



Tender Document
Fee Rs.1120/-

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A Statutory body under the NIFT Act 2006, Ministry of Textiles, Govt. of India)

NIFT CAMPUS, Rajiv Gandhi Salai, Taramani, Chennai – 600 113
(An ISO 9001:2008 Certified Institute)

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Tender No. 25/NIFT/CHE/PUR/RE18-19/Machineries

Date: 04.03.2019

Tender Document for “Supply & Installation of Table Top Looms and Metal Charkha for Textile Design Dept.

Time Schedule for tender process:

Date of Publication of tender notification on official website or Newspapers	08-03-2019
Sale of Tender document commence from	08-03-2019
Last date for sale of tender document	23-03-2019 at 12.00 hrs.
Last date for receipt of duly filled in tenders	23-03-2019 at 15.00 hrs.
Date & time of the opening Technical bids	23-03-2019 at 16.30 hrs.
Date & time of the opening Financial bids	Will be notified to the technically qualified tenderers

Note: 1. Tender conditions may be read properly & accordingly fill the tender and enclosures may be submitted

Note: 2. This tender document contains 14 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages before uploading.

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1. 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 field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 Centres. It provides four year undergraduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short term 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, Chennai, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Chennai centre has been set up since 1995 with undergraduate and post graduate programmes. Textile and Apparel Industry has been viewed as an engine of growth in most economies of the world. It is in this context that Ministry of Textiles, Government of India, set up the National institute of Fashion Technology in 1986 as a Registered Society with the status of an Autonomous Body. The prime objective of this institute is to assist the apparel/fashion industry in meeting the industrial competitiveness on a global plane. Over the years NIFT has created a learning environment that encourages innovation, creativity and excellence

- (a) The technical bid envelope must be accompanied with demand draft for Rs.1120/- (Rupees One thousand one hundred and twenty only) towards Tender Document fee (non-refundable) and Rs.48,000/- (Rupees forty eight thousand only) towards Earnest Money Deposit (refundable but non-interest bearing) favouring "NIFT, Chennai" and payable at "Chennai" with all relevant documents in support of eligibility and experience criteria. **The financial bid envelope must contain only the financial bid.**
- (b) The technical bid will be opened at NIFT, Chennai on 23-03-2019 at 16.30 hours in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (c) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

3. NOTICE INVITING TENDER (NIT):

NIFT, Chennai invites sealed tenders under two bid systems for **"Supply & Installation of Table Top looms with extra beam and Metal Charkha for Textile Design**

Department” as per the quantity and specification mentioned in schedule of requirement and in price bid. The bidder shall quote for the item mentioned. A copy of the tender bids duly-filled in all respects enclosing necessary documents may either be sent to The Purchase Officer, National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai-600 113, or be dropped in the tender box placed at Purchase Department of NIFT Chennai so as to reach on or before 15.00 hours on 23.03.2019.

A. SCHEDULE OF REQUIREMENTS:

This NIT is for procurement of the following items with the specification and quantities mentioned against each:-

S. No.	Particulars	Qty.	Specifications
1	Table Top Looms with extra beam and all Accessories	20 Nos.	No. of Heald Shaft - 16 Extra Beam-1 Reed Space - 20" Material - Teak Wood Length (including extra beam) - 47" Width - 26" Height - 52" with folding stand Height - 26" without stand Free accessories - Reed -1, Shuttles -2, Lease Roads - 2, Heald hooks -2
2	Metal Charkha	10 Nos.	Metal Charkha (full metal not wood) Length - 27" Width - 15" Height - 17"

4. GENERAL INSTRUCTIONS:

A. TECHNICAL QUALIFICATION CRITERIA:

The tenderer must fulfil the following eligibility conditions:

- (i) A separate Demand Draft/ Pay Order of Rs.1120/- including GST (Non – Refundable) drawn in favour of “NIFT Chennai” payable at “Chennai” against Tender document fee shall be attached with technical bid.
- (ii) The technical bid should be accompanied by Rs.48,000/- (Rupees Forty eight thousand only) in the form of a bank demand draft/pay order in favour of “NIFT Chennai” payable at “Chennai” as earnest money deposit (EMD).
- (iii) Tenderer’s sales turnover should not be less than Rs.75 lakhs (Seventy five lakhs only) per annum for the last two years in the sale of said & related items. (Documentary proof to be attached) (similar items only)
- (iv) The tenderer should submit proof of supply order copies during the last two years.
- (v) The tenderer firm should possess PAN Number and should have all the necessary registrations viz. registrations under GST, etc., (if applicable) (enclose the documents).
- (vi) The tenderer should provide warranty/guarantee and free service for a period of minimum three years from the date of Supply & Installation, as prescribed at Annexure-II.
- (vii) The tenderer shall mention the specifications, model no and brand supplying in a separate sheet in the technical bid.

B. MODE OF SUBMISSION:

- (i) The copy of the tender documents should be submitted in the following two separate covers:(i) Technical Bid (II) Price Bid. Tenders received with technical bid and price bid in the same cover will be summarily rejected.
 - a) The tender documents should be submitted on or before the due date and time specified in the tender notice and it may be dropped in the TENDER BOX kept at the Purchase Department at NIFT Campus, Chennai.
 - b) The tender documents should be sent through post/courier so as to reach the Purchase Department, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai-600 113, on or before the due date and the time specified in the tender notice. Tenders received after the due date and time for what so

ever reasons will not be considered, and the NIFT Chennai will not be liable or responsible for the same.

C. DUE DATE & TIME:

Last date for submission of tender and duly filled in tender document at NIFT, Chennai is 23-03-2019 (15.00 hrs.). The technical bids of tenders will be opened at 16.30 hours on the same day. If the last day happens to be a holiday, the tender will be opened at the next working day at the same time. The tender received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

D. EARNEST MONEY DEPOSIT:

- I. Tenderer shall enclose a demand draft/pay order of any scheduled bank for an amount of Rs.12,000/-(Rupees Twelve thousand only) in favour of “NIFT, Chennai” payable at “Chennai” as the non-interest bearing earnest money deposit along with technical bid. The technical bid without EMD shall be rejected.
- II. Cheques and bank guarantees will not be accepted towards EMD. However, a valid exemption certificate issued by the Govt. of India will be submitted.
- III. On opening technical bid, if it is found that EMD is not enclosed, then the tender offer will be summarily rejected.
- IV. The EMD will be forfeited:
 - a) To a value of 100% of the EMD cost, if the bidder backs out / withdraws after award of services / supply.
 - b) Tenderer fails to remit the security deposit.
 - c) Tenderer violates any of the conditions prescribed in the tendered document.
 - d) Tenderer revises any of the terms quoted, during validity period.

E. REFUND OF EARNEST MONEY DEPOSIT:

EMD shall be refunded to the unsuccessful tenderer. For this purpose, the tenderer is advised to send the original tender, advance stamped receipt for the EMD amount, so as to avoid any delay in refund. The advance stamped receipt shall be in favour of the Director, NIFT Chennai.

F. FINANCIAL (PRICE) BID:

Financial Bid (Annexure – III) should be enclosed in a separate cover superscribing as ‘Financial Bid.

- (i) Unit rate along with the split up price of the items quoted for shall be essentially given in the prescribed format as given in Annexure-III. The rates should be indicated clearly both in figures and in words. If there is any variation between the rates in figures and in words, the rates given in words will be considered for evaluation. The rate quoted shall be inclusive of rate of all accessories specified in Annexure-III and no separate rate should be quoted for such accessories.
- (ii) All rates shall be for destination at NIFT Campus, Chennai.
- (iii) The rates should be kept firm and valid for 45 days from the date of opening of e-tender **(Financial Bid)**.
- (iv) The tenderer with full signature should attest any scoring or overwriting.
- (v) The quotes shall be for full quantities of items quoted for.
- (vi) Financial (Price) Bid certificate duly signed by the tenderer (Annexure-III).

5. TERMS & CONDITIONS:

A. OPENING OF TENDER AND EVALUATION THEREON :

- (i) The tenders should be received up to 15.00 hours on the day of opening will be only considered.
- (ii) The tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the tender, will not be entertained.
- (iii) The Director, NIFT Chennai reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the NIFT so required, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
- (iv) If the successful tenderer fails to deposit the required security deposit within the time specified or back out from the tender after intimation of the acceptance of the tender or fails to comply with the tender conditions, the earnest money deposit will be forfeited and the agency shall not be permitted to participate in the bidding process of the same procurement. The tenderer shall be liable for all damages sustained by the NIFT by reasons of such breach including the liability to pay any difference between the rates accepted by tenderer and those ultimately paid by the NIFT for the Supply and installation of various machineries, i.e., noticed loss suffered by the NIFT. Such damages shall be assessed by the Director, NIFT Chennai whose decision is final and the amount assessed will be recovered from the tenderer.

B. BID EVALUATION CRITERIA:

- (i) Tenderers who satisfy the conditions/ technical/quality parameters stipulated in the tender document and who have supplied all the documents/sample/materials required will alone be considered as qualified tenderers in technical bid. The tenders of such qualified tenderers alone will be considered for opening the financial bid. However NIFT reserves the right to reject any of the tender without mentioning any reason.
- (ii) The tenders containing any condition leading to unknown/indefinite liabilities are liable to be rejected. If at all any rebate is/are offered, the tenderer shall first quote his rates strictly on the terms and conditions stipulated in the tender documents and then show separately any rebate(s) offered without any conditions for such rebate(s), if any.

C. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the successful tenderer (referred as “Tenderer”) fail to act according to the tender conditions or backs out after the tender has been accepted, the EMD will be forfeited.

D. VARIATION IN QUANTITIES:

The Director, NIFT Chennai reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (25%) indicated in the tender schedule, unless qualified by the specific limitation of the tender.

E. RELEASE OF PURCHASE ORDER:

- (i) Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The NIFT reserves the right to select any bid under the grounds of specification compliance, usage suitability, design, economic suitability, workmanship, brand value, proven track record and reputation in supplies to Govt. Organizations and after sales service facilities.
- (ii) The Director, NIFT Chennai reserves the right to relax or waive any of the tender condition and reject the tender if anyone of the conditions enumerated above is violated or any counter condition is put forward by the tenderer.
- (iii) On receipt of the security deposit, the Director NIFT Chennai will release the formal purchase order to the tenderer.
- (iv) Additional terms and conditions may be incorporated in purchase order, if needed, to safe guard the interest of NIFT.

F. EXECUTION OF PURCHASE ORDER:

The tenderer should nominate and intimate to NIFT Chennai his authorized representative specifically to receive the purchase order from NIFT and to

effectively execute the purchase/supply order complying all the terms and conditions

G. DELIVERY:

- (i) Supply and installation of various machineries for various Departments, make will have to be completed within 30 days after issue of Purchase Order.
- (ii) The delivery schedule should be strictly adhered to. If the tenderer fails to complete the supply within the time stipulated, the order is liable to be cancelled.

H. GUARANTEE / WARRANTY:

- (i) Guarantee / Warranty period shall be specified in the tender. If any item covered under warranty fails the same shall be replaced free of cost including all the applicable charges.
- (ii) All the items supplied shall be guaranteed to be free from defective workmanship or materials for a period of 3 years. The supplier at his own cost shall rectify any defect that may appear during this period.

I. ASSEMBLING AND INSTALLATION:

The supply & installation should be done within stipulated time from the date of supply order at our site, NIFT Campus Chennai.

J. PAYMENT TERMS:

The payments shall be made within 15 working days from the date of supply & installation and also on production of proof of satisfactory performance duly certified by the user department of NIFT.

K. JURISDICTION FOR LEGAL PROCEEDING:

Legal remedies for any disputes which may arise during the execution of the contract shall be instituted in any court of law in Chennai only. The contract shall be governed by the law for the time being in force in the country viz Indian contract Act & Indian Sale of Goods Act.

L. PENALTY:

In the event of failure of the successful tenderer to make the supply of the items ordered within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5%(Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer on genuine reasons, Director may at his discretion grant extension of time with penalty/without penalty. In the event of failure to supply the items even after granting extension of time Director may purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by NIFT Chennai in the transaction from the tenderer besides forfeiting EMD and security deposit.

M. PERFORMANCE GUARANTEE:

Within two weeks of award of work, the agency shall submit a Performance Bank Guarantee (PBG) @ 5% of the cost/value of the items purchased for proper performance of the Contract. The performance guarantee shall be valid for the duration of the contract period plus 60 days. The performance security can be encashed by the NIFT to recover any amount which is payable by the Contractor to NIFT on any account for a cause arising out of the contract.

When the bidder backs out before and after award of services, the tender will be cancelled. Re-tendering with short notice period will be done after approval of the Competent Authority. However, the agency backed out, shall not be allowed for participating in the re-tender process.

N. In case of any clarification required relating to this tender, the same can be sought from the following Officer(s) of NIFT:

(i) Purchase Officer purchase.chennai@nift.ac.in, 044-22542657 (D),

O. SIGNATURE AND SEAL:

The tenderer must sign and affix their seal in every page of the tender document and furnish certificate as below. I/We_____ have gone through the terms and conditions and will abide by them as laid down above.

SIGNATURE & SEAL OF THE AGENCY / FIRM

Date:

Place:

DECLARATION

I/We,..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed. I further understand that on opening of the technical bid if the EMD furnished by me is found short when calculated at the percentage fixed on quoted rate, my quotes will become invalid

Signature :

Name :

Designation :

Name and Agency :

Address of the Tenderer :

Seal of the Tenderer :

Date:

Place:

TECHNICAL BID

ANNEXURE-I

1) Application Fees and EMD details

- I. Number of Demand Drafts enclosed :
II. Demand draft particulars :

S.No	Amount in Rs.	D.D. No.	Date	Name of the bank branch
1	Rs.1120/-			
2	Rs.48,000/-			

2) WARRANTY/Guarantee Certificate

We hereby undertake to furnish three year warranty / guarantee and free maintenance service from the date of installation.

3) TURN OVER DETAILS:

The last two years sales turn-over details are furnished below:

Name of the Agency / Firm:

S. No.	Financial Year	Turnover (Rs. In lakhs) not less than 75.00 lakhs
1.	2016-17	
2.	2017-18	

(Proof of the above sales turn-over details should be furnished in the form of audited balance sheet of the tenderer. Complete set of audited balance sheet is required for the above 2 years.

ANNEXURE – II

Tender No. File No. 25/NIFT/CHE/PUR/RE18-19/Machineries

TECHNICAL BID/ CHECK LIST(To be used as Tender Document for “**Supply & Installation of Table Top Looms & Metal Charkha**”)

S. No	Particulars	Mention ‘Yes’ or ‘No’
1	Whether Demand Draft of Rs.1120/- and Rs.48,000/- (Rupees Forty Eight Thousand Only) in favour of “NIFT, Chennai” payable at “Chennai” is enclosed as Tender Document Fee & EMD with the Technical Bid submitted?	
2	Whether capable and agreed to submit 5% of the order value as Security Deposit, if purchase order is released?	
3	Whether document in support of having minimum last 2 years’ experience with government supply is enclosed?	
4	Whether copy of GST Certificate enclosed?	
5	Whether copy of PAN Card enclosed?	
6	Whether price quoted as per the required specification mentioned in the Annexure ‘III’ and inclusive of all taxes, & other charges i.e., transport, insurance, etc., with delivery up to our site (NIFT, Chennai)?	
7	Whether Copy of Income Tax Return for the last 2 years submitted (FY 2016-17 & 2017-18) not less than 75.00 lakhs (Annexure-I)?	
8	Whether warranty / guarantee certificate provided for up to three years from the date of installation, as at Annexure-I?	
9	Whether Price Bid quoted is as per the specification mentioned therein, as per Annexure-III? (To be placed in Financial Bid only)	
10	Whether submitted the Declaration?	
11	Whether Tender Document Fee, EMD DD, and Annexure-I duly filled, are enclosed with this bidding document?	

(All above enclosures must be valid)

Signature :
Name :
Designation :
Name and Agency :
Address of the Tenderer :
Seal of the Tenderer :
Date:
Place:

ANNEXURE-III

FINANCIAL (PRICE) BID

(This should be submitted in a separate envelope in Financial Bid)

**“Supply & Installation of Table Top Looms and Metal Charkha for
Textile Design Dept.”**

S. No.	Particulars	Qty.	Unit Price (in ₹)	Total Price (in ₹)
1	Table Top Looms with extra beam and all accessories (Textile Design Dept.)	20 Nos.		
2	Metal Charkha (Textile Design Dept.)	10 Nos.		
	Sub Total	30 Nos.		
	GST Taxes, if any			
	Grand Total			

(Rupees _____)

Signature :
Name :
Designation :
Name and Agency :
Address of the Tenderer :
Seal of the Tenderer :
Date:
Place: