

Tender No: 15/NIFT/CHE/PUR/2025-26

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

A Statutory Institute governed by the NIFT Act, 2006

(Ministry of Textiles, Govt. of India)

An ISO 9001: 2015 certified Institution,

Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Phone: 91-44-22542657, 22542756, 22542767 and 68

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

Rs.295/-
(in Cash /
DD / PO)

कार्य का नाम: "दीक्षांत समारोह 2025 के लिए इवेंट मैनेजमेंट सेवा की भर्ती" हेतु निविदा

**NAME OF WORK: TENDER FOR "HIRING OF EVENT MANAGEMENT
SERVICES FOR CONVOCATION 2025"**

सीमित निविदा / ईओआई दस्तावेज [द्वंद्व बोली प्रणाली]

LIMITED TENDER / EOI DOCUMENT [DUEL BID SYSTEM]

1. Original : Limited Tender/ EOI document [Two Packet]
to be submitted in a sealed cover
addressed to The Director, NIFT, Rajiv Gandhi
Salai, Taramani, Chennai – 600 113.
2. Duplicate : To be retained by the Service Provider for
reference.

Tender Form issued on : 17.10.2025 at 17.00 HRS.

Last date & Time for Submission
of Sealed Tender : 28.10.2025 at 14.00 HRS.

Tender Opening Date & Time : 28.10.2025 at 15.00 HRS.

EMD to be deposited along with
Tender document : Rs.10,000/-

Tender document will be available at our website. It is free of cost, if downloaded.
(www.nift.ac.in/chennai/tenders)

परिचय / 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, Management and Technology. NIFT provides fashion business education across the country through its network of 19 centres.

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 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 Bengaluru, Bhopal, Bhubaneswar, Chennai, Daman, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkula, Raebareli, Shillong, Srinagar and Varanasi.

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

नियम एवं शर्तें / TERMS & CONDITIONS

NIFT, Chennai invites a Limited Tender **HIRING OF EVENT MANAGEMENT SERVICE FOR CONVOCATION-2025**. The Convocation 2025 will be conducted on **07.11.2025 (FRIDAY)** at NIFT Auditorium, Chennai.

The terms and conditions for tender are as follows: -

1. **Earnest Money Deposit (EMD):** The bidder shall deposit Rs.10, 000/- (Rupees Ten Thousand only) as Earnest Money Deposit (EMD) along with the tender form. Tenders without EMD will be summarily rejected. The EMD shall be in the form of a Demand Draft drawn in favour of “NIFT, payable at Chennai.” The EMD of unsuccessful bidders will be refunded within three (3) weeks from the date of opening of the tender. The EMD of the successful bidder will be refunded after awarding the order. No interest shall be payable on the EMD amount.
2. **Forfeiture of EMD:** If the successful bidder fails to act as per tender conditions or withdraws after acceptance, the EMD will be forfeited.
3. **Filling of Tender:** The name and address of the bidder shall be clearly mentioned. Overwriting, corrections, or insertions will not be accepted unless countersigned by the bidder. The tender must be filled and submitted strictly as per the instructions; otherwise, it is liable to rejection.

4. **Submission of Tender:** The filled tender document with enclosures must be submitted in a sealed envelope superscribed as “HIRING OF EVENT MANAGEMENT SERVICE FOR CONVOCATION 2025,” addressed to The Director, National Institute of Fashion Technology, Rajiv Gandhi Salai, Taramani, Chennai – 600113. The envelope must be dropped in the Tender Box before 14:00 hrs on **28.10.2025**. Tenders will be opened on the same day at 15:00 hrs in the presence of bidders or their authorized representatives. Any change in the opening schedule will be notified by NIFT.
5. **Validity of Bids:** The bid shall remain valid for two (2) months from the date of opening. Any withdrawal or modification during this period shall result in forfeiture of the EMD.
6. **Acceptance / Rejection of Tenders:** NIFT reserves full right to accept or reject any or all tenders without assigning reasons. The decision of NIFT shall be final and binding on all bidders.
7. **Eligibility Criteria:** The bidder must have a minimum of three (3) years of experience in event management for educational institutions, universities, or national-level organizations. Proof of experience (e.g., work orders, completion certificates) must be attached.
8. **Location of Vendor:**
The vendor must have **operational presence in CHENNAI only**.
9. **List of items required:** The bidder should read carefully the list of items required as given in the **Annexure II**.
10. **Quality of Material and Service:** All materials supplied shall be of best brand & quality and conform to professional level standards. Substandard materials or services must be replaced immediately at the supplier’s cost and risk. Penalty may be imposed as decided by NIFT. There will be changes (increase/decrease) based on the actual need. The total cost will be calculated accordingly.
11. **Conformity with Specifications:** Acceptance of items/services is subject to strict compliance with tender specifications and work order details.
12. **Safety and Liability:** The bidder must ensure adequate safety measures during setup and event execution. NIFT shall not be responsible for any accident, injury, or damage caused due to negligence or unsafe work practices. The bidder shall be responsible for any damage or loss to NIFT property and must make good such losses at their cost. All the materials should be properly entered in the main security office.
13. **Supervision and Presence:** The tenderer or their authorized representative must be present on-site for supervision and coordination during setup and event execution. Vendor should be flexible to work as per the NIFT requirements. Vendor should provide required technician and assistance during the programme.
14. **Delivery Schedule:** Convocation 2025 is scheduled on **07.11.2025**. **Materials must be supplied and all arrangements & set-up to be completed by 06.11.2025 at 2:00 PM**. Floral decoration may be done later as per instructions. Delay in supply or setup will attract a penalty of 10% of the total work order value.

15. **Rate Quotation:** The bidder must quote rates for all items in **Annexure III**. Partial or incomplete bids will be rejected.
16. **Supporting Documents:** Bidders must attach the following documents: (a) PAN and GST Registration, (b) Address Proof (Chennai), (c) Experience Certificates / Work Orders, and (d) Filled and signed Annexures.
17. **Signature and Acceptance:** The bidder must sign and stamp all pages of the tender as a token of acceptance of the terms and conditions.
18. **Determination of Lowest Bidder (L1): Dual Bid System** Evaluation will be based on eligibility, experience, and total financial quote. All rates must be inclusive of taxes and based on free delivery to NIFT Auditorium, Chennai. The Lowest Bidder (L1) will be determined based on the Grand Total (inclusive of GST) for all items listed in Annexure II. Partial quoting is not permitted.
- A. **TECHNICAL Details/documents (Annexure -I (Part A & Part B))** should contain all the supporting documents duly signed by them.
- B. **PRICE BID (Annexure III) should be covered in separate sealed envelope:**
Details of prices and rates of taxes, duties and discounts if any, to be quoted clearly by the Bidders.
- C. **Tenders shall be submitted under the Dual Bid System — comprising a Technical Bid and a Price Bid. Both bids shall be sealed separately and placed together in a single outer cover clearly superscribed with the tender details.**
19. **Payment Terms:** Payment will be made within 15 days after submission of a valid Tax Invoice and successful completion of work. No advance payment shall be made
20. **Right to Modify / Cancel:**
The Director, NIFT reserves the right to **change, modify, or cancel** the tender process for administrative reasons if required.
21. **Dispute Resolution:** Any disputes shall be referred to the Director, NIFT Chennai, whose decision will be final and binding.
22. **Bidder's Responsibility:**
The bidder shall carefully read all requirements in all aspects and submit the quotation accordingly. The bidder should ensure the submission of all the necessary supporting documents along with the Financial Bid Annexure III. Incomplete bid will summarily be rejected.
23. **Jurisdiction:** All disputes or legal proceedings related to this tender shall be subject to Chennai jurisdiction only.
24. **Force Majeure:** Neither party shall be liable for failure to perform obligations due to circumstances beyond control, such as natural calamities, strikes, or government restrictions.

PART A:

The details of tenderer shall be filled in by the tendering party, duly signed, stamped and sealed.

S.No.	Particulars	Details	Page No
1	Name of Tenderer		
2	Address of the Firm		
3	Phone No. & Mobile No.		
4	E-mail id:		
5	Status whether firm is proprietary / partnership firm / company		
6	Name (s) of the Director / Proprietor / Partners of the firm		
7	Year of Commencement		
8	GST No (GST Registration should be attached.)		
9	PAN No (Copy of the PAN should be attached)		
10	Details of the EMD		
	Amount in Rupees		
	DD No. and Date		
	Issuing Bank		
11	Copies of earlier work orders of similar nature		
12	Any other supporting documents		

PART B:

TECHNICAL EVALUATION: Eligibility Criteria for Selection				
Sl. No	Particulars	Description	Nos.	Page No
1	Number of Events Conducted with 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 NOTE: 1. Copies of the proof of such shows be attached 2. Colour Photographs of the events conducted earlier may also be attached for reference.	In National Level Institutes		
		In Govt. Organizations		
		In College Shows		
		Corporate Commercial/ Non-Commercial Events		
		Celebrity Events		
		Product Launch Shows		
		Movie Promotion		
		Any other		

Note:

1. Only the bids qualified in the Technical Evaluation will be considered for the Financial Bid. Incomplete bids will be rejected and shall not be considered for further processing.
2. The decision of the NIFT Committee shall be final and binding on all bidders.

अनुबंध – II / Annexure – II

Requirements:

S. No	Details	Units
1	Welcome Arch 16' X 12' with Branding & Artificial Flowers	01
2	Welcome Flex Banner 10 ft (L) X 5 Ft (H) (To be fixed near the main gate wall)	01
3	Stage Flex Backdrop 20' X 10', Total 200 Sq. ft - (To be fixed on the Auditorium stage)	01
4	Stage Side Wings 5' X 10' - 02 Nos, each 50 Sq. Ft) (To be fixed on the Auditorium stage)	02
5	Double Seater Sofa (Black)	20
6	Teapoy	06
7	Flower Stands	04
8	Small Flower pot on the teapoy	06
9	Stage Flower Runner - 50 Feet length (Fresh flowers. colour as per NIFT choice)	01
10	Podium Flower decoration	02
11	Podium Raiser	01
12	Audio System (JBL, VRX, 4+2, Amplifier & Mixer)	01
13	Cordless Hand mic - 04 Nos, Podium mic - 01 No	05
14	LED Parcans	24
15	DMX Controller	01
16	Still Photography (Approx. 4 hrs)	02
17	Video Coverage (Approx. 4 hrs)	01
18	Cloth draping on 1st Floor 65 Feet	01
19	Photo Opp for Selfie Booth with Props	01
20	Flower Bouquet - 06 Nos for VVIPs. (approx. 50 Main flowers + filler/greenery, per bouquet, NIFT will decide the colour)	06

Note: The bidder may enclose the pics of items to be supplied for more clarity. There will be slight increase or decrease of items as per the actual need.

Place:

Date:

(Name & Signature of the Tenderer with Seal)

Seal & Signature of the Tenderer

अनुबंध – III / Annexure – III- FINANCIAL BID

S. No	Details	Units	Unit Price	Total (Rs.)
1	Welcome Arch 16' X 12' with Branding & Artificial Flowers.	01		
2	Welcome Flex Banner 10 ft (L) X 5 Ft (H) (To be fixed near the main gate wall)	01		
3	Stage Flex Backdrop 20' X 10', Total 200 Sq. ft - (To be fixed on the Auditorium stage)	01		
4	Stage Side Wings 5' X 10' - 02 Nos, each 50 Sq. Ft) (To be fixed on the Auditorium stage)	02		
5	Double Seater Sofa (Black)	20		
6	Teapoy	06		
7	Flower Stands	04		
8	Small Flower pot on the teapoy	06		
9	Stage Flower Runner - 50 Feet length (Fresh flowers. colour as per NIFT choice)	01		
10	Podium Flower decoration	02		
11	Podium Raiser	01		
12	Audio System (JBL, VRX, 4+2, Amplifier & Mixer)	01		
13	Cordless Hand mic - 04 Nos, Podium mic - 01 No	05		
14	LED Parcans	24		
15	DMX Controller	01		
16	Still Photography (Approx. 4 hrs)	02		
17	Video Coverage (Approx. 4 hrs)	01		
18	Cloth draping on 1st Floor 65 Feet	01		
19	Photo Opp for Selfie Booth with Props	01		
20	Flower Bouquet - 06 Nos for VVIPs. (approx. 50 Main flowers + filler/greenery, per bouquet, NIFT will decide the colour)	06		
21	Transportation	...		
	Total Cost			
	Tax GST if any @.....			
	GRAND TOTAL			

NOTE: The quoted amount is inclusive of Transportation, Loading & Unloading, Set-up etc., No additional amount whatsoever will be paid. Specifications and Quantities will be finalized after finalizing the Vendor.

Place:

Date:

(Name & Signature of the Tenderer with Seal)