



Tender fee ₹500/-

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Chennai

A Statutory Institute governed by the NIFT Act, 2006

(Ministry of Textiles, Govt. of India)

An ISO 9001: 2008 certified Institution,

Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Phone: 91-44-22542657, 22542756, 22542767 and 68 Fax No. 91-44-22542769

E-mail: nift.chennai@nift.ac.in. Web: <http://www.nift.ac.in/chennai>

**TENDER DOCUMENT
FOR
CHOREOGRAPHY FOR GRADUATION SHOW - 2018**

Receipt No & Date of Issue: _____

Tender form issued to: _____

Last date of sale of Tender documents	21-05-2018 up to 11.00 a.m.
Last date for receipt of duly filled in tenders	21-05-2018 up to 2:00 p.m.
Date and time of the opening technical bids	21-05-2018 up to 3.00 p.m.

PREAMBLE / INTRODUCTION

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

Tender Notice:

NIFT Chennai invites sealed Tenders for Graduation Show 2018 - Choreography to NIFT Chennai as per the quantity and specification mentioned in the technical and financial bid. The tender bids duly-filled in all respects enclosing necessary documents may be addressed to The Director, National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 **so as to reach on or before 2:00 pm on 21-05-2018** or the tender may be dropped in Tender Box placed at Administration Block of NIFT, Chennai.

Technical Qualifying Criteria:

1. NIFT Chennai invites tenders for choreography for their **Graduating Fashion Show scheduled tentatively on 26th May 2018** at NIFT Auditorium, Chennai. The tender shall be submitted in **sealed envelopes, Technical bid (as per annexure 'A' and 'A-1') and financial bid (as per Annexure 'B' and Annexure 'C')** which should be clearly super scribed on the envelopes as the case may be. **The sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as “Choreography for Graduation Show - 2018”.** **Tender form without signature of the vendor in each page will be summarily rejected.**
2. The Tender forms may be obtained from the NIFT Administrative Department at the above address (Monday to Friday during office hours from 10.00 AM to 5.00 PM). The Tender forms may also be down loaded from the NIFT’s web site www.nift.ac.in/chennai.
3. The Tenderer can also download the Tender forms from the web site.
4. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form. No paper shall be detached from the tender.

5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be ignored. Further, tenderer must sign all the pages of the tender document and should be enclosed in the respective covers.
6. The tender must be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 and be deposited in the Tender Box on or before **2:00 p.m. on 21-05-2018**. The Technical bids will be opened on the same day at 3.00 p.m. in NIFT, in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
7. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of the firm.
8. Rates should be offered unconditionally and if rates are submitted with any condition the tender is liable to be rejected.
9. The firm bidding must have proven in conducting fashion shows Choreography/Event Management for reputed organizations, national level institutes, etc.
10. The tenderer shall ensure that himself / herself or his / her authorized representative is available for proper handing over the supplies/consignments at **NIFT Auditorium, NIFT Campus, Chennai.**
11. NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several criteria besides the financial offer.
12. The specification of items required as per Annexure/Schedule and the evaluation of bid will be on the basis of eligibility criteria and total bid value. The rates quoted should be inclusive of all taxes and duties . The rates quoted should be on the basis of free delivery of any item to the venue.
13. The rates quoted should be on FIRM & FIXED basis.
14. The rates may be quoted sub head wise for the items as per Annexure B and total of the same should be declared in Annexure C. **Rehearsal Show to be conducted on 25.05.2018 at the venue.**

15. The Work Order shall be issued by NIFT, Chennai and delivery of work/equipment's/items shall be arranged by the tenderer at **NIFT Auditorium, NIFT Campus, Chennai.**

16. They should enclose Income Tax (PAN card) and copies of relevant certificates, if any.

17. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offers like "**duties as applicable**" shall not be considered.

18. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Director, NIFT – Chennai will be binding on the supplier. The jurisdiction of Court will be Chennai.

19. For items mentioned above, the bidders must ensure the required quality, quantities, material, dimensions & other parameters and quote accordingly. In case items are not the same as quoted they shall not be accepted. No payment/claims for such items shall be entertained.

SCHEDULE OF ITEMS

(1) Choreography

- (i) Show Production - (show on 26th May 2018)
- (ii) Hiring of models: for 1 day
- (iii) Female Models – Chennai/other city Supermodels (female) -24 Nos.
- (iv) Male Models – Chennai/other city Supermodels – 6 Nos.
- (v) Show compere ,music compilation, show assists

Note:

1. The venue for conducting the show is **NIFT Auditorium, NIFT Campus, Chennai** on 26th May 2018, 10:00 a.m. However, the venue and the date is tentative and may subject to change.
2. The company will depute technically qualified executive to coordinate the job with NIFT team.

Annexure ‘A’

Details of the Firm

1. Name of the Agency.....
2. Name of the authorized person (who signs on the tender document).....
3. Address of the Agency.....
4. Phone No. (Mob.).....Fax.....

Eligibility Criteria for Selection: Sl. No	Particulars	Description	Nos.	Documents Required
1	Number of Events Conducted with models from your firm(Minimum 5 Events should be conducted in National Level Institutes/ Govt. Organizations/ College Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc.) in the preceding 3 years	a) In National Level Institutes b) In Govt. Organizations c) In College Shows d) Corporate Commercial/ Non Commercial Events e) Celebrity Events f) Product Launch Shows g) Movie Promotion		Names of shows be attached
2	Registration with Income tax department	PAN No.....		Copy of the PAN issued by Income Tax authorities.

Name of the authorized signatory:

Name of the Company /Firm:

Contact No.:

UNDERTAKING

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

Date:

(Signature with full name & Seal of the Tenderer)

Place :

Annexure-'A1'

To

National Institute of Fashion Technology
A Statutory Institute governed by the NIFT Act 2006
(Ministry of Textiles, Govt. of India)
NIFT Campus, Rajiv Gandhi Salai,
Taramani, Chennai – 600 113.

Sub: Tender for Choreography of NIFT Graduation Show-2018

Sir/Madam,

(1) I / we have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.

(2) I /We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.

(3) I/We also confirm my/our commitment to provide the material as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with Name & seal)

Place:

Date:

FINANCIAL BID**(1) Choreography Production with the following models (including Travel & Stay)**

S. No.	Description	Qty.	Rate (₹)	Amount (₹)
1	Chennai / Other City Models (female)	24 Nos.		
	Chennai / Other City Models (male)	6 Nos.		
2	Fashion Choreography	1		
3	Music Compilation	1 (___ sequences)		
4	Back stage Manager	1		
5	Show Assists	1		
	Grand Total			

Total = _____

Total Amount (Inclusive of all taxes)_____

(Signature with Name & seal)

PRICE BID

The tenderer shall quote the amount tendered/financial bids in the following format as considering the venue in **NIFT Auditorium, NIFT Campus** at Chennai:

“FINANCIAL BID FOR NIFT GRADUATION SHOW-2018 of NATIONAL INSTITUTE OF FASHION TECHNOLOGY Chennai”

“I/We (_____) on behalf of M/s _____
_____ hereby undertake to carry out choreography in Graduation Show-2018 as specified in this tender for an amount of ₹ _____ (in words Rupees _____) for the event as required in **Annexure B** The above quoted amount is inclusive of and in accordance with all the statutory liability, Service Charges, Administrative Charges, Tax etc.” as applicable .

Signature of the tenderer/authorized signatory with seal

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of Choreography for Graduation Show 2018. I agree to all the conditions and offer to organize the show in NIFT Auditorium, NIFT Campus at Chennai. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Date : _____

Name & Signature of Contractor

Address: _____
