing/unpacking, loading/unloading.	
Dismantling and shifting of fabricated structure made in transit campus.	
	Total Amount (in Rs.):
	Applicable Tax (In Rs.):
	Total Rs. (In Figures and in words)

(Signature of Authorized Signatory with date, seal & stamp)

UNDERTAKING

To,
Director,
National Institute of Fashion Technology,
M.P. Bhoj (Open) University Campus
Kolar Road,
Bhopal- 462 016 (M.P.)

Dear Sir/ Madam,

We hereby undertake and declare that the Bid submitted by us is in conformity with the Terms, Conditions & scope of work laid down in the tender documents.

We also hereby declare that we have not been blacklisted by any State/ Central Govt. agencies or any PSUs/CPSUs.

Thanking you,

Yours faithfully,

Date:

Signature:.....

Place:

Name:.....

Designation.....

Seal: