



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, चेन्नई
National Institute of Fashion Technology, Chennai.

A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India

An ISO 9001: 2015 certified Institution,
 Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

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

Rs.590/-
 (in Cash /
 DD / PO)

**LIMITED TENDER DOCUMENT (TWO BID PROCESS) FOR
 FASHION SHOW 2026 (CHOREOGRAPHY)**

Time Schedule for Tender Process:

गनगिदा कायगक्रम / TENDER EVENTS	ददनांक / DATES
गनगिदा जारी करने की गतगथ: Date of Publication of Limited Tender	30.04.2026
गिगधित भरी हुई गनगिदा बोली जमा करने की अंगतम गतगथ : Last date of submission of duly filled in Tender Bids	14.05.2026 at 02.00 pm.
तकनीकी बोली खोलने की गतगथ और समय: Date and Time of Opening of Technical Bid of the Tender	14.05.2026 at 04.30 pm.
मूल्य बोली खोलने की गतगथ और समय : Date and Time of Opening of Financial Bid of the Tender	After evaluation of Technical Bid and date will be informed later through mail.

Note : Total Number of Pages – 13 pages

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पुंरकत / 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 the field of Fashion Technology. NIFT provides fashion business education across the country through its network of 17 centres. It provides a four years Undergraduate (UG) program in Design and Technology, two years Postgraduate (PG) program in Design, Fashion Management & Fashion Technology and a short duration education program to address the specialized needs of professionals and students in the field of Fashion. NIFT has its head office at New Delhi with its campuses located at Bhopal, Bhubaneswar, Chennai, Daman, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkula, Raebareli, Shillong and Srinagar.

NIFT, Chennai was established in the year 1995 and situated at NIFT, Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Subject: Notice Inviting Tender for Fashion Show 2026.

National Institute of Fashion Technology (NIFT), Chennai has invited a Limited Tender under Two bids systems for Choreography / Fashion Show 2026 for the Graduating Students. **The show will be held on 22.05.2026 at a NIFT Campus, Chennai.**

The interested agencies/contractors should submit their tender along with the copies of all the relevant certificates, documents, etc. in support of their technical & financial bid – all duly signed and sealed by the service provider.

Tender document is also available for viewing on the “tenders” link of the website @ NIFT Chennai i.e. <https://nift.ac.in/chennai/tenders>.

The Firm should ensure that it complies with the requirements as per tender document before applying for this tender. Also, the interested agencies should submit filled in tender along with all the supporting documents to NIFT, Chennai on or before 14.05.2026 up to 02.00 pm.

The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

In case of any clarification required relating to this tender, the same can be sought from the NIFT official by email - cac.chennai@nift.ac.in

- a) Closing Date and opening of Bid:
- i. Closing date and time: 02.00 PM on 14.05.2026
 - ii. Opening of sealed tender: 04.30 pm on 14.05.2026
 - iii. Financial bid: After evaluation of Technical Bid. Bidders who qualify technically will be considered for opening of financial bid. The same will be informed by mail.
 - iv. Bid validity : up to 30 days from the date of opening of the financial bid
- b) Earnest Money Deposit (EMD) amount is Rs.35,000/- (Rupees Thirty Five Thousand only), DD in the name of NIFT, payable at Chennai. If the EMD is not enclosed along with the Technical bid, it will be summarily rejected. If seeking exemption, the bidder should be enclosed, the Copy of MSME / NIC certificate along with the Technical bid.
- c) The **Technical Bid** containing pages 1 to 12. The bidder should enclose the tender form along with the Technical Bid with seal and signature as a token of acceptance.
- d) The technical bid must contain the prescribed Performa as per Annexures along with the signed copy of all the supporting documents in support of eligibility and experience criteria. The technical bid was sealed in separate cover.
- e) The **Financial Bid** must contain only the financial part (including all taxes etc) to complete the work in all respect (P.No.13 only). NIFT will not accept any claim other than mentioned in the financial bid. **The financial bid is sealed in separate cover.**
- f) Both the technical bid cover and financial bid cover are put in the outer cover and it should be sealed and super-scribed on the top of the cover as "Tender for providing Fashion Show 2026 (Choreography)" - addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.
- g) The sealed cover should be dropped in the Tender Box in the Institute on or before the due date ie. 02.00 p.m. on 14.05.2026. The sealed tenders will be opened on the same day at 04.30 p.m. in the presence of such of the bidders who may wish to be present, either by themselves or by their authorized representatives. If it is a holiday, it will be open on the next day at the same time.
- h) Late tender will not be considered for any reasons.

GENERAL TERMS AND CONDITIONS:

National Institute of Fashion Technology (NIFT), Chennai has invited a Limited Tender for providing Fashion Show 2026 (Choreography). The show will be held on 22.05.2026 at a NIFT Campus, Chennai.

1. The name and address of the bidder 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 instructions given herein, otherwise the tender is liable to be rejected.
2. The tender is liable to be rejected if:
 - a) Complete information not filled in and not submitted in strict compliance with the instructions laid down herein;
 - b) If the particulars and data (if any) asked for in the tender are not filled-in/attached.
 - c) EMD is not enclosed.
 - d) Not enclosing the supporting documents.
3. Corrections, if any must be attested.
4. The Tenders shall be accompanied by the relevant documents as per technical eligibility criteria (**Annexure - A**).
5. The rates quoted should be inclusive of all taxes.
6. The qualified bidder shall deposit 5% of the total cost quoted, as performance Security Deposit to NIFT, Chennai within three days from the date of award of the order. No interest shall be paid on security deposit which will be returned after successful completion of event and after adjusting dues if any. The EMD will be convert as performance security deposit and balance to be paid by the bidder.
7. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of the firm.
8. Institute reserve rights to increase / decrease / cancel any of items mentioned above.
9. Agency will work under the overall directions of the designated officials of NIFT.
10. **Payment terms:** Two to three weeks after submission of the Original Tax Invoice with Institute's GST number and the bifurcation of the amount (if any) needs to be incorporated specifically by the indent department.
11. The full & final payment shall be made on the successful completion of the show,

on the production of Tax Invoice certified by the Indent dept.

12. Any effort by the bidder to influence the employer in the examination, evaluation, ranking of Bids and recommendations of award of contract may result in the rejection of the bidders' bid.
13. In case of any dispute, the disputes will be settled in Chennai jurisdiction only.
14. The service provider shall ensure that himself/ herself or his authorized representative is available for proper handing over the event at NIFT, Chennai.
15. NIFT reserves the right to accept or reject any or all the offers either fully or partially without assigning any reasons.
16. The service provider may visit the NIFT Campus regarding adequate knowledge of the venue and show before submitting the tender document.
17. NIFT reserves to right to withdraw the tender prior to award of the contract without assigning any reasons and without incurrance of any liability on NIFT.

SCOPE OF WORK

Date and Venue of the Show: The date of the event will be held on 22.05.2026 at NIFT Campus, Chennai.

Fashion Show:

The fashion show will be organized on the above date only. The duration of the show will be 2.00 Hours to 2.30 hours (approx.)

a. Specification for Choreographer and their responsibilities.

- Choreographer should have a minimum 5 years of experience in this field.
- Choreographer with experience in NIFT Fashion shows will be preferred.
- Choreographer is responsible for the entire Fashion Show / Choreography.
- 1 day prior to the event, Choreographer & Models should be available at NIFT Campus for Test fit.
- The Models should be present in the venue for rehearsal from 9.00 a.m. onwards on the day of the show.
- Choreographer should provide the models as per the specification given by the NIFT.
- Arrangement of travel (Out station & local), Stay, Food,

Refreshments and any other requirements to the Models & to the Choreographic team will be the responsibility of the Choreographer.

- **Choreographer should provide the latest profile of the models with Photograph and NIFT will select the models for the fashion show. If required, the audition of Models will be done at NIFT and the Choreographer should facilitate the same.**
- Any changes in selected models should be mutually agreed between NIFT and the Choreographer. Any changes from the selected models without the knowledge of NIFT, will impose penalty during the final settlement.
- Hair & Make-up arrangements, should be facilitated by the Choreographer.
- NIFT will provide the No. of sequences and Garments/ Products, the Choreographer should plan accordingly in consent with NIFT.
- The Addition of Female and Male Models should be agreed by the choreographer as per the requirement of NIFT.
- Choreographer should provide the Compere for the show
- Portfolio of Choreographer with his/her work experience to be submitted to the NIFT team for selection.
- At any point of the process, Any deviation from the conditions, NIFT holds the right to cancel the Contract.

b. Specification for Female models:

1. Required Nos. – 18 Models
2. Preferred size – Size 8 UK – Type 1 model (Bust- 32, Waist - 28, Hip-34) & Type 2 model (Bust- 34, Waist - 28, Hip-36)
3. Preferred Height – 5' 7" & above
4. Look – Young & good looking with preferred size.
5. All the models must carry relevant foundation garments & basic varieties of Foot wear (Black, White, metallic converse shoes).
6. Portfolio of models with their work experience to be provided for selection by NIFT team.
7. List of Models with heights and measurement of models to be provided within 3 days after award of work.

c. Specification for Male models:

1. Required Nos. – 06 Models
2. Preferred size – Size Medium (38/40)
3. Preferred Height – 6.0' & above
4. Look – Good shape with handsome look in the preferred size.
5. All the models must carry relevant foundation garment (Black, White/ Skin/ nude colour).

6. Portfolio of models with their work experience to be provided for selection by NIFT team.
7. List of Models with heights and measurement of models to be provided within 3 days after award of work.

d. **Compere:**

- Minimum 5 years of experience in Compering in Fashion Shows
- Preferably Male Compere
- The Compere should have good pronunciation with voice modulation
- With proficiency in English and Hindi language having experience in similar types of work.

दंड/ PENALTY

In the event of failure of the successful tenderer within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 5% of the contract value.

TECHNICAL ELIGIBILITY CRITERIA:

- I. The agency should have a minimum 5 years of experience in producing Fashion Shows/ Choreography.
- II. The agency should have a minimum turnover of Rs.6 Lakhs for last three financial years 2022-23, 2023-24 and 2024-25.
- III. The Choreographer having experience in NIFT Fashion Show will be preferred. The copy of the proof to be enclosed along with the Technical bid.
- IV. The agency should have relevant licenses/registrations required for an event management company and other mandatory registrations such as **PAN and GST** etc. Proof of the same to be submitted along with the technical documents.
- V. The agency should not have been debarred or blacklisted by any Central Government Departments, Public Sector Undertakings and State Governments. Self-undertaking for the same may be enclosed.

The Tender shall be accompanied by the following relevant documents:

1. Tender documents along with Technical bid (**Annexure A**) duly completed and signed by the authorized signatories with all supporting documentary proofs.
2. List of clients for fashion shows conducted with copy of relevant Work Orders and other documentary evidence.
3. Audited financial statement viz. Balance Sheet, Income and Expenditure statement of the Agency for the year 2022-23, 2023-24 and 2024-25.
4. Income Tax returns for the financial years 2022-23, 2023-24 and 2024-25.
5. Undertaking (**Annexure – B**) of confirmation of having read and understood all terms and conditions enclosed in the Tender document.
6. **GST – TDS & TDS will be deducted at the prevailing rate.**

Annexure-A**TECHNICAL BID**

1. Name of the Agency/ Company/ Firm :
2. Name of Authorized person to sign :
3. Year of the commencement of the Firm/Company :
4. Address of the Agency :
5. Mobile No. :
6. Email :
7. Documents to be attached :

S No	Particulars	Documents to be attached
1	Earnest Money Deposit Amount vide Demand Draft for Rs.35,000/- (Rupees thirty five thousand only). DD in favour of NIFT, Payable at Chennai	DD No. : DD Date : Name of the Bank : Amount :Rs.35,000/-
2	All pages of the tender documents duly filled and signed	Duly filled and signed
3	GST number	Copy of document
4	PAN number	Copy of document
5	List of shows undertaken	Copy of work order and relevant Documents to be attached
6	Profile of the Firm/Company	Details to be attached
7	Details of models as per Category	List and details to be attached (Male and Female models separately)
8	Name of the artists for Hair and make-up stylists	Details to be attached
9	Name of Choreographer	Details to be attached
10	Compere	Details to be attached

11	Proof of experience	List along with copy of Work Orders of fashion shows conducted by the service provider
12	Income Tax returns and Annual Turnover for the financial years 2022-23, 2023-24 and 2024-25.	To be attached

Full Signature of Tenderer : _____

Name of Authorized Signatory : _____

Name of Company/ Firm: _____

Seal of Company/ Firm: _____

Address: _____

Contact No. : _____

Email Id : _____

Annexure-B

UNDERTAKING

1. I have gone through all the Terms and Conditions of the Tender
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm our commitment to abide by them.
3. I/We/firm is not debarred / black listed by NIFT/ Govt. organization / PSU.

Full Signature of Tenderer:

Name of Authorized Signatory:

Name of Company/ Firm:

Address:

Annexure-C

FINANCIAL BID

S. No	Particulars	Qty.	Per head in Rs.	Total Amount in Rs.
1	Choreographer Charges	01 No.		
2	Model Cost: Female Model	18 Nos.		
3	Model Cost: Male Model	06 Nos.		
4	Travel Expenditure for models (Out station)	... models		
5	Travel Expenditure for models (Local)	... models		
6	Accommodation Charges for Models	... models		
7	Food and Hospitality Charges for Models	24 models		
8	Backstage Assistance Charges for Assistant / others	Lump sum		
9	Hair & Makeup for 24 models	Lump sum		
10	Compere charges	01 No.		
11	Any other charges			
GST @				
Grant Total				
Grand Total in words – Rupees				

Place :

Seal & Signature of Tenderer

Date :

Name of the Company

Mobile No.